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# Employee Relations Committee Presentation to the UTC Budget Committee 2007

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Valerah Hodges - Chair

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**2007 – 2008**

**MISSION of the  
NON-EXEMPT EMPLOYEES**

- **Support our institution to maintain its place as an involved part of our community.**
- **Support our students in their quest for a completed education.**

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**2006 – 2007**

## **ERC ACCOMPLISHMENTS**

- **Buddy System**

**Dr. Peterson wants to present to all UT System campuses for consideration**

- **IRIS Training**

- **Summer Picnics**

**700 attended 2nd picnic – 40+ Door Prizes**

**650 attended 1st picnic – 45+ Door Prizes**

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# Employee Relations Accomplishments

- **For the first time in years, UTC Hosted UT Advisory Board**
  - **Requests presented for consideration to the Advisory Board:**
    - **- A means for employees to move up within their grade level.**
    - **- A more equitable accrual of annual leave**
    - **- A true 50% waiver for dependents of UT System schools**
  
- **\$75,000 to off-set salary compression. Gave raises to 135 of our non-exempt staff. 36.4% of the 370 non-exempt were affected by this increase, bringing us to 85.3% of our market value.**

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**2007 – 2008**

# **Employee Relations Committee Goals**

- **Encourage Diversity:**

- Buddy System
- Award Programs

- **Represent ERC Concerns at Advisory Board:**

- **Continue to request :**
  - **Mobility Within Grade Level**
  - **More Equality in:**
    - Leave
    - Dependent Fee Waivers
    - Retirement Programs

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**2007 – 2008**

**Employee Relations Committee  
Goals - Continued**

- **Exemplary Service:**
  - **Know The Facts**
  - **Support “One-Stop-Shop”**
- **Continue Knowledge in and Utilization of Computer Programs**
  - **- IRIS**
  - **- Banner**

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**2007 – 2008**

## **Employee Relations Committee**

### **Goals - Continued**

#### **More Equitable Pay for Non-Exempt Staff:**

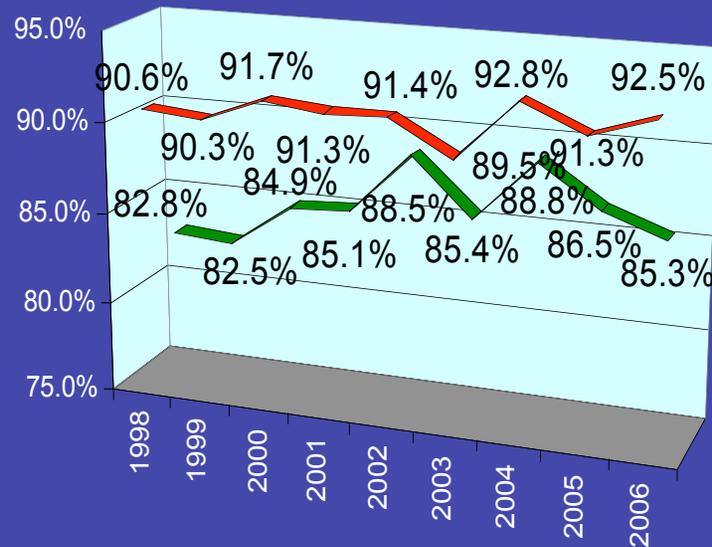
- **370 Non Exempt Employees**
  - **52 Above 100% of Market Value : 14%**
  - **66 Between 90% – 99% of Market Value : 18%**
  - **111 Between 80 – 89% of Market Value : 30%**
  - **85 Between 70 – 79% of Market Value : 23%**
  - **56 Below 70% of Market Value : 15%**

**Non-Exempt Staff Equity Pay at an average of 90%  
of Market Value by the end of the 2007-2008  
Fiscal Year. Estimated Cost: \$550,000.**

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# Non Exempt Employees Falling Behind Market Value

Average Staff Salaries as Percent of Average Market Value



	1998	1999	2000	2001	2002	2003	2004	2005	2006
■ Exempt Staff Ave % of Market Value	90.6%	90.3%	91.7%	91.3%	91.4%	89.5%	92.8%	91.3%	92.5%
■ Non-exempt Staff Ave % of Market Value	82.8%	82.5%	84.9%	85.1%	88.5%	85.4%	88.8%	86.5%	85.3%

