



HUMAN RESOURCES REPORT 2020

PREPARED FOR
UVU BOARD OF TRUSTEES
FEBRUARY 23, 2021

MISSION STATEMENT

Through collaborative partnerships, Human Resources designs, develops, and delivers comprehensive, creative, people-focused solutions that align with the University's mission.

Objectives

1. Provide an environment of inclusive learning, collaboration, personal and professional development, appreciation, and recognition, enabling employees to achieve their highest potential to positively impact student success.
2. Promote productivity and employee success by protecting the health, wealth, and well-being of UVU employees and their families.
3. Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication while maintaining customer service through human interaction.
4. Attract and maintain a highly skilled workforce by creating people-focused solutions through search advocacy, meaningful recognition and rewards programs, sound policies, procedures, and practices that balance the needs of employees with the resources of the University while ensuring compliance with federal, state, and local laws.

Department profile

Benefits + Workforce Planning + Employee Relations + Organizational Development + HR Information Systems + Records + Employee Service Center

- Full-time staff: 23
- Part-time staff: 7

2016-2019 HR Staff - CUPA Ratio Comparisons*



* Compared to available peer CUPA data (2016-2019)

EXECUTIVE SUMMARY

This report is prepared annually for the Utah Valley University (UVU) Board of Trustees. It provides key summary data regarding UVU's workforce and workforce activity (for example, the total number of employees, turnover rates, average salaries, and demographic composition) and includes comparisons to IPEDS and CUPA peer groups. This summary provides an overall snapshot of UVU's workforce and key metrics for trend analysis.

While the information and graphs presented on the following pages are primarily for the full-time benefits-eligible workforce at UVU, summary data for UVU's part-time and student employees are also included.

Summary highlights:

- UVU continues to be among Utah's largest employers.
 - UVU is Orem's largest employer, the third-largest employer in Utah County, and the 15th-largest employer in the state of Utah.
 - As of November 2020, the University's total employee headcount was 5,062, employing:
 - 753 full-time faculty
 - 974 adjunct or part-time faculty
 - 1,365 full-time staff
 - 742 part-time staff
 - 36 executives
 - 1,192 student employees
- The full-time employee headcount of 2,154 is an increase of 15 employees from 2019.
 - Added one additional full-time faculty employee from 2019
 - Added 13 additional full-time staff employees from 2019
 - Added one additional executive employee from 2019
- In 2020, the University's overall turnover rate was 10.1%, a slight decrease from 2019.
- Salaries in all employee categories were fairly even from 2019 through 2020 due to no annual salary or wage increases being funded by the legislature as a result of tax revenue shortfalls due to the economic impact of COVID-19.

BENEFITS

The University employees' health and well-being are always a top priority for Human Resources but have been heightened by the COVID-19 pandemic. The Human Resources Benefits office has worked diligently to provide employees an array of resources to assist during this challenging time.

PLAN MODIFICATIONS

Due to the pandemic and the need for employees to receive proper care, the medical plan was amended to include the following while Utah is in a state of emergency related to COVID-19.

Plan deductibles, copayments, and coinsurance are currently waived for the FDA-authorized COVID-19 test and the associated provider visit.

The plan was temporarily amended to cover services performed virtually to limit person-to-person contact. This includes waiving the deductible on any telehealth vendor or virtual services (not simply those for COVID-19).

MENTAL HEALTH

With the sudden changes and unknowns that came with COVID-19, Human Resources focused on ensuring employees had access to mental health resources.

The University's Employee Assistance Program (EAP) was updated to include mental health to all full-time and part-time (non-student) employees and their dependents.

RETIREMENT

Human Resources worked to implement retirement distributions under the CARES Act. This allowed employees to make qualified coronavirus-related retirement withdrawals from their 403(b) and 457(b) plans.

FAMILIES FIRST CORONAVIRUS RESPONSE

The Families First Coronavirus Response Act (FFCRA) provided UVU employees with emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions applied from April 1, 2020, through December 31, 2020. Human Resources implemented these benefits which included:

- Implementing procedures to verify eligibility of leave needed under FFCRA.
- Working with University partners to update the current leave management system as a source of record.
- Processing 360 leave requests under the FFCRA.
- Implemented a University-sponsored COVID-19 leave relief package to continue into 2021 with the expiration of the FFCRA.

