



HLC Accreditation 2016-2017

Evidence Document

Administration and Finance

Office of Human Resources

Human Resources Strategic Summary FY 2015

Additional information:



FROM: Matthew Johnston, Associate Director of Human Resources

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DATE: August 10, 2015

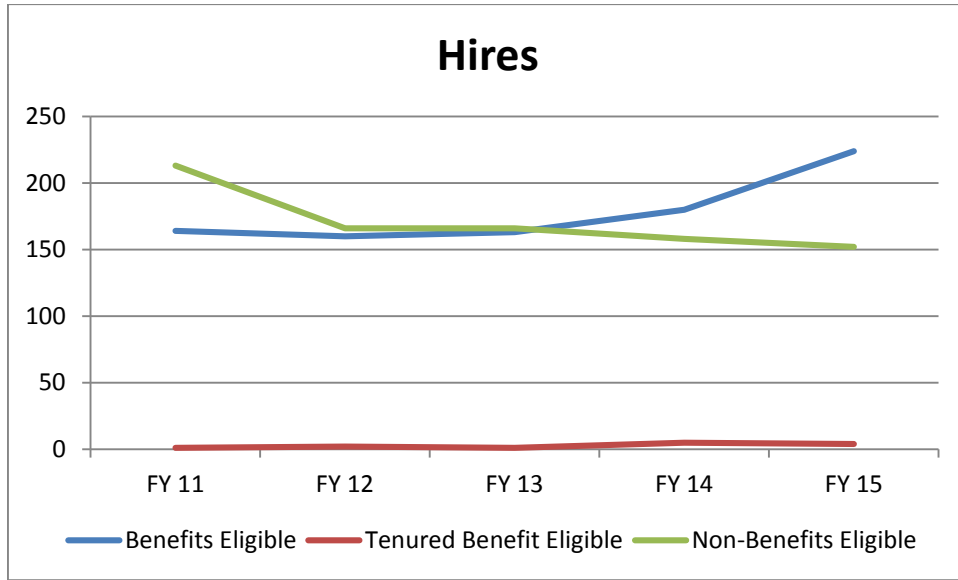
SUBJECT: Human Resources Strategic Summary/Fiscal Year End 2015

The Office of Human Resources would like to share university employment statistics in an effort to communicate achievements and to also extend information that may aid other departments on important decisions. We are continuously brainstorming additional ways to share meaningful data that can assist us achieve our strategic goals. If you would like certain statistics be added, please let me know and we will expand on the items below. We hope you find this information useful and insightful.

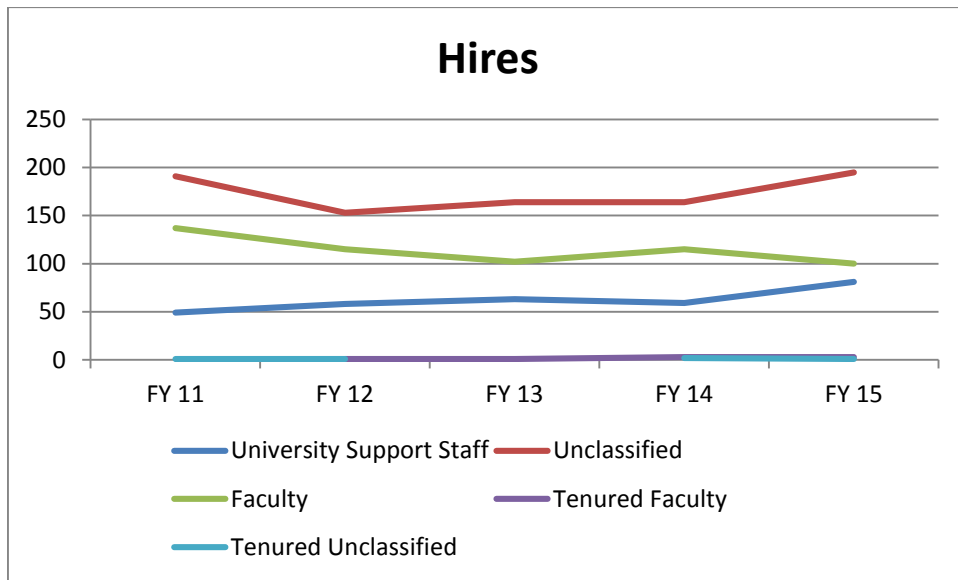
The following summary provides an overview of activity for the Fiscal Year ending June 6, 2015. It highlights significant employment trends and provides possible implications of these trends where possible. The statistics provided do not include affiliates and are based on FY 15 unless otherwise noted.

Hiring Activity

Over the past five years Wichita State University has experienced growth in hiring into benefits eligible positions while seeing a reduction in non-benefits eligible hiring. An overall hiring reduction occurred between FY 12 and FY 14. In FY 15 hiring levels returned slightly higher than FY 11.

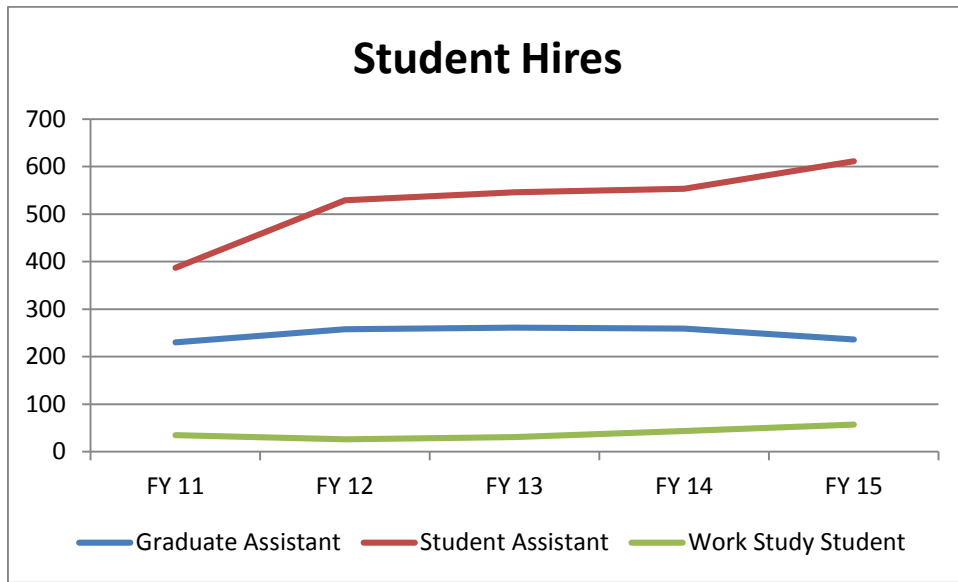


Year	FY 11	FY 12	FY 13	FY 14	FY 15
Benefits Eligible	164	160	163	180	224
Tenured Benefit Eligible	1	2	1	5	4
Non-Benefits Eligible	213	166	166	158	152
Total	378	328	330	343	380



Year	FY 11	FY 12	FY 13	FY 14	FY 15
University Support Staff	49	58	63	59	81
Unclassified	191	153	164	164	195
Faculty	137	115	102	115	100
Tenured Faculty	0	1	1	3	3
Tenured Unclassified	1	1	0	2	1
Total	378	328	330	343	380

