

University of Virginia Staff Senate Agenda

November Staff Senate Meeting		November 19, 2015
Location: Alumni Hall Ballroom		11:00 – 1:00PM
Welcome & Announcements	Amy Muldoon, Co-Chair Maggie Stein, Co-Chair	11:00
Guest Speaker Introduction Maggie Stein	<ul style="list-style-type: none"> • Thomas C. Katsouleas – Executive Vice President & Provost 	11:05
Compensation 101	<ul style="list-style-type: none"> • Jennifer Atkins – Compensation Program Manager, UHR 	11:35
Discussion of Bylaws (potential vote)		12:35
Updates Report from Co-Chairs UHR – Logan Hobbs Sustainability – Nina Morris		12:40



ANNOUNCEMENTS

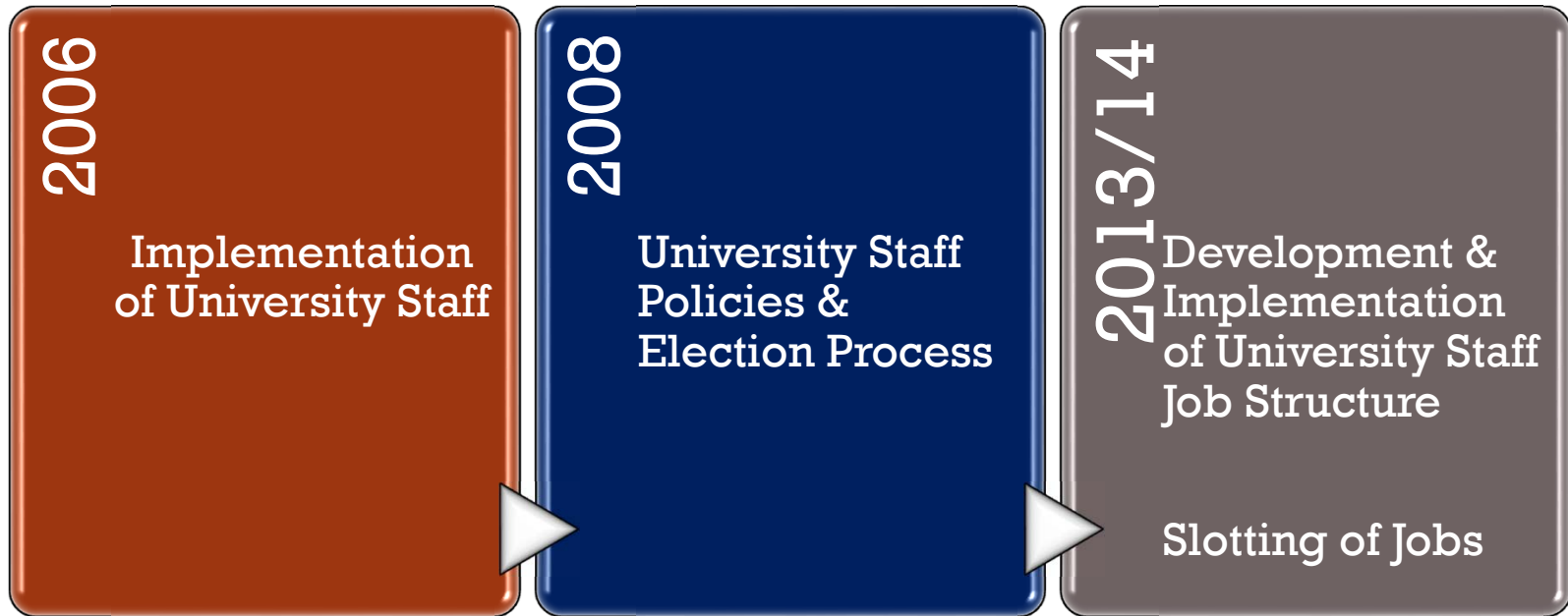
- Women's Bball Tickets (Sarah Holsinger)
- CVC Campaign
 - Red pledge card – Dec. 16
 - Online – Dec. 31
- Are you financially fit?
Complete the online checkup (see News & Events) – enter to win \$500 contribution to your tax-deferred savings program.
- Organizational Excellence Showcase of Projects and Initiatives
 - Dec. 3 @ 1:30 in JPJ
 - Travel and Expense Management, HR Strategic Design, Strategic Sourcing...