COVID-19 RESPONSE

To ensure the safety of employees, the University worked quickly to set up processes for temporary remote work, COVID-19 self-reporting, contact tracing, traveler self-reporting, and return to work authorizations. Here are the numbers of agreements and reports processed:

- **2,290** – Remote agreements processed prior to 6/1/2020
- **1,819** – Remote agreements processed 6/1/2020 – 12/31/2020
- **975** – COVID-19 self-reports and COVID-19 contact tracing
- **232** – Employee traveling reports processed
- **1,000** – Employee return-to-work authorizations processed

UVUFIT

The University's Employee Wellness Program, UVUFit, was recognized in 2020 with the Platinum Healthy Worksite Award by the Utah Worksite Wellness Council for the fifth year in a row.



UVUFIT

EMPLOYEE DEVELOPMENT

Human Resources understands that UVU's greatest asset is its employees. To enhance workforce effectiveness at all levels of the University, we developed the UVU Learn program. This system is designed to provide professional development and learning online. Departments and divisions work with Employee Learning & Development to create individualized trainings for their employees. Through UVU Learn, HR supports employees in improving and developing key performance competencies expected of all UVU staff.

In 2020, HR redesigned New Employee Orientation and improved the way employees are onboarded at UVU. As part of the revamp, the Learning & Development team developed a staff guidebook that provides information on issues that the new employee needs to know before their first day, first week, first month, and first six months.

The guidebook highlights programs and resources that new employees need to know to succeed in their jobs. As part of the onboarding efforts, a revised "New2UVU" website was launched. Similar to the guidebook, the website provides additional resources for those employees that are new to a university setting by providing widely used terminology as well as resources to those coming from out of state.

In order to adapt to the demands of virtual learning, the L&D team redesigned the New Employee Orientation experience. This includes a virtual tour of campus, presentation of benefits, new supervisor online course, and virtual games and activities that help new employees become familiar with UVU.

To help employees navigate the complex challenges brought by COVID-19, HR created a series of resources including guidebooks for supervisors and employees, a COVID-19 website, and a series of online courses that focus on helping our employees be successful while working remotely.