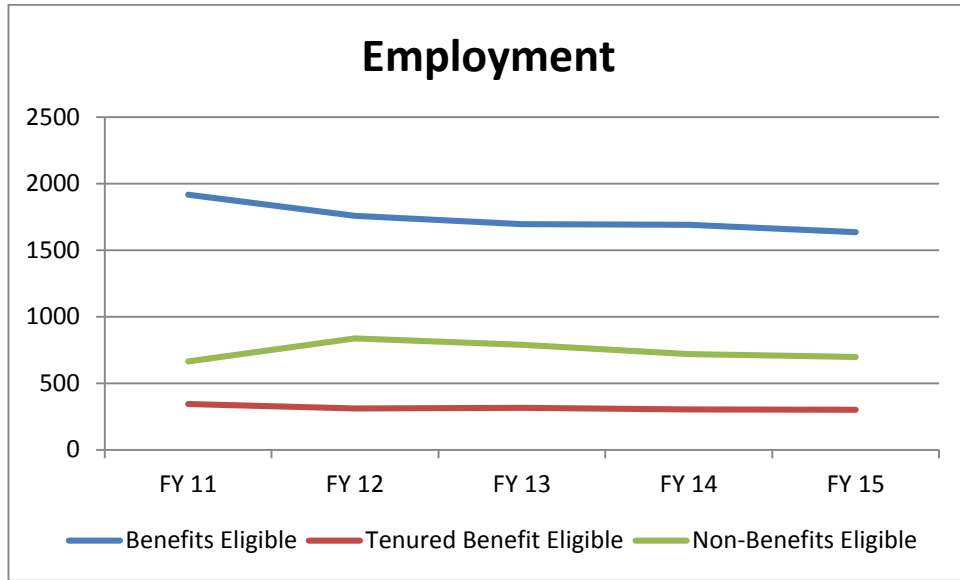
Student hiring overall has continued to increase. We are experiencing the greatest growth in Regular Student hiring.



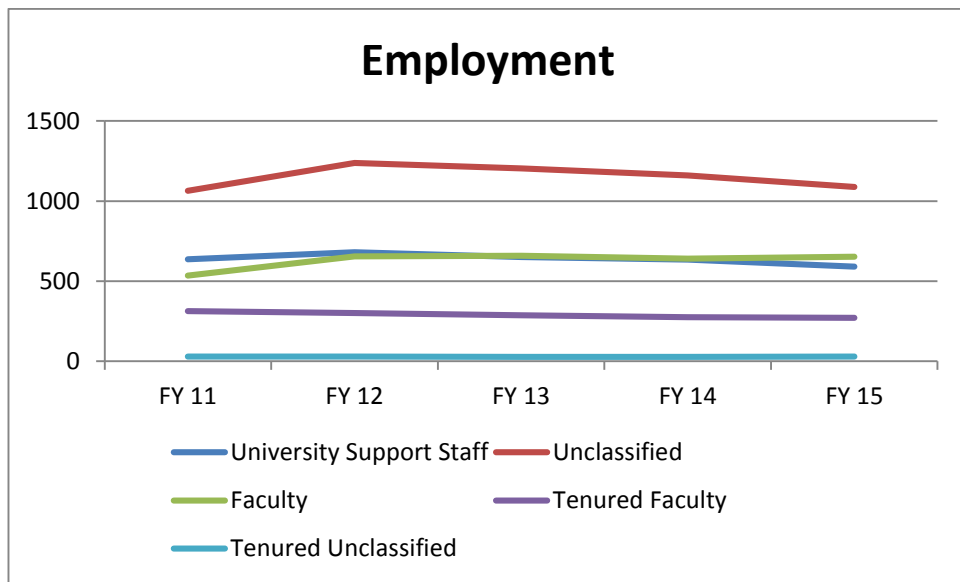
Year	FY 11	FY 12	FY 13	FY 14	FY 15
Graduate Assistant	230	258	261	259	236
Student Assistant	387	529	546	553	611
Work Study Student	35	26	31	44	57
Total	652	813	838	856	904

Employment

The number of employees at the University spiked in FY 12 and has trended down since; although, the overall total number of employees has increased since FY 11.

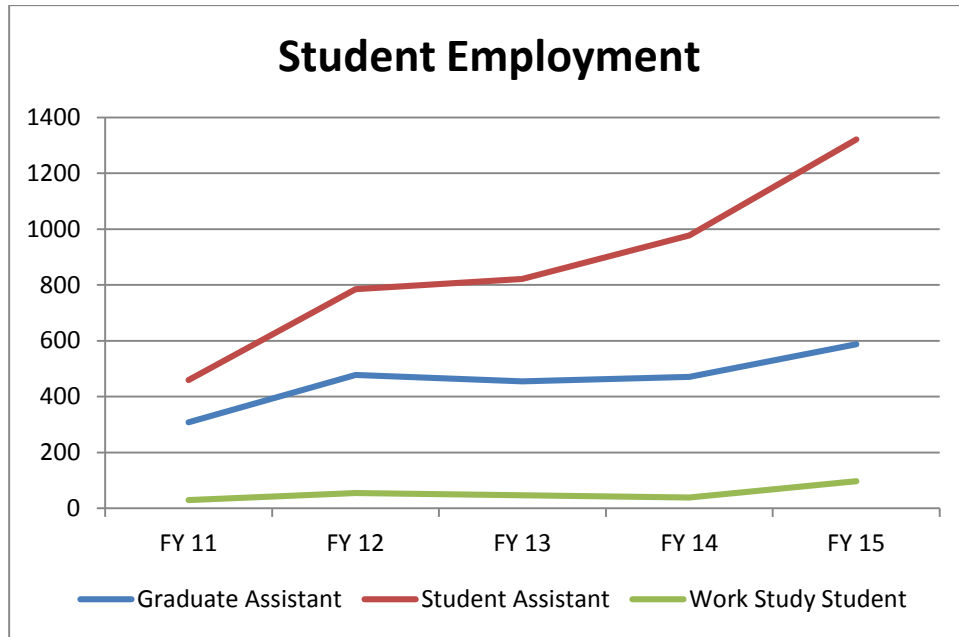


Year	FY 11	FY 12	FY 13	FY 14	FY 15
Benefits Eligible	1917	1758	1696	1691	1635
Tenured Benefit Eligible	343	311	314	303	300
Non-Benefits Eligible	663	837	789	718	698
Total	2580	2906	2799	2712	2633



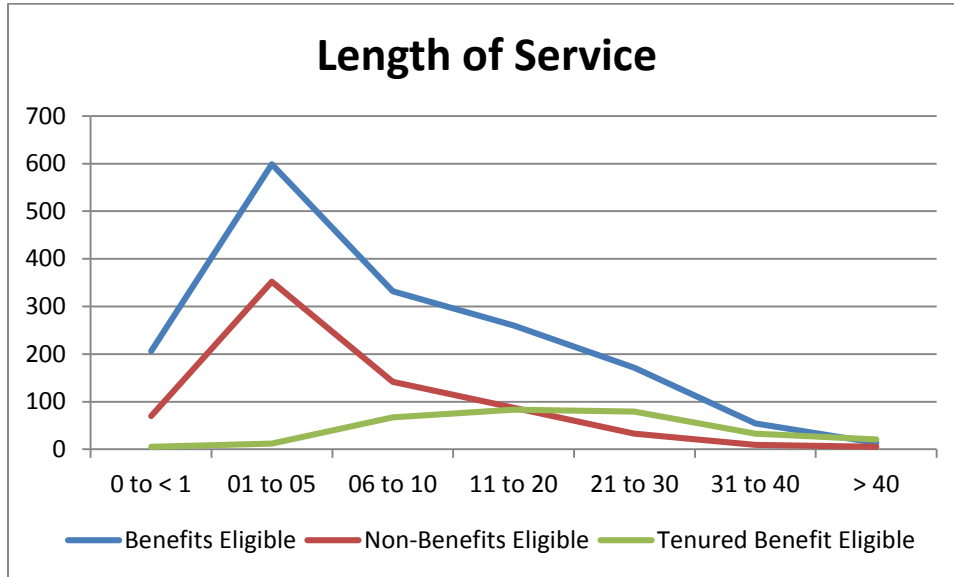
Year	FY 11	FY 12	FY 13	FY 14	FY 15
University Support Staff	636	681	650	635	591
Unclassified	1065	1239	1204	1161	1089
Faculty	536	655	658	641	653
Tenured Faculty	314	301	287	275	271
Tenured Unclassified	29	30	27	28	29
Total	2580	2906	2799	2712	2633

Student employment has continued to increase over the past five years. The greatest area of growth is in Regular Student positions.