■ Exempt Staff Ave % of Market Value ■ Non-exempt Staff Ave % of Market Value

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## ERC Goal for Compensation

- **90% of the Market Value – 2008**

**Estimated Cost: \$550,000**

- **95% of the Market Value – 2009**

- **100% of the Market Value - 2010**

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# Employee Relations Committee

- **Thanks to:**

**Chancellor Roger Brown**

**Vice Chancellor Brown**

**Associate Vice Chancellor Debbie Parker**

*For their continuing support of*

*the non-exempt employees on*

*UTC's campus*

**2007 - 2008  
MISSION  
NON-EXEMPT EMPLOYEES**

**Support in its quest to remain involved in our community.**

**Our staff will continue to remain involved in our community. Many of us are active in the growth of our Metropolitan area and work as volunteers in various organizations to help make Chattanooga the great city that it is.**

**Support our students in their quest for a completed education.**

**The non-exempt staff are normally one of the first ones the students and their parents see when they arrive on campus; after the faculty, we are often the group that the student sees and talks to most often. In our various areas, we assist them in many ways to register them for school, help them pay their fees and help them find their way through the maze of the campus. Departments such as, the Bursar's, Admissions, Records, Financial Aid, Advisement and Counseling, just to name a few, they begin to work toward the classroom where they can achieve their goal. On that journey we often become mentors to students who are here away from home, helping them with projects, assignments and generally trying to keep them out trouble!**

**ERC ACCOMPLISHMENTS**

**Buddy System:**

**The "Buddy System" is when a new hire comes on campus and is greeted by phone or personally by the ERC representative in their area or the Head of the Communication Committee and is welcomed to the campus. This ERC member may offer to meet them on campus for coffee and conversation or maybe out to lunch. Our ERC representative has the chance to tell the new person a little about the campus and about the ERC. This lets the new person know they have a mentor in addition to the department they have been assigned to.**

**When the Employee Relations Advisory Board met here for our December meeting, Dr. Peterson, our UT President was impressed enough with this concept that he wants to present it to his constituents for implementation on the other UT Campuses. He believes it will help in his goal for the campuses to become more personable.**

**IRIS Training:**

The non-exempt staff continue to learn the new procedures in the IRIS System, because it seems to change some every year. We try to keep up to date on what IRIS has to offer that is pertinent to our individual departments. Personnel and the Iris trainers help us reach that goal.

### Summer Picnics:

Our summer picnics have grown considerably. I've been told by many that the two picnics we had last year were the best ever. Of course, moving them indoors to the gym out of the hot sun or the rain, was a plus. Having themes such as a "county fair" and an "oldies" party seemed to make it fun, too. This year we had a bake-off contest, costume contests, etc. to get more people involved. Approximately 650 attended the 1st picnic and 700 attended the 2<sup>nd</sup>. Roughly 50 door prizes were given out for the first picnic and 45 door prizes for the second picnic. Several ERC members have helped me in picking up prizes for these picnics and hand written thank you notes were sent to all vendors who donated for these occasions. As the Chancellor pointed out during the first day of our budget hearings, these picnics are important to the employees and give us the much needed time to socialize so we can get to know each other on a more personal level, and let's face it, we spend almost more time with our "UTC family" than we do at home.

### UT Advisory Board:

For the first time in years, the UT Advisory Board was brought to this campus.

Your UTC ERC brought the following items before the Advisory Board:

- A means for employees to move up within their grade level.

Many of our employees have been in the same grade level as long as 20 years or more. They have learned greater skills and make their job seem effortless. Over the years the job doesn't change – just their ability to do it gets better. Since we have no merit increases, the ERC would like to see a way to move up in increments within each grade level.

- A more equitable accrual of annual leave.

Exempt staff accrue 2 days of annual leave per month from the day they start at UTC. Non-Exempt accrue 1 day. As it stands now, it takes 20 years of service for support staff to accrue 2 days of annual leave per year. We proposed a more equitable accrual schedule of 5 years of service for 1 and ½ days; 7 years for 1¾ days; and 10 years if service for accrual of two days annual leave.

