Staff Council Outreach Effort
UPDATE ON PROGRESS
October 1, 2015

This document outlines Staff Council’s progress on its advocacy around issues and ideas that emerged from the Staff Council Outreach Effort in spring 2015. Information is sorted by the common themes that emerged followed by specific objectives that are related to the themes. Updates are then provided with bullet points for each objective within a theme to indicate what progress has been made to date.

Salary Equity:

1. Establish a career path program that helps staff understand what skills they need to advance in their profession at UVM in the current classification system.
   - This has been assigned as work for our Personal and Professional Development committee. They will be working to map the progression possible in a staff member’s current classification, map progression possible to move to a different classification, and develop a communication strategy for making this information available to all staff.

2. Increase transparency and awareness of the process to update a position description through outreach and education, but also provide a mechanism within Human Resource Services for staff to request an update and review when they are unreasonably denied by a supervisor.
   - This has been assigned as work for our Compensation, Benefits and Budget committee. They will be working to determine the process as it exists now, ensure that it is fair and equitable (or help work to create a fair and equitable process), and then develop communication for making this information available for all staff. We are also considering incorporating salary review into this objective.

3. Require robust training of individuals, faculty or staff, who serve as supervisors to ensure efficiency and effectiveness by making supervisors fully aware of their rights and responsibilities while ensuring consistence interpretation and application of policy and operating procedure at UVM.
   - This has been assigned as work to the Staff Council Executive Board. They will be determining the training available at UVM, and then take the message on the road to various leadership units on campus, such as the Council of Deans, Faculty Senate, and Vice Presidents group.

Benefits:

1. Establish an inclusive, transparent internal process for the discussion of potential changes to benefits to ensure the input from staff and other employees and incorporate a communication plan that provides information in a clear, thoughtful and sensitive manner.
   - This has been assigned to our Outreach committee, who has been tasked to explore change management best practices, then develop a model for inclusive, respectfully considered, and transparent change that we
will present to HRDMA and senior leadership as the way to include staff in any and all additions or changes to benefits.

2. Better define and communicate the purpose and role of the University Benefits Advisory Council (UBAC) while increasing transparency about the work of this organization at UVM.
   - This has been assigned to our Compensation, Benefits and Budget committee. We will be working with the two staff representatives to the UBAC about information needed from them from attendance at the meetings, develop a report out to all staff about topics of the meeting, and work with UBAC leadership to provide a model for inclusive, respectfully considered, and transparent change, similar to that recommended for changes to benefits.

**Professional Development/Career Path**

1. Review the job classification system and establish a career path program that helps staff understand what skills they need to advance in their profession at UVM.
   - This has been assigned to the Personal and Professional Development committee, and is closely tied to Salary Equity Objective 1, to establish a career path program for UVM staff.

2. Review access to professional development opportunities (i.e., internal and external) for staff across the University with attention to the diverse needs of the UVM staff population.
   - This has been assigned to the Personal and Professional Development committee. They will work to determine training available through HRDMA currently. Then determine training that happens throughout UVM in units that have the resources to train staff. They will survey UVM staff to discover the training needs, and determine cost. Finally, we will use this to advocate for resources, including possible fund raising through the UVM Foundation.

3. Establish a professional development award or pool of funds where staff apply for financial assistance to support their professional development when funds are not available within their Unit/Division/College.
   - This has been assigned to the Staff Council Executive Board. Once we know the cost of needed training of staff at UVM, we will work to advocate for resources, including possible fund raising through the UVM Foundation.

**Inclusive Decision Making**

1. Further incorporate the gathering of UVM community input for large scale institutional initiatives and organizational changes and clearly identify and communicate who are the staff representatives who are serving on committees, workgroups, etc.
   - This has been assigned to our Outreach Committee. They will work to identify what tools work best for gathering input, then share that learning with leadership groups across campus. Also, work to identify and widely share staff who are involved in committees and workgroups on campus.

2. Create clear communication lines to ensure that information from large scale institutional initiatives and organizational changes are reaching all employees at all levels, but especially staff.
• This has been assigned to our Outreach Committee, and is closely related to Benefits Objective 1. The recommendation that results from that objective can be used to recommend inclusive decision making in all changes at UVM, sharing with senior leadership at all levels.

3. Incorporate the gathering of UVM staff input from individuals serving in a wide range of positions when working on initiatives or change at the Unit/Division/College level.

• This has been assigned to our Outreach Committee, and is focused on communicating best change management practices to Dean, Chairs, Vice Presidents, and senior business administrators.

4. Provide training and support to University leaders to incorporate employee input and maintain accountability for creating transparent, open, inclusive and well communicated processes.

• This has been assigned to our Outreach Committee, and is focused on communicating the need for inclusive change, sponsorship, identification and inclusion of stakeholders.

Institutional Integrity and Respect

1. Update the Staff Handbook in a manner that it can be used as a tool for providing guidance to non-represented staff about their individual rights and responsibilities as employees of UVM.

• This has been assigned to the Compensation, Benefits and Budget committee. They will work to determine non-represented staff desire for a staff handbook, best practice of handbook distribution, and address the concern that the handbook can change at will, and cannot be relied upon.

2. Review and update the Performance Appraisal process for staff to incorporate best practices and provide training to supervisors and employees on a standardized but flexible process for performance appraisals moving forward.

• This has been assigned to our Personal and Professional Development committee. Committee members will continue working with the HRDMA Performance Appraisal committee on the upcoming rollout of electronic performance appraisals. They will ensure that communication about the rollout happens for all staff, and supervisors. And they will continue their work on best practice, flexible performance appraisals that are equitable, and have some link to merit increases or other reward.