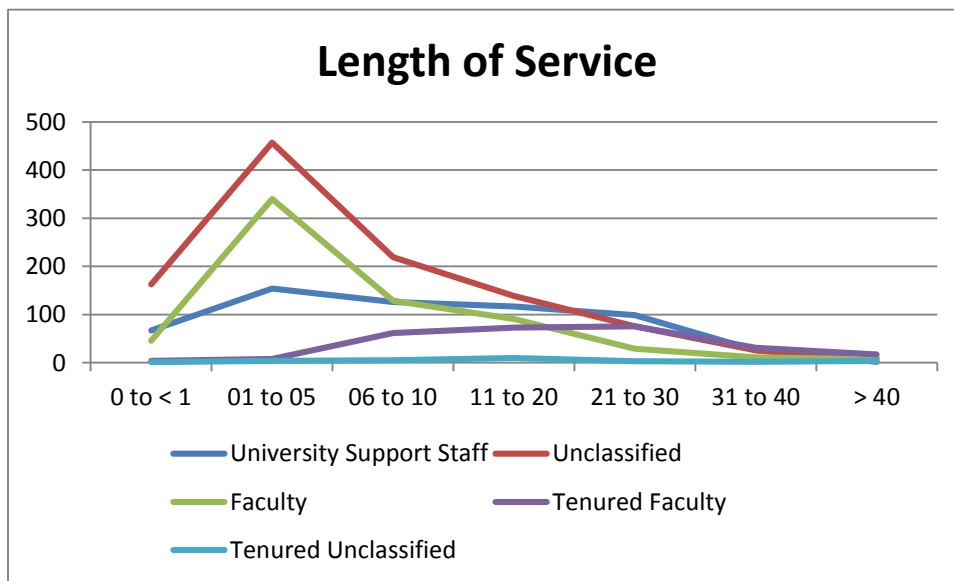


Year	FY 11	FY 12	FY 13	FY 14	FY 15
Graduate Assistant	308	478	455	471	588
Student Assistant	459	785	822	978	1321
Work Study Student	29	54	47	38	97
Total	796	1317	1324	1487	2006

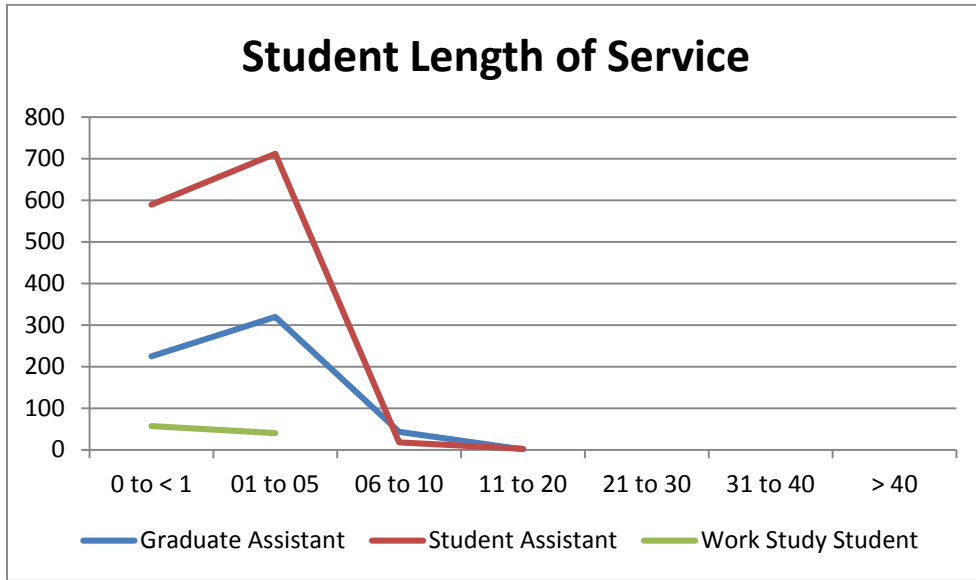
Length of Service



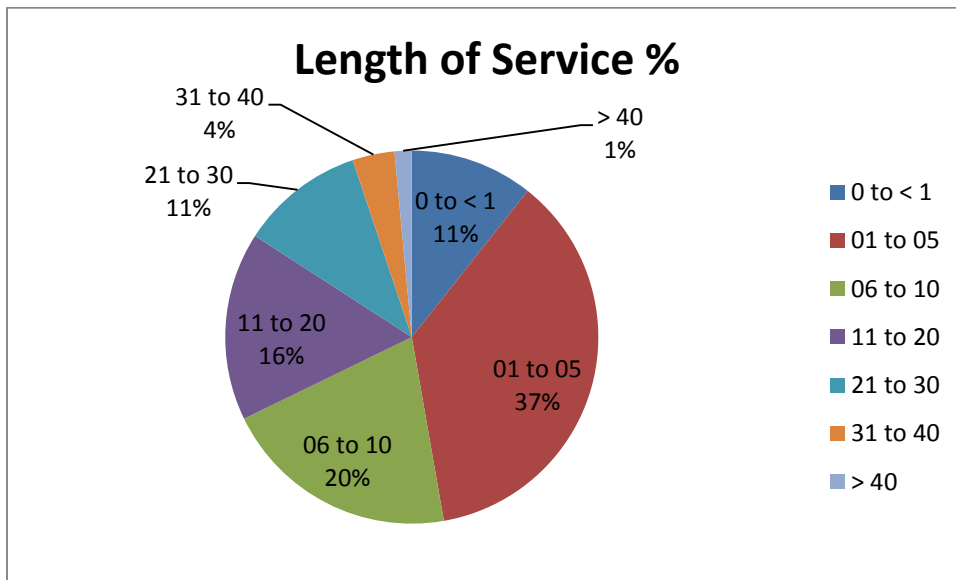
Years	0 to < 1	1 to 5	6 to 10	11 to 20	21 to 30	31 to 40	> 40
Benefits Eligible	206	599	332	260	171	54	13
Non-Benefits Eligible	70	352	142	87	33	9	5
Tenured Benefit Eligible	5	12	67	83	79	33	21
Total	281	963	541	430	283	96	39



Years	0 to < 1	1 to 5	6 to 10	11 to 20	21 to 30	31 to 40	> 40
University Support Staff	67	154	126	117	99	26	2
Unclassified	163	457	219	139	76	26	9
Faculty	46	340	129	91	29	11	7
Tenured Faculty	4	8	62	73	76	31	17
Tenured Unclassified	1	4	5	10	3	2	4
Total	281	963	541	430	283	96	39



Years	0 to < 1	01 to 05	06 to 10	11 to 20	21 to 30	31 to 40	> 40
Graduate Assistant	225	319	43	1	0	0	0
Student Assistant	589	712	18	2	0	0	0
Work Study Student	57	40	0	0	0	0	0
Total	871	1071	61	3	0	0	0