- **A true 50% waiver for dependents.**

**The Dependents of Board of Regents employees receive a 50% discount when enrolling in Tennessee schools. The dependents of the UT System school employees also receive a 50% discount, but only on the Maintenance Fee. This means that Board of Regents dependents enrolling full time in undergraduate classes at UTC would receive a discount of \$1,172 per semester. UT System dependents would receive a discount of \$937 per semester for the same classes. This is a difference of \$235.00 per semester or \$470 per academic year. We requested that this be re-considered by the UT System to enable us to receive a full 50% discount for our dependents.**

**These items were not approved but were at least considered and may be brought to the board again.**

**The staff, however, did receive from our own campus, \$75,000 to off-set salary compression. Out of that, raises were given to 135 of our non-exempt staff. 36.4% of the 370 non-exempt staff were affected by this increase, bringing us to 85.3% of our market value.**

#### **Employee Relations Committee Goals:**

- **Encourage Diversity:**  
**We are a very diverse group. We continue to maintain and encourage within our ranks a high degree of diversity that is noticed throughout our campus communities and our metropolitan area. We hope to continue this model through the continued use of our “Buddy System” and other University recognition programs where we give recognition to everyone equally and encourage our employees to remain with our institution.**
- **Successfully Represent the Concerns of the ERC at Advisory Board:**

**The Chairs of the ERC and ESC from all UT Campuses meet to bring before the UT System Administration issues and areas of concerns for consideration. Over the years several of the suggestions that the ERC has taken before the Board have actually gone into effect. We hope to contribute toward the needs of our employees by continuing to bring before the board our concerns in the areas of**

- **Mobility within grade level**
- **and more equitable Leave**
- **Dependent fee waivers and**
- **Retirement programs**

## Employee Relations Committee Goals - continued

- **Exemplary Service:**

### Know the facts

It is very important that we are at all times courteous and helpful to our students. But when assisting them, we all need to make sure we send them to the proper department or person the first time so they are not running all over campus as this doesn't set well with them as you know. Campus life is new to them and it is our responsibility to make sure that their experience at UTC runs smoothly for them and their parents. The first impression we make sometimes determines whether the students continue their education here at UTC or not, and this certainly is a goal we must achieve for the success of our campus.

Support the "One-Stop-Shop" – This is self explanatory. This is a "must" for the students as they will be able to do almost everything in one location and will keep them from either driving or walking all over campus.

- **Continue Knowledge in and Utilization of Computer Programs:**

**IRIS** - The staff continues to learn all new aspects of IRIS.

**Banner** – This program is currently used in various departments and will be used in other departments in the near future.

## Employee Relations Committee Goals – continued

The ERC would like to see our wages raised across the board to an average of 90% of our Market Value.

This is where the non-exempt staff stands now:

There are 370 Non-Exempt Employees:

- 52 or 14% are above 100% of the market value - good for them we all want to know who they are
- 66 or 18% are between 90% - 99% of market value
- 111 or 30% are between 80 – 89% of market value
- 85 or 23% are between 70 – 79% of market value

- 56 or 15% are below 70% of market value (We feel sorry for them and think they probably need a food basket)

Once again, the ERC would like to request the Non Exempt pay be increased to an average of 90% of market value by the end of 2007-2008 fiscal year at a cost of \$550,000.

As this graph shows, the non-exempt employees are falling behind market value in comparison to the exempt staff.

We have gone up and down the scale by a few points each fiscal year but have never reached 90% of our Market Value. And in the last year we have once again fallen into the 85 percent range. With no hope in sight of ever receiving a “cost of living” raise; our governor’s budget proposal putting higher education employees last on the list for a decent raise; and the on-going increase in insurance, we are regressing very fast. It’s a lot like trying to run on ice in your bare feet – we just aren’t getting anywhere.

The ERC believes that if funds are available, the non-exempt staff, as the employee group furthest from the goal of their Market Value, should be given first consideration.

Further, the ERC would like to see our campus make a commitment to raise non-exempt salaries toward the goal of the Market Value. Let me remind you that our Market Value is only compared to the local area, we are not compared and never will be to other campuses, nor are we compared to state employees.

#### **ERC Goal for Compensation**

- **90% of the Market Value – 2008**  
**Estimated Cost: \$550,000**
- **95% of the Market Value – 2009**
- **100% of the Market Value - 2010**

**Thanks to all: Chancellor Roger Brown; Vice Chancellor Richard Brown, Associate Vice Chancellor Debbie Parker for the continued support of the non-exempt employees here on the UTC Campus.**

**And special thanks to Dan Webb, who, as the Director of Human Resources is our moderator and educator.**