LEARNING



180 New employees have participated in the virtual employee orientation



29,869 Hours spent in UVU Learn online courses

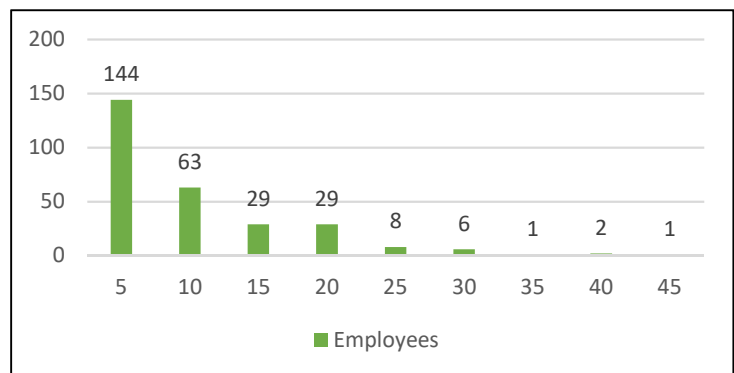


7,706 Hours spent in LinkedIn Learning courses



1,426 Employees enrolled in at least one LinkedIn Learning course

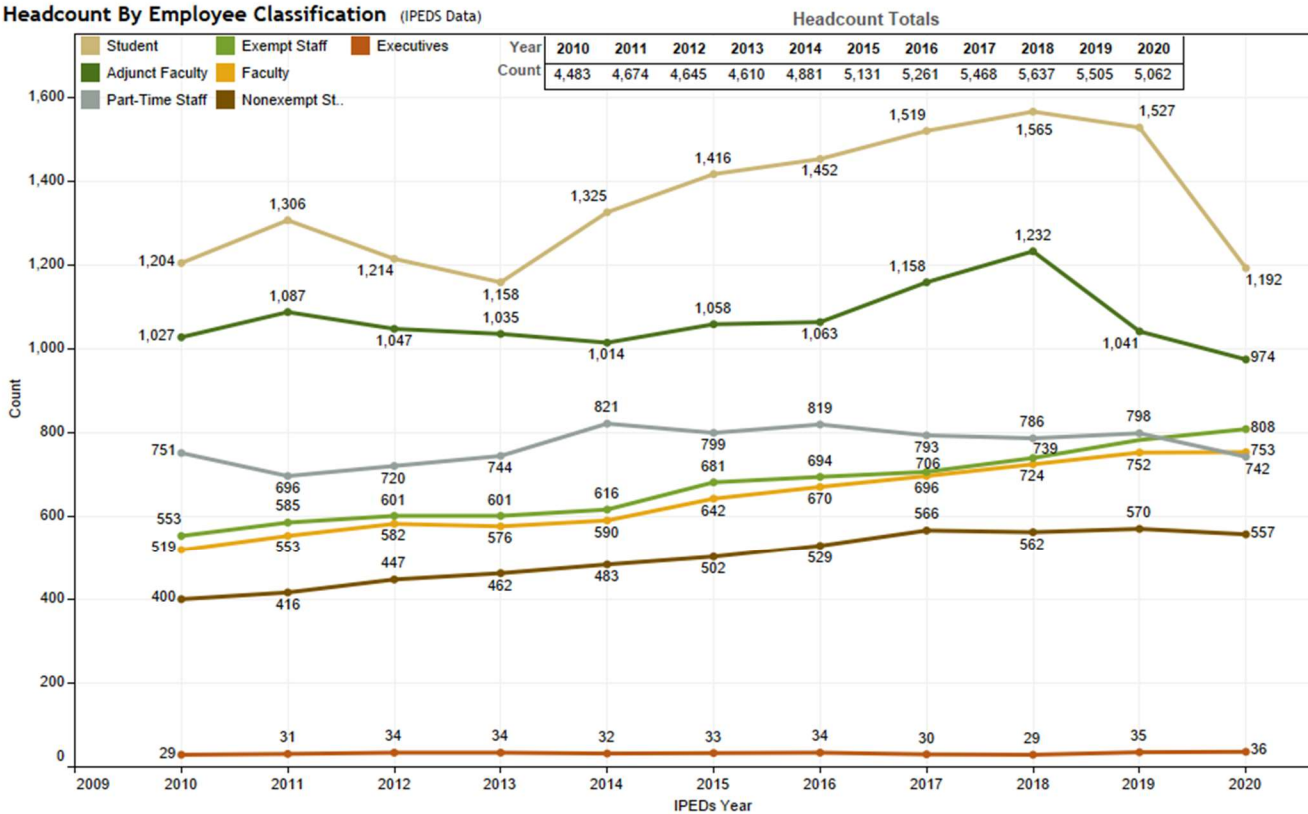
EMPLOYEES RECOGNIZED FOR YEARS OF SERVICE