Faculty and Staff Totals

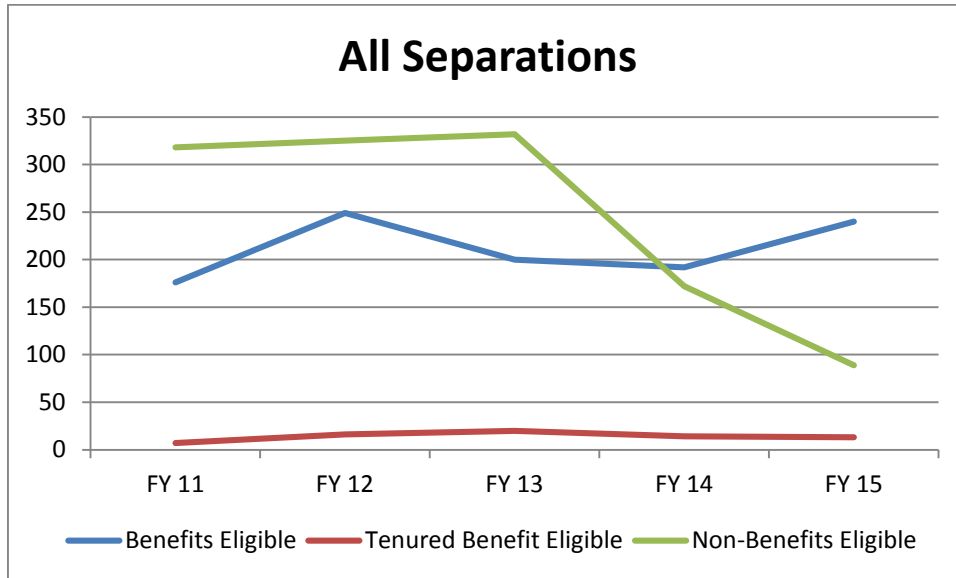
0 to < 1	1 to 05	6 to 10	11 to 20	21 to 30	31 to 40	> 40
281	963	541	430	283	96	39

Implications of Employee Length of Service Breakdown

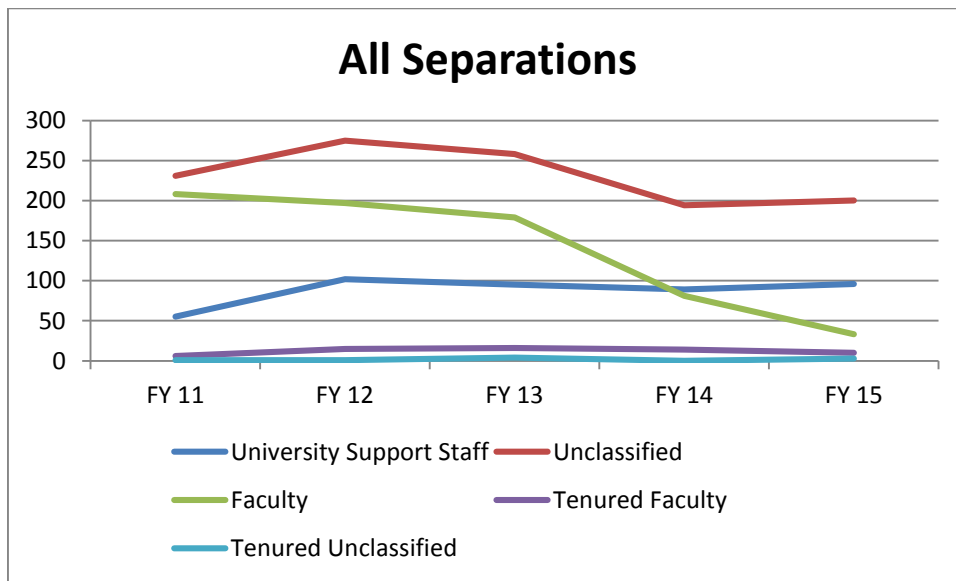
- The employee length of service breakdown is relatively well balanced, with 48% having 5 years or less of service, and 52% having more than 5 years of service.
- The balanced service length breakdown does not suggest any immediate issues with regard to large scale employee loss through retirement or an aging workforce. However, a significant upward trend has been noted with regard to employees with more than 5 years of service.
- The 48% of employees with 5 years of service or less support the trends of increased employment and hiring documented earlier in this summary. This data also supports the general downward trend of employee separations.
- With 52% of employees having more than 5 years of service, employee retention is trending significantly upward. This is especially noticeable when looking at the fact that 32% of employees have more than 10 years of service.
- Continued monitoring of the employee service breakdown is essential to identifying and planning for future workforce challenges, such as the aging workforce population, the introduction of new generations into the workforce, and the retention of employees at every stage of their employment career. Successful management of these types of events will help to provide the framework for a diverse and balanced workforce.

Separations

Employee separations continue to show a decrease. It should be noted the voluntary separations are decreasing while involuntary separations are increasing.

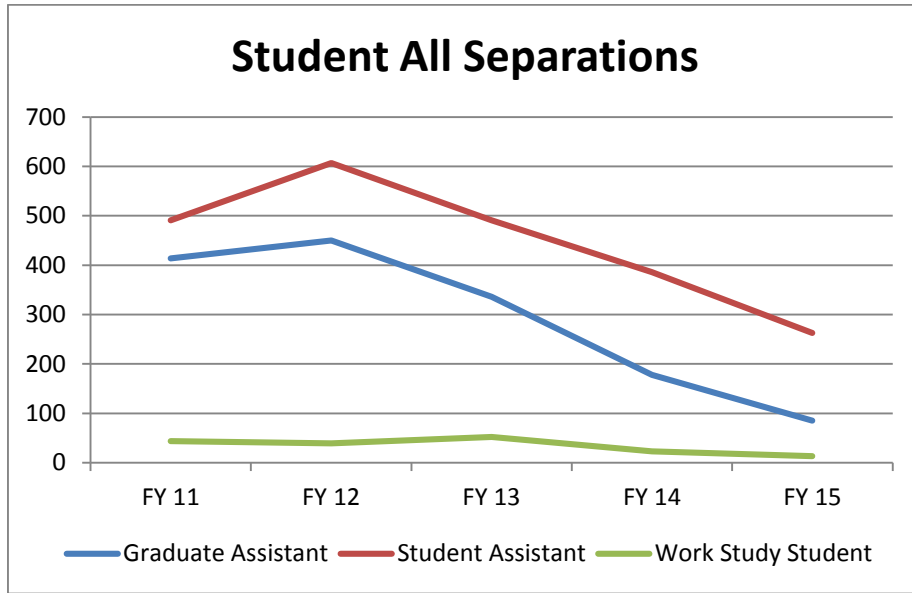


Year	FY 11	FY 12	FY 13	FY 14	FY 15
Benefits Eligible	176	249	200	192	240
Tenured Benefit Eligible	7	16	20	14	13
Non-Benefits Eligible	318	325	332	172	89
Total	501	590	552	378	342