COMPENSATION 101

Removing the mystery surrounding pay



HISTORY



FOUNDATION OF COMPENSATION

Classified

- DHRM Human Resources Compensation Policies 3.05-3.15
- State Salary Structure
- Pay Practices/Non-Base Pay Options Chart

University Staff

- HRM-024 Compensation Program for University Staff Employees
- Market Ranges
- Reward and Recognition Programs



EXEMPTION UNDER THE FEDERAL FAIR LABOR STANDARDS ACT (FLSA)

Exempt

- Employees in these types of jobs are **not** subject to Minimum wage, Overtime, and Time-keeping requirements of the Act
- Exempt positions have executive, administrative, or professional responsibilities requiring significant professional and advanced knowledge in a particular area; a primary duty of management, regularly exercising discretion and judgment, customarily and regularly direct the work of two or more other employees; and have authority to hire or fire or may make suggestions and status for other employees

Non-Exempt

- Employees in these types of jobs **are** subject to Minimum wage, Overtime, and Time-keeping requirements of the Act
- Positions are entitled to minimum wage provisions, overtime pay, and must (by law) maintain accurate records of the hours they work in a day

**Employees may check their timesheet if they are unsure of their current status or contact HR service center*



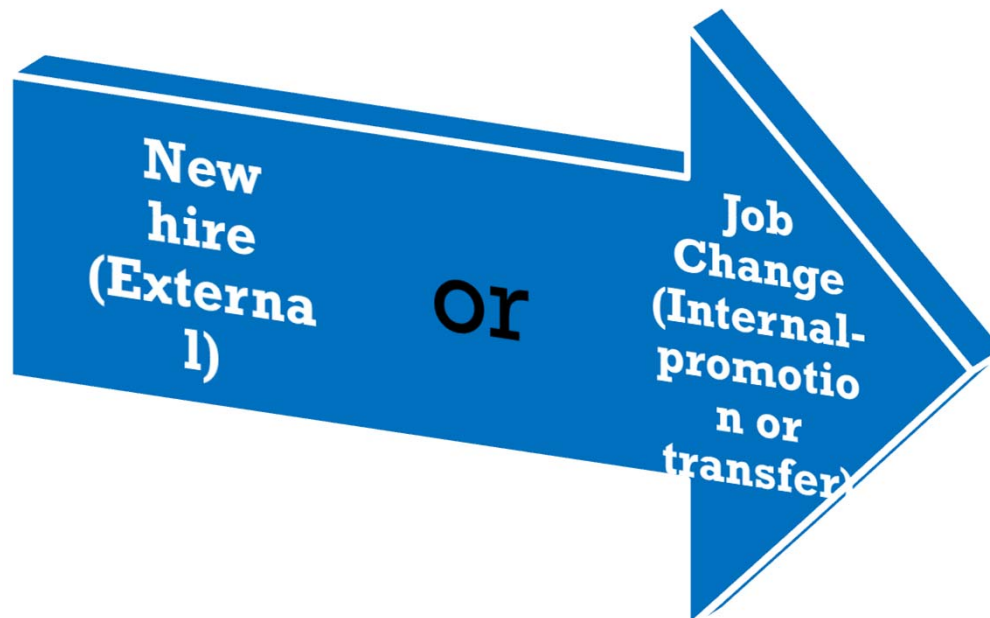
COMPENSATION

Starting
Pay

- New Hire or Job Change
- Market Range/Compensable Factors



COMPETITIVE STARTING PAY



MARKET RANGES

- Developed from multiple survey sources
- Relevant Sectors/Geographical areas
- Similar positions share a common market range/UVA job title



COMPENSATION FACTORS

- Qualifications (education, experience, unique skills)
- Job content (level of decision making, autonomy, responsibility)
- Employee's pay relative to similarly situated positions
- Pay history
- Position of the employee's current pay in the market range
- Individual performance contributions/evaluations



COMPENSATION

Starting
Pay

- New Hire or Job Change
- Market Range/Compensable Factors

Base Pay

- Merit
- Off-cycle Pay Adjustments
- Supplemental Pay



MERIT (ANNUAL CYCLE)



Definition: Base pay adjustment based upon an employee's overall performance evaluation.

- The University's Board of Visitors reviews and approves a merit increase budget recommendation developed by UHR annually;
- Once approved, guidelines for annual merit increase adjustments are distributed to the schools and departments;
- Classified increases are mandated by the state and centrally processed;
- If an employee's base pay is at or above the upper reference for the pay range, the merit amount may be provided as a one-time payment, rather than as a base pay adjustment, or a combination of both.