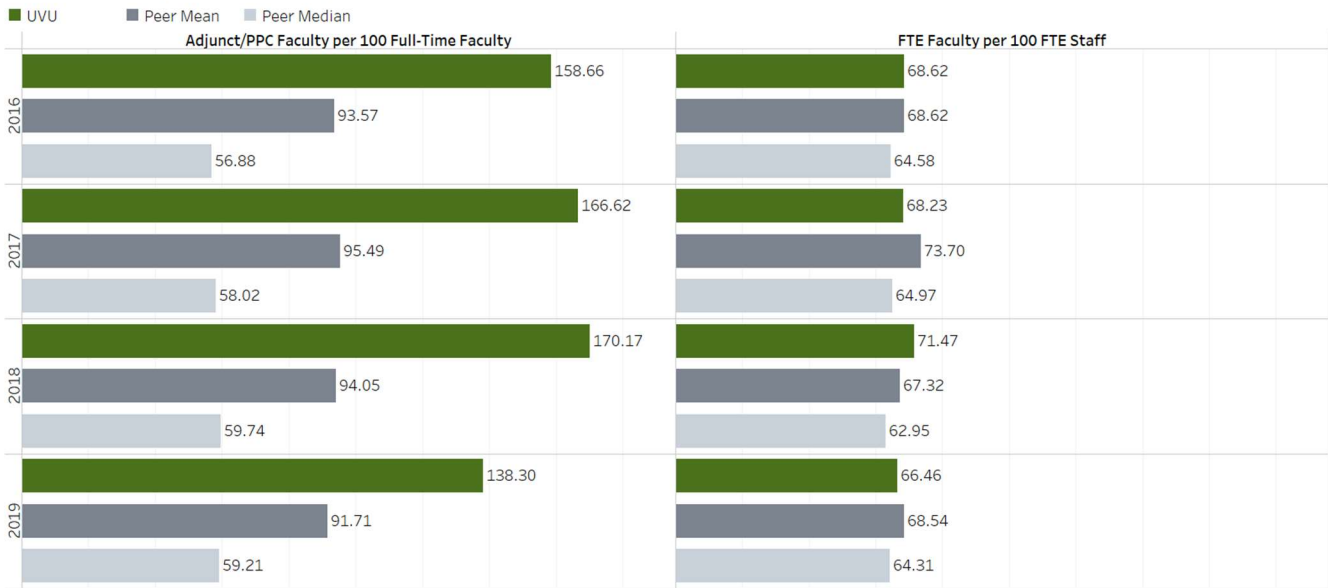
FULL-TIME EMPLOYEE HEADCOUNT

In 2020, the overall employee headcount decreased by 443 or 8 percentage points when compared to 2019. This was due to decreases in adjunct or part-time faculty, part-time staff, and student employees as a result of the pandemic. All other employee classifications stayed fairly flat when compared to 2019. Since 2010, UVU's overall employee headcount has increased by 12.9 percentage points. Over that same time period, exempt staff had the largest percentage increase (46.1%), followed by faculty (45.0%) and nonexempt staff (39.3%). Executive headcount increased by (24.1%). Adjunct faculty saw an overall decrease (5.2%) along with part-time staff (1.2%) and student employees (1.0%).

Headcount By Employee Classification (IPEDS Data)

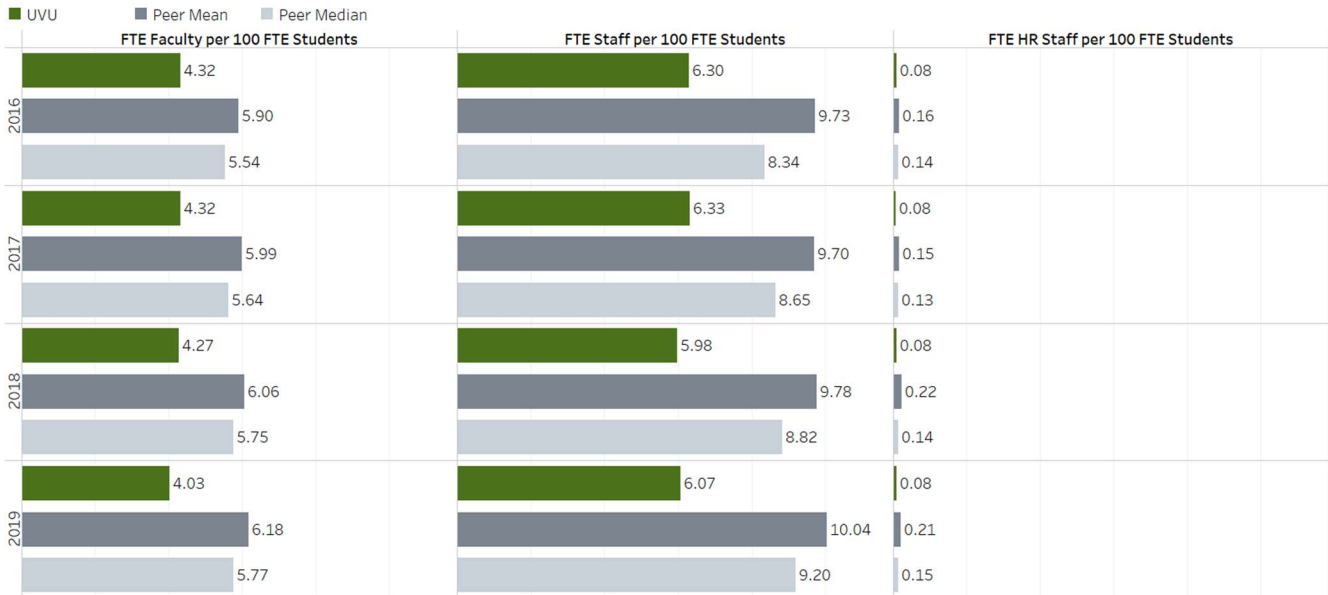


2016-2019 Faculty - CUPA Ratio Comparisons*



* Compared to available peer CUPA data (2016-2019)