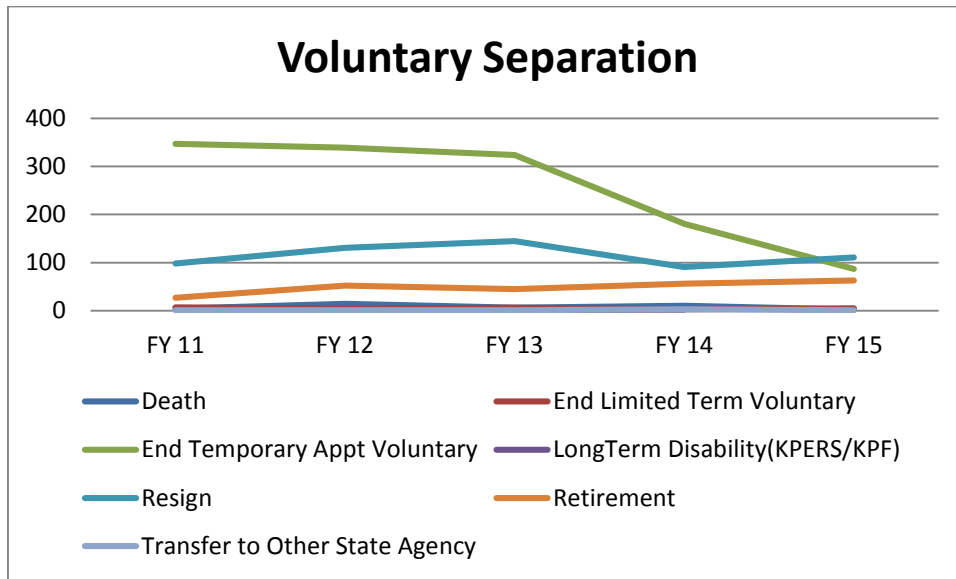


Year	FY 11	FY 12	FY 13	FY 14	FY 15
University Support Staff	55	102	95	89	96
Unclassified	231	275	258	194	200
Faculty	208	197	179	81	33
Tenured Faculty	6	15	16	14	10
Tenured Unclassified	1	1	4	0	3
Total	501	590	552	378	342

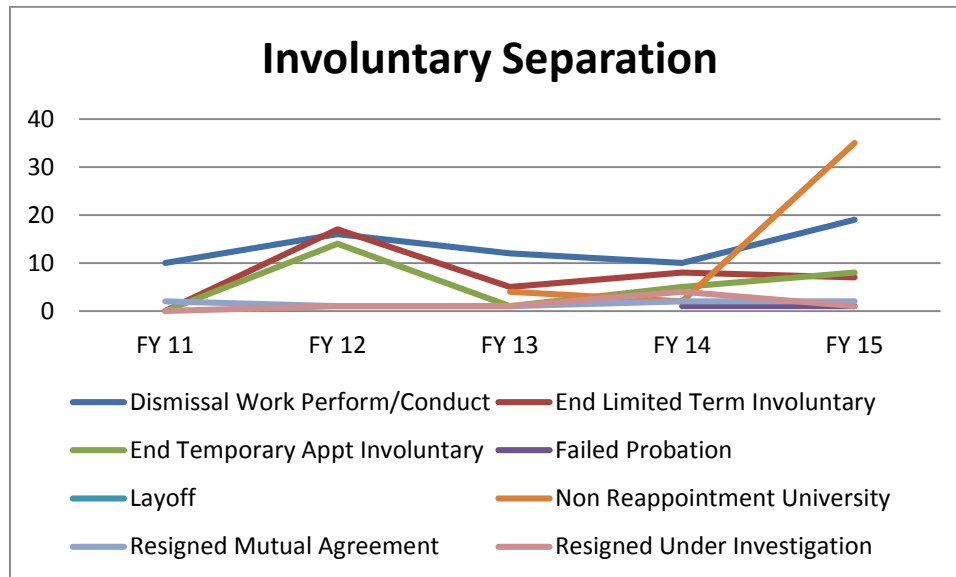
* All tenured separations were voluntary



Year	FY 11	FY 12	FY 13	FY 14	FY 15
Graduate Assistant	414	450	336	178	85
Student Assistant	491	607	491	386	263
Work Study Student	44	39	52	23	13
Total	949	1096	879	587	361



Reason	FY 11	FY 12	FY 13	FY 14	FY 15
Death	4	14	6	10	2
End Limited Term Voluntary	7	4	6	3	5
End Temporary Appt Voluntary	347	339	324	181	87
LongTerm Disability(KPERS/KPF)	2	0	1	2	0
Resign	98	131	145	91	111
Retirement	27	52	45	56	63
Transfer to Other State Agency	1	1	1	3	1
Total	486	541	528	346	269
% of Total Workforce	18.8%	18.6%	18.9%	12.8%	10.2%

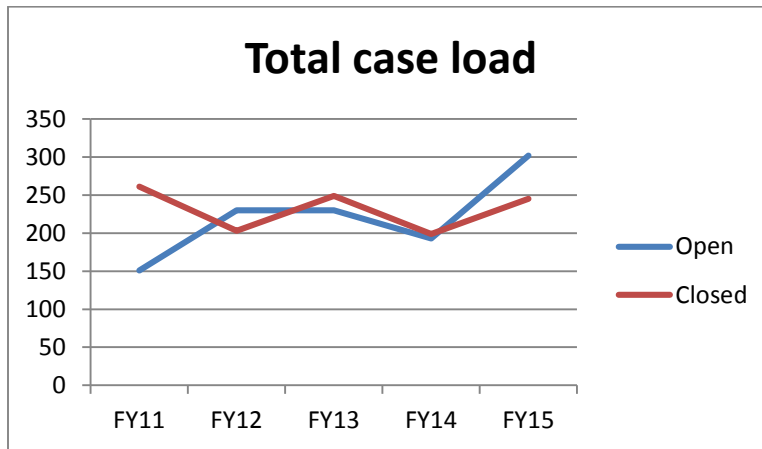


Reason	FY 11	FY 12	FY 13	FY 14	FY 15
Dismissal Work Perform/Conduct	10	16	12	10	19
End Limited Term Involuntary	0	17	5	8	7
End Temporary Appt Involuntary	0	14	1	5	8
Failed Probation	0	0	0	1	1
Layoff *	3	0	0	0	0
Non Reappointment University	0	0	4	2	35
Resigned Mutual Agreement	2	1	1	2	2
Resigned Under Investigation	0	1	1	4	1
Total	15	49	24	32	73
% of Total Workforce	0.6%	1.7%	0.9%	1.2%	2.8%

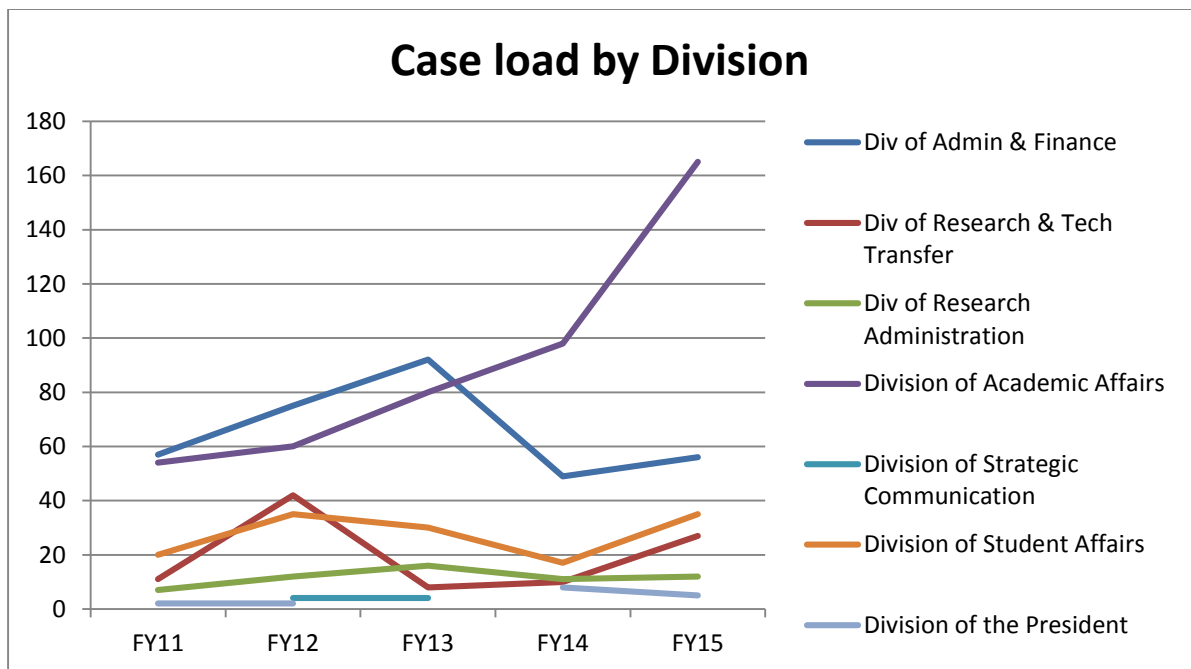
**Layoff actions were processed however not reflected in the layoff numbers due to bumping rights.*