2015 MERIT STATISTICS UNIVERSITY STAFF

	Total # Eligible	# Rec'd Increase	% Rec'd Increase
University Staff	3343	3099	92%

2015 Merit Statistics for Ustaff	Average Merit \$	Average Merit %	Average % with 1% Market
Unsatisfactory/Inconsistent	\$76	0.25%	0.25%
Effective	\$978	1.52%	2.52%
Highly Effective	\$1,716	2.36%	3.36%
Exceptional	\$2,660	3.09%	4.09%

2015 Board approved a 1% market increase and a 2% merit pool for Ustaff



OFF-CYCLE PAY ADJUSTMENTS

Definition: Base pay adjustment provided to retain employees critical to the work of the University (Equity, Market, Retention, Change in Duties).

- Adjust pay based on holistic approach where multiple factors (including market-based pay range, employee skills and competencies, competitive counter-offers, and performance) are considered in support of a pay increase
- Significant change in duties
- Application of new KSAs from education, certification, licensure, etc.
- Career Paths
- Minimum hiring rate adjustments (*\$11.30 to \$11.53 in 2013, and then \$11.76 in 2014 to \$12.02 in 2015*).
- All Strategic Compensation adjustments must have the approval of the appropriate Vice President or Dean



OFF-CYCLE PAY ADJUSTMENTS STATISTICS

Off-cycle pay adjustments processed during the 2015 merit exercise in Lead@ system

	# Receiving Increase	Average % Increase	Average Increase
Changes in Duties	48	6.49%	\$2,486
Market	19	4.11%	\$2,297
Internal Equity	18	4.24%	\$2,309
Retention	28	3.05%	\$1,811
Career Development/Other	6	3.10%	\$2,323
	119		



