

Welcome to . . .

Willamette Human Resources

We are . . .

- ▶ Our mission . . .

Willamette Human Resources (WHR) is dedicated to the mission and values of Willamette University and to excellence in service to the University community.

Our department mission is to assist Willamette University in its efforts to recruit and retain exceptional faculty and staff, provide programs and services that cultivate excellence and support the University's goals, and serve as a source of information, expertise, advocacy, and support for faculty, staff, management and the Willamette community at large.

We are . . .

- ▶ Our departmental values . . .

WHR's core values are friendliness, community, teamwork, professionalism, diversity, expertise, dependability, and efficiency and we strive to embody these values. We cherish the dignity and worth of all individuals and value Willamette's faculty and staff for the contributions they make to our community and the world.

We are . . .

- ▶ Employee Advocates
- ▶ Business Partners
- ▶ Listeners
- ▶ Fiduciaries
- ▶ “The Bridge”
- ▶ Stewards of Policies and Resources
- ▶ Advisers
- ▶ Educators
- ▶ Active & Committed Willamette Community Members

We are . . .

- ▶ Karen Stolley, Human Resources Assistant

Karen is our primary customer service provider at the front desk and answers basic HR questions, provides requested forms and other materials, and routes all incoming mail, email, and calls to the appropriate person when necessary. She also coordinates various projects, including distribution of annual review notices, updating of position descriptions, and processing of incoming applicant materials.

We are . . .

► Suzie Torre, GBA, HR Analyst

Suzie administers our benefit and salary programs, and manages our HRIS data from both an entry and reporting standpoint. She is the primary point of contact for benefit questions, including core benefits, supplemental benefits, and legally mandated benefits (ie. Workers compensation), administers leave programs, and also performs salary administration duties and some compensation analysis.

We are . . .

▶ Linda Flamenco, HR Generalist/Employment

Linda administers our Employment program and is also here to provide support for employee relations needs and other HR Generalist responsibilities. “Employment” encompasses recruitment, HR on-boarding, post-employment concerns such as unemployment, as well as tracking/reporting relative to recruitment and Equal Employment Opportunity. Linda also coordinates and advises on job description creation, maintenance and updates to support hiring, compensation, and performance management processes.

We are . . .

- ▶ Wendy Gleason, Mgr of Training, Development & Work Culture Programs

Wendy is responsible for management and administration of our staff training and development programming as well as the provision of “work culture” programs like this administrative luncheon and the awards/recognition program. Development encompasses the provision of the institutional New Employee Orientation as an integral part of the overall on-boarding program. She coordinates our participation in the Management Development Series and works with PDC to make Professional Development Day happen each year.

We are . . .

- ▶ Keith Grimm, SPHR, HR Director

Responsible for the provision of all HR programming, but serves as a working supervisor and the primary contact for employee relations matters, including harassment/discrimination issues, compensation evaluations, policy development and changes, and currently serve as Willamette's representative to the Pioneer Educator's Health Trust, among other duties.

- ▶ HR Reports to VP Financial Affairs

We are . . .

- ▶ Our locations . . .
- ▶ Office of Human Resources
Waller Hall, 1st Floor
503.370.6210
503.370.6570 Fax
human-resources@willamette.edu
- ▶ Training & Development Resources Center
“Mahoney” Office Building
503.779.2105
503.370.6570 Fax
human-resources@willamette.edu

We are . . .

- ▶ Active participants in committee work . . .
 - Suzie Torre chairs Benefit Advisory Committee, serves as HR liaison to Safety Committee, and is a member of the local chapter of the International Foundation of Employee Benefit Plans (IFEBP).
 - Linda Flamenco chairs the Staff Recruitment Committee, is involved in Latino Support, and serves on the board of the Salem Chapter of SHRM.
 - Wendy Gleason serves as HR Liaison to the Professional Development Committee, is a member of the WVHEHR Management Development Committee, and is a member of the American Society of Training and Development Professionals (ASTD).
 - Keith Grimm serves as HR advisor to the Benefit Advisory Committee, serves on the Council for Diversity and Social Justice (CDSJ) and is the “organizer” for the staff issues subcommittee, serves as Willamette’s Trustee on Pioneer Educators Health Trust, and is on the board of the Salem Chapter of SHRM.

We hope to . . .

- ▶ Work toward embodying our new departmental mission and values
- ▶ Create an atmosphere where faculty and staff never hesitate to consult with us for assistance
- ▶ Contribute to Willamette's rich organizational culture
- ▶ Become more efficient and simplify existing processes without sacrificing necessary controls
- ▶ Provide services that are valued by the Willamette community
- ▶ Be a team and have more fun!

A few current happenings in HR . . .

- ▶ New Employee Orientation and Coordination of On-boarding
- ▶ Harassment Training and Policies/Procedures
- ▶ New Recruitment Processes and Application
- ▶ Evaluating Web-Based HR Administration Tools
- ▶ Updated Policy Handbook and Revised Policies (in progress)
- ▶ New Job Description Format and Storage
- ▶ Move to Metrics (Surveys – Post-Hire, Service, Exit, Recruitment Support)
- ▶ Looking for Opportunities to Expand Benefit Offerings and Make Communications More Efficient
- ▶ Develop Workplace Expectations
- ▶ Develop Continuing Training Program, both Employee and Supervisory (Recent Needs Assessment)
- ▶ Retirement Plan Fiduciary Audit and RFP (and New Regulations)

HR Website

► New or Updated

- Training and Development
- Open Enrollment (Temporary Page)
- Benefits
- Recruitment
- Workplace Safety
- HR "Staff" Page
- Performance Management
- Compliance Information and Contacts
- Supervisor Resources

HR Website

▶ Coming soon . . .

- New Hire Resources Page
- Retirement Resources Page
- Training & Development Menu & Calendar

The End