Employee Relations

The total case load has a significant upward trend over last year. The division of Academic Affairs has experienced three fold growth over the last five years with the most case representing the Unclassified staff.

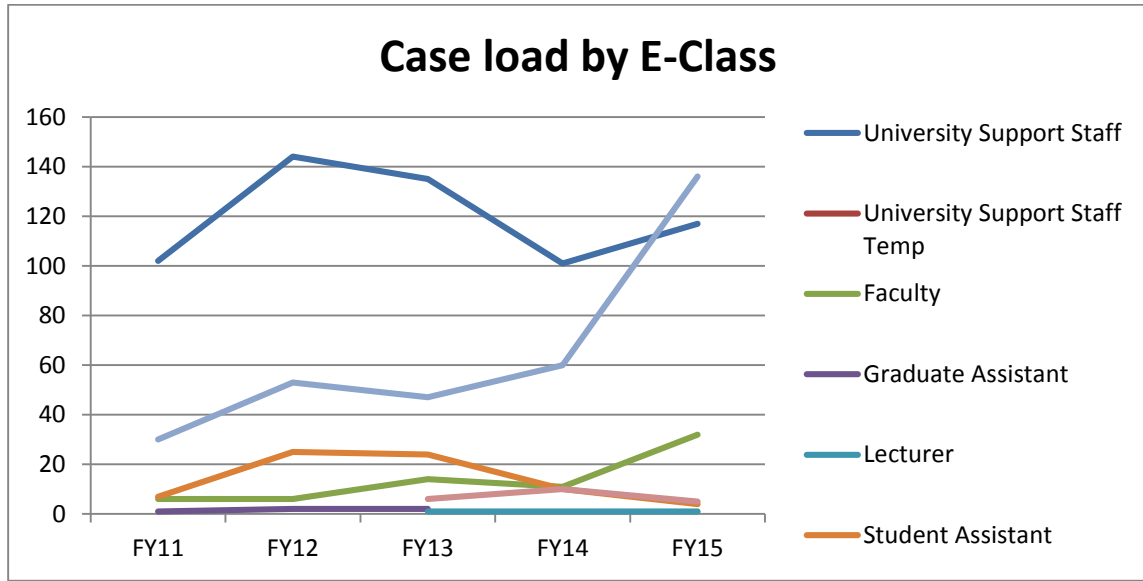


Total case load	FY11	FY12	FY13	FY14	FY15
Open	151	230	230	193	302
Closed	261	203	249	199	245



Case load by Division	FY 11	FY 12	FY 13	FY 14	FY 15
Admin & Finance	57	75	92	49	56
Research & Tech Transfer	11	42	8	10	27
Research Administration	7	12	16	11	12
Academic Affairs	54	60	80	98	165
Strategic Communication	0	4	4	0	2
Student Affairs	20	35	30	17	35
Division of the President	2	2	0	8	5
Total	151	230	230	193	302

Case load by E-Class



Case load by E-Class	FY 11	FY 12	FY 13	FY 14	FY 15
University Support Staff	102	144	135	101	117
University Support Staff Temp	1	0	1	0	2
Faculty	6	6	14	11	32
Graduate Assistant	1	2	2	0	5
Lecturer	0	0	1	1	1
Student Assistant	7	25	24	10	4
Unclassified	30	53	47	60	136
Unclassified Temp	4		6	10	5
Total	151	230	230	193	302

Note:

<i>Tenured Faculty</i>	<i>6</i>	<i>4</i>	<i>13</i>	<i>6</i>	<i>16</i>
<i>Tenured Unclassified</i>	<i>1</i>	<i>1</i>	<i>7</i>	<i>2</i>	<i>3</i>

FY 15 Case summary:

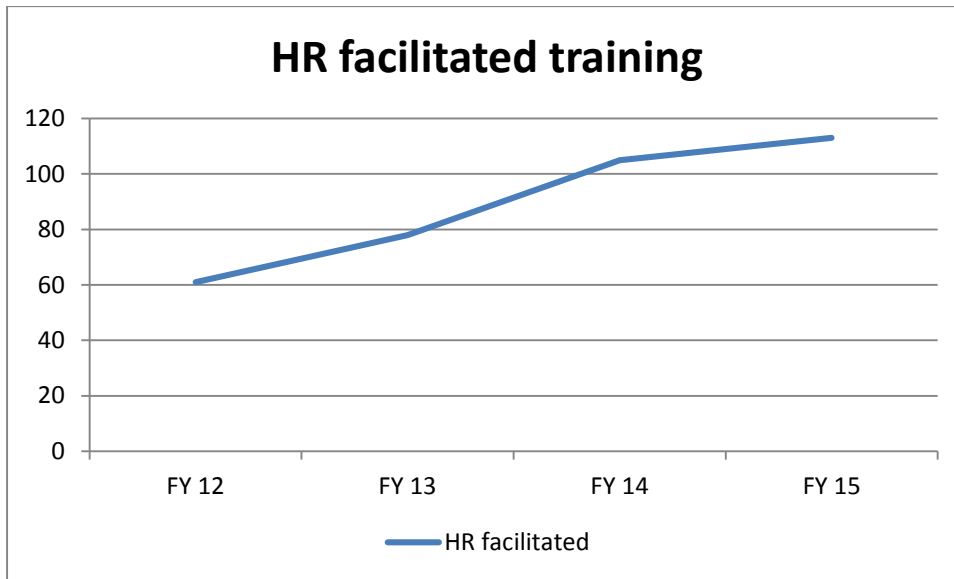
Top Reasons	
Job Performance	41
Notice of Non-Reappointment	32
Supervisor Complaint	32
FMLA/ADAAA/Work Accommodation	31
Interpersonal Relationship	28
Unprofessional Conduct	27
Attendance	24

Class Summary Open at year end	
Classified	25
Faculty	11
Lecturer	1
Unclassified	17
Unclassified Temp	2
Total Open	56

Training

Training class room activities for FY 15 are detailed below. Other activities included the selection and configurations of a new Learning Management System and Performance Management system from Cornerstone.

A total of 3,296 persons attended live sessions or on-line sessions in FY 15.



