

# CSAC

## Chancellor's Staff Advisory Committee

Volume 2 Issue 1

January 12, 1999

### CSAC Recommendations Concerning In-range Salary Adjustments

CSAC is recommending the following priorities for funding salary adjustments:

1. Range Revisions Approved by the State Personnel Commission
2. Promotions
3. Reclassifications
4. Job change adjustments
5. Equity adjustments
6. New Hires
7. Labor market adjustments

(At the discretion of the Chancellor, the above priorities may be redirected.)

**All departments should be treated equally regardless of funding source.**

**Awards should be funded at the maximum amount of 10% per person per 12-month period.** (This maximum was established by the Office of State Personnel.)

In order to compare positions in a consistent and equitable manner, a relevant "work unit" must be defined. **The "work unit" should be the entire UNCA campus.** This will ensure that individuals with similar responsibilities, education, and experience will not be paid more or less depending on the department to which they are assigned.

After examining several different methodologies for determining in-range salary adjustments, CSAC is recommending that **the factored salary method should be utilized. Factored salary uses years of state service, education, and related non-state service to calculate what an employee's salary should be. The state service should be weighted twice the amount of either education or related non-state service.** This method was chosen because of its fairness and because it has been proven successful at other universities in the UNC system.

**Adjustments to staff salaries should be made based on salaries which are farthest from the factored salary goal (using years 7 of service, etc.) or the maximum of the salary grade, whichever is the least amount.**

Since longevity payments are not considered when making offers to new employees and are not considered part of the annual salary, longevity payments should not be a part of the calculations in determining in-range adjustments.

#### Implementation Timeline

On or before February 1 each year, the Human Resources Office should be notified as to the amount of funds available for in-range adjustments.

On or before March 1 each year, the Human Resources Office will determine which employees are eligible to receive in-range adjustments.

On or before May 1 each year, awards will be made and employees will be notified.

The information (who is on the list, when they were first put on the list, order of the list, who has received adjustments, and how much the adjustments were) should be maintained in the Human Resources Office and the Library and available upon request.

Employees are responsible for maintaining accurate information in the Human Resources Office and notifying Human Resources when changes have occurred, such as degrees earned or additional state service.

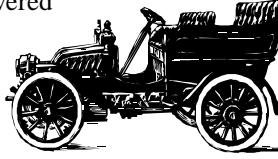
#### Did you know ...

- < Using the methodology described above, it will take approximately \$800,000 per year to bring all SPA employees to their appropriate salary level based on years of experience, education, etc., or the maximum of their grade.
- < The individual farthest away from their factored salary goal is approximately 70% from the goal figure.
- < Over 90% of SPA employees would be eligible for a salary adjustment based on this formula.
- < Any financial commitment has to be from funds which are available each year.
- < Currently little or no funding is available.
- < 96% of SPA employees currently are paid below the mid-point of their salary grade. SPA employees have an average of 8 years of state service; this longevity helps explain why nearly everyone is below the appropriate salary level.
- < 66.67% of the staff make below \$25,000 per year.

The SPA salary profile is cause for concern, but a fair and equitable In-Range Policy administered in an open environment

## Parking

After some investigation, it was discovered that UNCA has a Parking and Traffic Commission. Since the By-Laws of the Chancellor's Staff Advisory Committee state that we are not to duplicate any existing committee, the following two suggestions were forwarded to the Parking and Traffic Commission on November 11, 1998:



1. Payment for Decals - "In order to help all university employees, it is our recommendation that all employees be allowed to pay for their parking decal on a monthly basis via payroll deduction. This will be strictly voluntary and employees can change their mind on an annual basis."
2. Open Parking - "In order to avoid giving citations to community members visiting the campus for sporting events, concerts, etc., we recommend the campus adopt open parking after 7:00 p.m. each evening and all day Saturday and Sunday. All vehicles that are properly parked but do not have a UNCA sticker should not be ticketed at these times."

## Other Recommendations

### *Staff Representation on Committees*

CSAC submitted a recommendation that university staff be represented on campus-wide committees which: a) are charged with duties which directly or indirectly impact staff, working conditions for staff, and/or the work environment for staff and the campus as a whole; b) have faculty representatives on them; or c) relate to university planning.

### *Staff Review of Policies*

The Chancellor's Staff Advisory Committee recommended that CSAC review policies which directly or indirectly relate to staff prior to implementation of the policy. This would apply to procedures not falling under the realm of the grievance process.

### *SPA Grievance Policy Amendment*

Employees may consult with a fellow employee of their choice in bringing and presenting a grievance, including the right of the grievant to have that employee-assistant accompany them during any hearings that may be held as part of the grievance process; such assistants would serve as advisors, not as advocates or spokespersons. The Human Resources Office will provide a list of individuals trained in the grievance process; however, employees are not required to choose an assistant from this list.

### *Academic Pursuit Time*

The purpose of academic pursuit time is to promote employees' interest and involvement in academic opportunities at UNC Asheville. Employees may use work time under this policy to attend UNCA classes, lectures, or academic programs which may be of professional or personal interest to them. Non-public meetings require prior approval from the professor or sponsor of the program. Employees must receive approval from their supervisors to use this time. Time away from work, pursuant to this policy, shall not exceed four hours. The supervisor may require that academic pursuit time be used based on the needs of the department and may require acceptable proof that the time taken is within the guidelines for this policy. Full-time, probationary and trainee employees (in permanent position appointment type) may take up to four hours of work release time each calendar year. The four hours of release time will be credited to each employee on January 1 of each year by her/his supervisor. Hours for part-time employees (in permanent position type) will be prorated based on the proportion they work of full-time. (More details at [WWW.UNCA.EDU/CSAC/](http://WWW.UNCA.EDU/CSAC/))

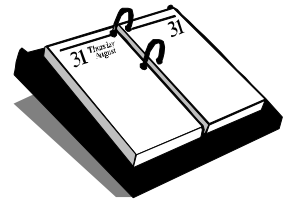
## Employee Service Awards Luncheon

Since the service awards luncheon is one of the few organized events which is well attended, it was generally agreed that moving the service awards luncheon away from the holiday season would result in less attendance. The consensus was that the luncheon and the Chancellor's reception do not create a duplication; therefore, the CSAC recommendation is to continue the luncheon, with the service awards, during the holidays. Also, we recommend that the luncheon be free to all university employees.

## Schedule of Meetings

CSAC meets the third Thursday of each month in Highsmith 37 at 1:30. For the Spring '99 semester, the dates will be:

January 21, 1999  
February 18, 1999  
March 18, 1999  
April 15, 1999  
May 20, 1999  
June 17, 1999



**These meetings are open and anyone is welcome to attend!**

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For more detail on any of these stories, visit the CSAC website at: [www.unca.edu/csac/](http://www.unca.edu/csac/)