SUPPLEMENTAL PAY

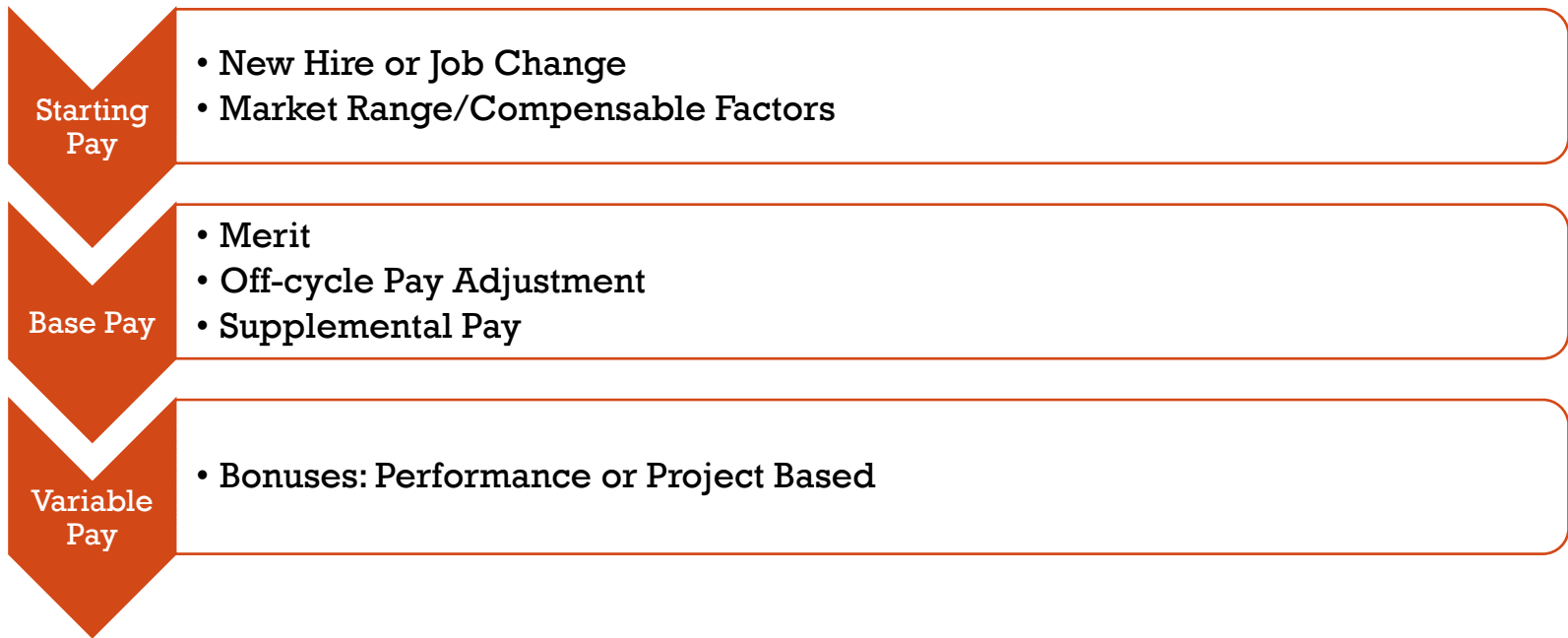


Definition: Supplement to base pay to address temporary or business-driven compensation concerns.

- **Temporary/Acting Pay:** Management-initiated temporary supplemental adjustment to an employee's pay for assuming new duties and responsibilities on an interim basis
- **Differential Pay:** Reflects specified job conditions (shift, hazards, etc) and/or makes salaries competitive with the market. Differentials may be applied to jobs, geographic locations, or individual positions in the University
- Must have the approval of the appropriate Vice President or Dean



COMPENSATION



BONUSES

- Schools/units fund and provide bonuses to recognize contribution, achievement of significant performance milestones, and/or address specific organizational needs.
- Non-monetary awards or leave (up to 5 days per calendar year) can be provided in recognition of teamwork, special project completion, identification/implementation of new or modified business practices, exemplary effort, and employee appreciation
- Types: Reward & Recognition, Referral, Project, Retention, Sign-on
- Bonus amounts are at the discretion of the School or Department, but are limited to the maximums set forth in the policy; \$2,000 (Reward and Recognition) for Classified/ \$3,000 or 10% of salary, whichever is greater for University Staff



COMPENSATION RESOURCES

- ❑ DHRM for Classified Staff (www.dhrm.virginia.gov)
- ❑ Compensation Policy (HRM-024) University Staff
(<http://uvapolicy.virginia.edu/policy/HRM-024>)
- ❑ UVA Job Structure (www.hr.virginia.edu/job)
 - Title Summary Tool
 - Title Summary Comparison Tool
 - Career Development Compass
- ❑ Total Compensation Statement in Benefits@ (www.hr.virginia.edu)
- ❑ “Competitive Compensation Issues” (www.virginia.edu/wages)



QUESTIONS?





BYLAW REVISIONS & VOTING

Concerns, Questions, Revisions?

Voting

- Need 27 voting reps (an alternate who is here in place of a senator should vote) & 3/4ths of those present must vote in favor of the changes in order for these changes to be accepted.
- If there are no suggestions for changes to the bylaws, call for a vote.



Follow Up on October Meeting and Goal Setting

Asking why can cause constructive disruption and that's good!

It's okay if goals did not get set at the meeting. This was just the beginning of the conversation.

Handout and Flipchart notes are posted in Collab > Resources > Staff Senate Meetings > meeting documents-resources



Officer Goals

GOAL 1: Develop partnerships with university administration to foster collaboration and communication in order to increase staff influence and input in University decision-making.

- Objective: Establish a Staff Senate Advisory Board.
- Objective: Create opportunities for staff to serve in leadership positions on grounds.



Officer Goals

GOAL 2: Provide guidance and support to Staff Senate committees as they develop and carry out the work of their committees to ensure the Staff Senate fulfills its mission and committee members feel a sense of accomplishment.

- Objective: Meet regularly with committees and/or committee chairs to provide direct support.
- Objective: Equip committees with tools and resources that will help them to achieve their goals.



Officer Goals

GOAL 3: Continue to develop a robust Staff Senate so that it not only endures but thrives in years to come.

- Objective: Develop strong leaders within the Senate.
- Objective: Develop, document, and refine Staff Senate officer best practices.
- Objective: Streamline processes & restructure to create a more efficient Senate.
- Objective: Equip Senate members with knowledge, tools and resources so that they can help to affect positive change in their workplaces and in the broader University.



Feedback on Officer Goals

The after-meeting survey will include a space for you to provide feedback about the Officer goals.

Updates

- UHR Logan Hobbs
- Sustainability Nina Morris

Next Meeting

January 21, 2016 @ 11 AM in the South Meeting Room, Newcomb Hall

- May have a guest speaker from the Board of Visitors
- Will allocate time for extensive committee updates on goals and feedback from the Senate