

UNIVERSITY STAFF ADVISORY COUNCIL

April 2017 Web Submissions

1. **Date Submitted:** March 8, 2017

Web Sub: *Dear USAC, While I was pleased to see the email from Sandra Peart and David Hale (Feb 9, 2017) with regards to not only merit pay, but an increase to the overall funding of compensation with regards to wages, I would encourage USAC to continue to monitor and advocate for staff in this area. While the university is looking to possibly increase compensation to reflect the fair market value of all positions on campus, I would like to point out the demoralizing effect compensation (or lack thereof) can have on hard-working employees when it appears that the university values brand new members of the community over retaining the experience and quality of those that have been here and have been invested in the success of the students and the university. It is compounded when the information that I will share below was mentioned to an HR person, and it was implied that many people are working and being paid below their current grade level. I have never before worked at a business that institutes pay increases for new hires without bumping the established workers as well. (I will be using Grade 4 at 2015 hours as the example simply because it is the level I know best). With the last compensation study that increased the number of pay grades, several jobs were raised a grade such as some jobs in Grade 3 to Grade 4 but the actual starting salary was lowered in the new grade to \$14.11. In FY 17 the bottom of Grade 4 was raised to \$15.08 (a difference of \$0.97) to compete in today's market share, but employees already in a Grade 4 didn't receive this bump. This has a huge impact. It means someone hired in 2014 is making less than a brand new 2016 employee, even if they were given merit raises at the Exceeds Expectations level. FY 15 (July 1, 2014) Hired at \$14.11 FY 16 (July 1, 2015) 3% ($\$14.11 + 0.42 = \14.53) FY 17 (July 1, 2016) 2.6% ($\$14.53 + 0.38 = \14.91) compared to new pay of \$15.08 Yearly salary of \$30,043.65 to 30,386.20 This one year also has a huge impact in salary and retirement for everyone at Grade 4. Regardless of actual salary wage per person, that \$0.97 increase equals out to over \$1950 for a year (\$75 a paycheck), and almost another \$100 towards retirement at just the 5%. With the addition of merit and compounding in retirement, this amount can make a big difference in an employee's wellbeing, especially in a grade that is still gendered much towards women on this campus, with little room for opportunities for growth. Thank you for continuing to work with HR and David Hale to retain the dedicated and hardworking employees and to continue to make this a great place to work.*

Response: Thanks for this question. It is a good opportunity to provide information about our salary setting policies and practices.

Promotions

While it might seem like we usually fill vacancies from outside the university, we are pleased to report that 44 employees, across all divisions, have been promoted this fiscal year since July 1, 2016. That is a tribute to the great employees we have at the university and our desire to keep them and help them grow professionally.

Compensation Plan and Policies

In 2011, the University began a process to benchmark all faculty and staff positions against similar positions in our "higher education comparison market." Positions in some departments (for example, IS, Business, Campus Services, Facilities) are also compared to surveys of local and regional companies. This list of

schools and all our compensation policies can be found [here](#). As part of the process, each staff position was benchmarked or levelled into the structure and grades were assigned based on a comparison of similar positions at UR.

Once all positions had been graded, a scale (matrix) was developed against which each individual's years of service were measured to determine if they were appropriately placed in the new grade. On July 1, 2012, when the new system was implemented, staff employees received a total of approximately \$3 million in salary adjustments. No salaries were reduced in this process.

Each year, our compensation team adjusts the compensation structure to keep it competitive with higher education and local salaries. To do this, they participate in compensation surveys, review market data trends and the available budget for merit increases. If the survey data shows that the structure should be adjusted, any permanent employees, whose salary falls below the new minimum receives an increase to get them to the new minimum (unless there are performance problems). In addition, the President's Cabinet and the University Trustees annually review an analysis of staff and faculty salaries compared to competitive benchmarks to ensure our salaries remain competitive.

Referring to the example presented in the question, on July 1, 2014, the minimum of grade 4 was increased from \$14.28 in the preceding year to \$14.56. A new grade 4 employee hired on July 1, 2014 would have been paid at least \$14.56 (minimum of grade 4). If they received a 3% increase on 7/1/15 and a 2.6% increase on 7/1/16 their salary would have been \$15.38 - \$0.30/hour above the minimum of a grade 4.