Sessions	FY 12	FY 13	FY 14	FY 15
HR facilitated	61	78	105	113

Training Details for FY15

Active Shooter (classroom) – 154	I-9 Form Training (online) – 52
Active Shooter (online) – Employee 19 and Student 15	Intimate Partner Violence (online) – 4
Affordable Care Act for Managers and Timekeepers - 81	Managing Employee Performance Management - 15
Bi-Annual Orientation - 121	Overseas Travel Safety – 1
Bi-weekly Orientation	PeopleAdmin 7.6 - 42
Campus SaVE (online) – 1,647	Performance Management Process - 18
Completing UP PD Form (online) – 2	Pre-Retirement Seminar - 110
Department Time Entry Section 1 - 51	Preventing Harassment & Discrimination - 50
Department Time Entry Section 2 - 56	SafeZone - 105
Discovering Your Strengths - 98	Shared Leave (online) – 6
Discovering Your Strengths Lab – 28	Student Hiring Process - 30
Emergency Building Coordinator	Supervising with Confidence - 37
Emergency Response (online)	The Hiring Process: PD development and the AAO-1
General Overview (classroom) - 59	Hiring Documents - 50
Inclement Weather (online)	Timekeeping Policies and Procedures (class and online)-
Emergency Evaluation Plan (online)	42
Enhancing Your Customer Service – 52	UBIT – University Behavioral Intervention Team - 62
Flashpoint (online) – Student 4 and Employee 9	Veterans Preference - 29
Forklift - 6	Wage and Hour - 30
Gender Identity - 70	Working Effectively in Teams - 23
Hazardous Communications - 91	

*On-line offerings are in **highlighted yellow**. Instructor facilitated sessions are not highlighted.

Benefits

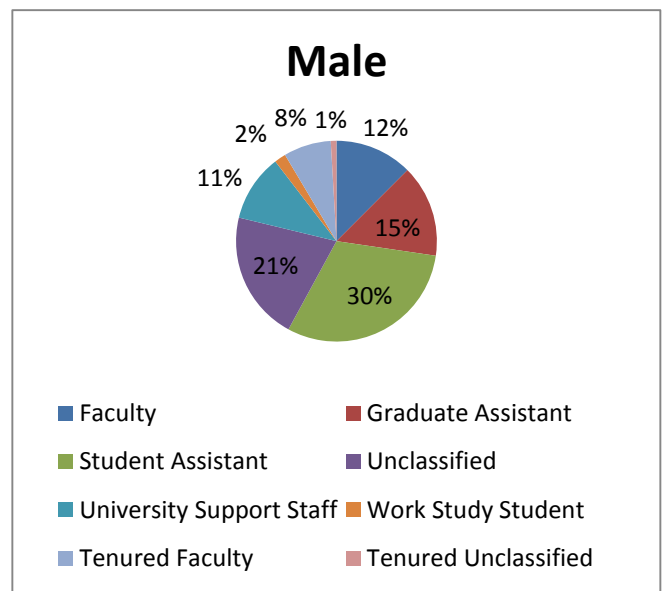
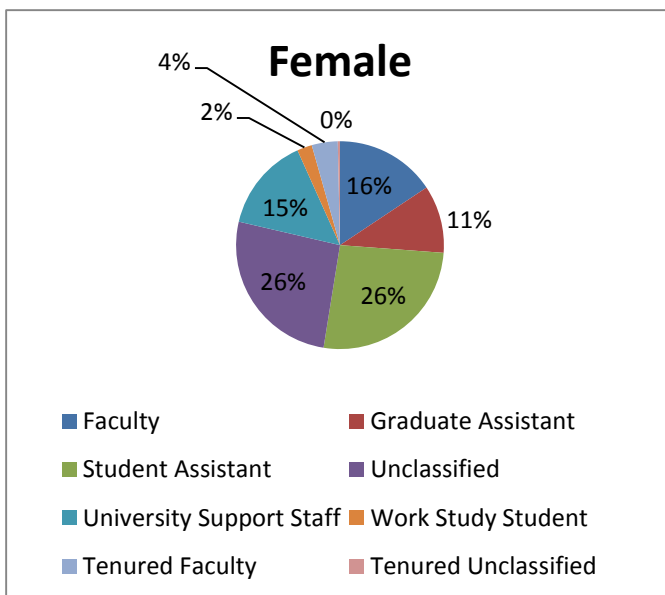
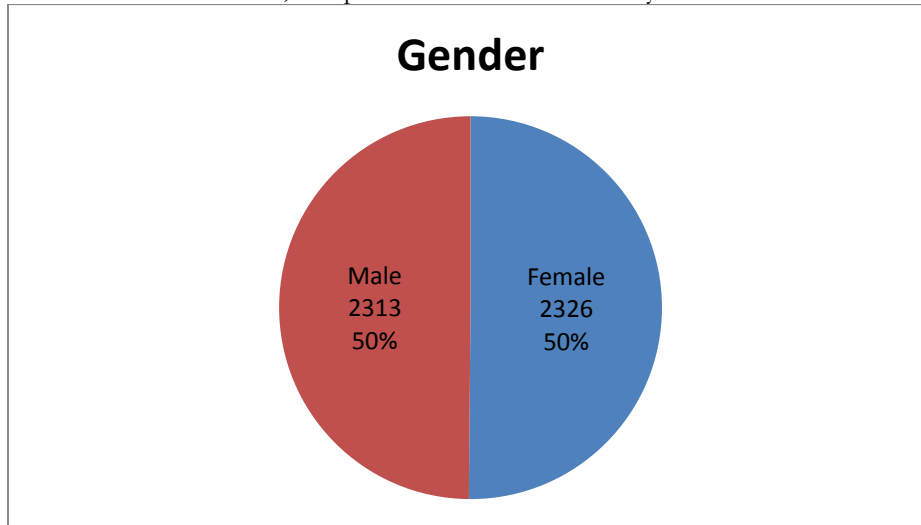
- **Long-Term Disability (LTD)**
 - 16 employees are currently on LTD as of June 6, 2015. 11 are USS employees and 5 are unclassified employees. While there are not any new cases in FY 16, we do have 2 new pending cases in FY 16.
- **Shared Leave**
 - 19 employees have utilized the Shared Leave program for FY 15, 15 USS, 3 Faculty and 1 Unclassified.
 - Currently 2 USS, 1 Faculty and 1 unclassified employees are on shared leave at this time.

Compliance

- **FMLA**
 - 120 employees have evoked their rights under the Act during FY 15.
- **Workers Compensation**
 - 75 Workers Compensation claims filed in FY 15
 - 4 Denials
 - 5 cases resulted in Temporary Total Disability payments
 - 28 active claims for FY 16

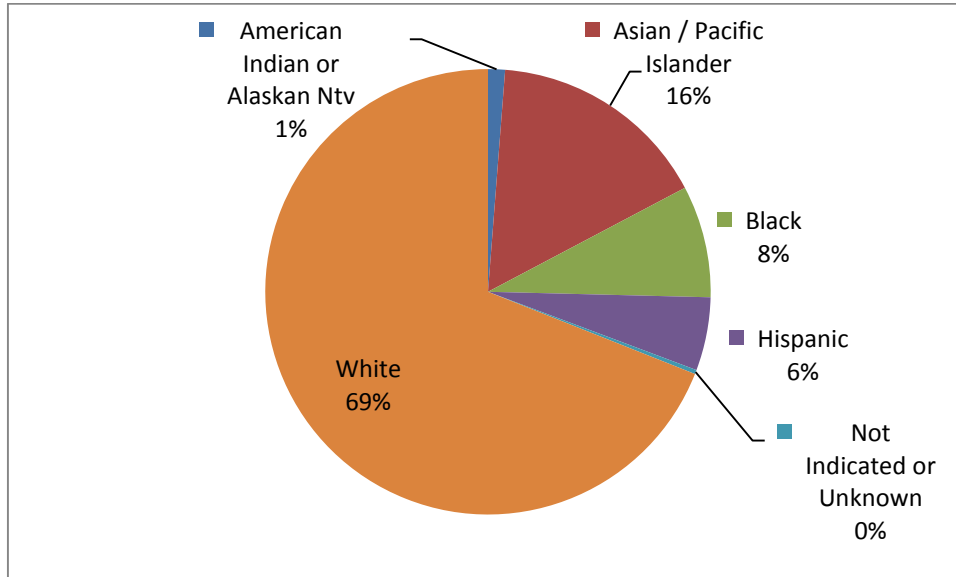
Employee Demographics

The following charts outline the demographics of our employee population as of June 6, 2015. Please note the disparities between male and female tenured professors are prevalent. While 56% of our faculty are female, only 26% of those females are tenured, compared to 61% of male faculty are tenured.