We hope this information is helpful. Of course, if folks have questions, please contact Laura Dietrick at ext. 8167. Laura would be happy to discuss any of this with interested staff members. (CS)

2. **Date Submitted:** March 26, 2017

Web Sub: *A lot of people seem to be driving into the exit of Ryland Circle despite it being marked as "one way, do not enter." I'm scared there could be an accident-- could some additional signage be placed at this exit?*

Response: In review of the signage, there are two signs which is more than appropriate. We will begin to observe traffic patterns there. (Chief Dave McCoy)

3. **Date Submitted:** March 28, 2017

Web Sub: *What are the requirements to fish openly in Westhampton Lake? Are we allowed to fish OUTSIDE of the annual fishing tournament?*

Response: We issue a license for free. A person can come to the PD and obtain one. (Chief Dave McCoy)

**UNIVERSITY OF RICHMOND
WESTHAMPTON LAKE FISHING PERMIT**

I have read the rules and regulations on the back of this permit pertaining to the use of the University of Richmond Westhampton Lake, and fully understand them and agree to abide by them.

Name _____

Signature _____

Issued _____ Expires _____

Rev. 6.30.2011

RULES AND REGULATIONS

1. Only shore fishing is allowed at Westhampton Lake.
2. Persons fishing in the lake must possess a valid fishing license as issued by the Commonwealth of Virginia, Commission of Game and Inland Fisheries.
3. Use of the lake is restricted to those hours of daylight after dawn and prior to dusk.
4. I assume sole and entire responsibility for any loss of life, injuries or damages that may be sustained to or by me or to others in connection with my use of said lake.
5. Licensee agrees to indemnify Licensor, the University of Richmond and to save Licensor harmless in regard to such liability or claims therefor.

4. **Date Submitted:** March 28, 2017

Web Sub: *Is there a group for LGBTQ staff to come together on campus? I've heard of an affinity group for LGBTQ but have yet to see and or hear anything from them on campus? I feel there are a lot of LGBTQ staff on campus but we can't connect because there isn't an "active" group bringing us all together.*

Response: There was a group of LGBTQ employees who met occasionally but they discontinued the meetings due to lack of participation. If there is interest in coming together again, please contact me so we can discuss facilitation. (CS)

5. **Date Submitted:** March 28, 2017

Web Sub: *Would it be possible to do a "Winter Fest" on the same scale that we do "Spring Fest"?*

Response: Thank you for this suggestion. Springfest and winterfest are long standing tradition enjoyed by many employees. All employees are invited to both events so the scale is potentially the same. It is just difficult to have an outside event in the winter due to the weather and so many other holiday gatherings around campus. (CS)

6. **Date Submitted:** March 28, 2017

Web Sub: *Would it be possible to extend the UR Downtown connector shuttle hours to 8 or 9pm?*

Response: The UR Downtown shuttle transports UR members from and to the downtown area. It also provides easy access to our downtown campus, UR Downtown. Most businesses and government offices are open 830am to 5pm Monday through Friday. The shuttle provides transportation during these hours. For special events held at UR Downtown (First Fridays, dinners, lectures) an event shuttle is scheduled.

For UR members needing transportation downtown in the evenings or on weekends, the Daily Connector shuttle stops at The Shops at Willow Lawn. The Shops at Willow Lawn is a GRTC hub. From here a UR members can travel down Broad Street to the downtown area. (NG)

7. **Date Submitted:** March 31, 2017

Web Sub: *Has HR ever considered allowing employees to evaluate their supervisors?*

Response: Yes, we have considered and will review our current performance review process during the next year to determine the best overall process for UR. All Vice Presidents receive 360 reviews every 2-3 years with feedback from employees across the university. (CS)

8. **Date Submitted:** March 31, 2017

Web Sub: *What happened to the supervisor training program?*

Response: Almost 300 supervisors were trained during 2016 – about 95% of all supervisors. During 2017, we will have 3-4 classes to provide the same opportunity for new and newly promoted supervisors. (CS)