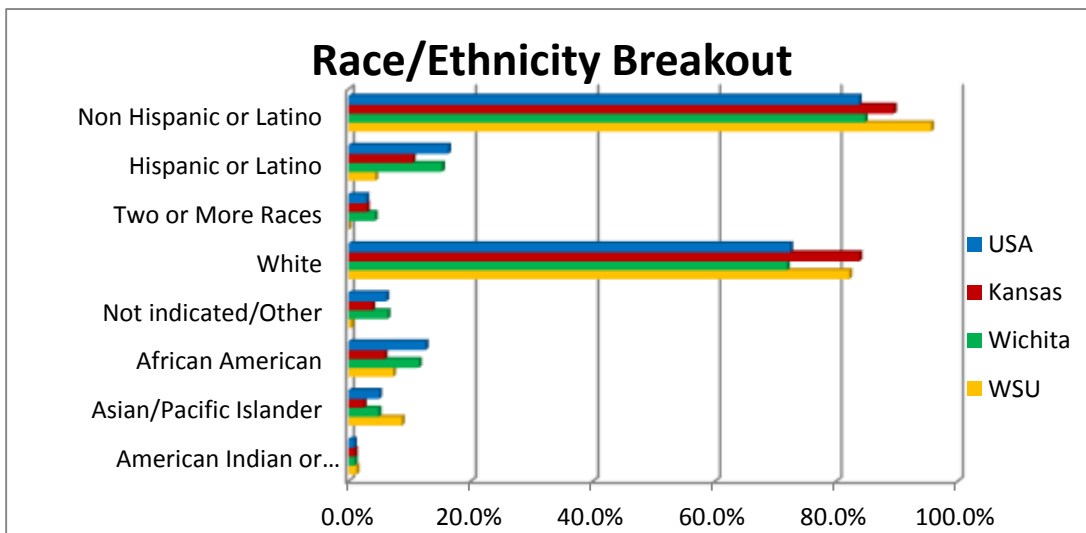


Gender	Female	Male	Total
Faculty	364	289	653
Graduate Assistant	245	343	588
Student Assistant	613	708	1321
Unclassified	607	482	1089
University Support Staff	341	250	591
Work Study Student	54	43	97
Tenured Faculty	94	177	271
Tenured Unclassified	8	21	29
Grand Total	2326	2313	4639

Employee Demographics (continued)

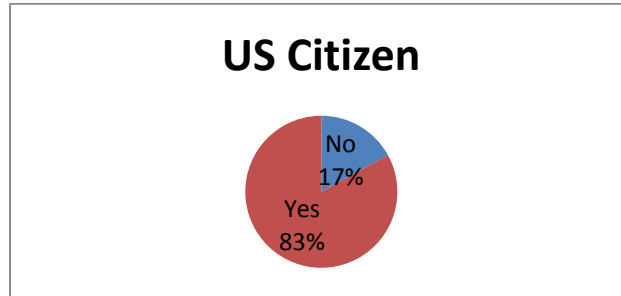


Race	American Indian or Alaskan Ntv	Asian / Pacific Islander	Black	Hispanic	Not Indicated or Unknown	White	Grand Total
Faculty	2	51	24	21	2	553	653
Graduate Assistant	5	244	29	18	2	290	588
Student Assistant	27	274	122	117	5	776	1321
Unclassified	10	79	108	50	3	839	1089
University Support Staff	12	37	75	37	1	429	591
Work Study Student	0	14	13	3	0	67	97
Tenured Faculty	1	42	5	1	1	221	271
Tenured Unclassified	0	3	1	0	0	25	29
Grand Total	57	744	377	247	14	3200	4639

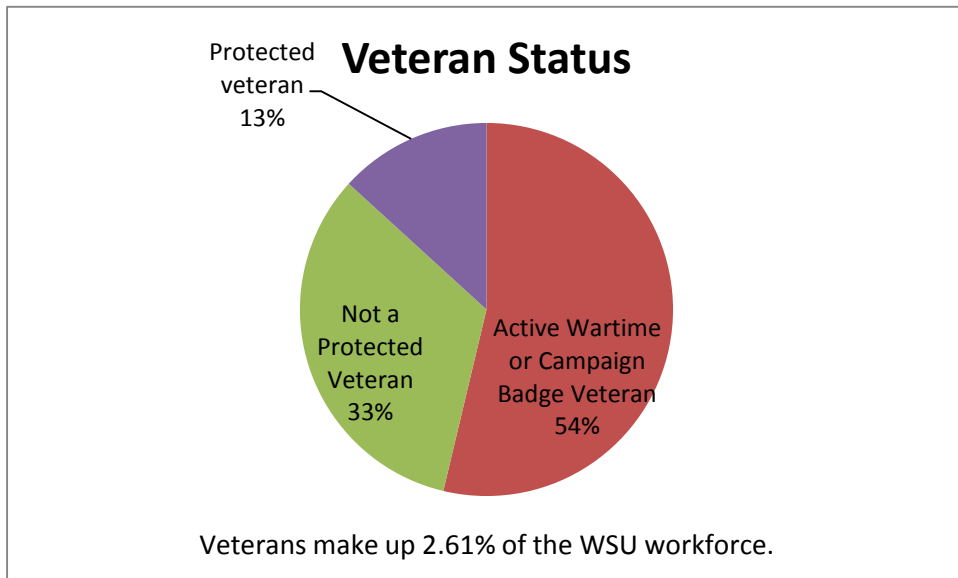


*Race and Ethnicity data taken from the 2010 US Census Bureau.

Employee Demographics (continued)



US Citizen	No	Yes	Grand Total
Faculty	70	583	653
Graduate Assistant	294	294	588
Student Assistant	294	1027	1321
Unclassified	72	1017	1089
University Support Staff	16	575	591
Work Study Student	6	91	97
Tenured Faculty	36	235	271
Tenured Unclassified	2	27	29
Grand Total	790	3849	4639



Veteran Status	Veteran	Disabled
Not-Tenured		
Active Wartime or Campaign Badge Veteran	53	9
Not a Protected Veteran	27	0
Protected veteran	11	5
Tenured		
Active Wartime or Campaign Badge Veteran	3	0
Not a Protected Veteran	13	0

Closing Summary

For the FY 15 ending June 6, 2015, overall hiring activity and employment levels continued to trend slightly upward when compared to previous FYs. Employee demographics remained stable. Compared to FY 14 both FMLA and Worker's Compensation cases have decreased. Employee relations cases and Training and Development activity have increased substantially in all areas. An upward trend has been identified in the 'less than one year to five year' average length of service while the over 20 years of service, declining slightly. Finally, a positive impact on retention continued to impact the University through a significantly decreased separation rate.

Should you have questions related to the information provided in this summary please do not hesitate to contact me.

Thank you,

Matthew A. Johnston
Associate Director of Human Resources | Title IX Deputy Coordinator

From Hiring to Retiring, Human Resources Is Here To Help!