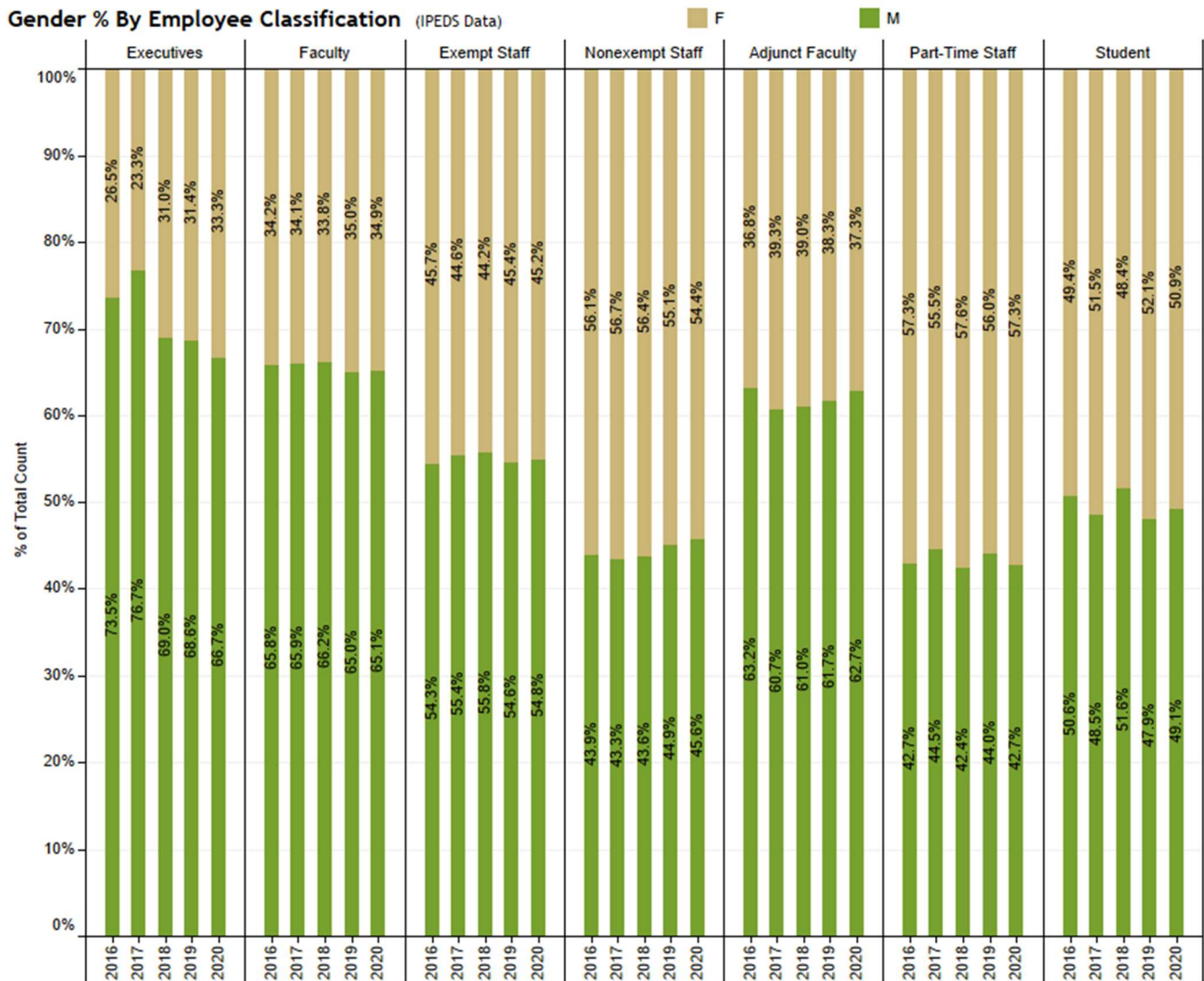
2016-2019 Student - CUPA Ratio Comparisons*



* Compared to available peer CUPA data (2016-2019)

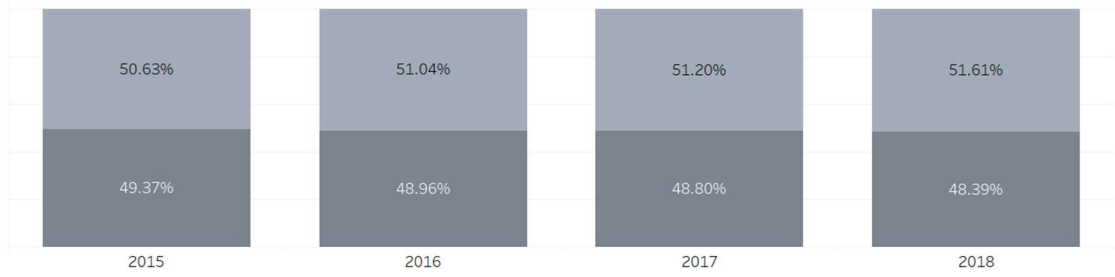
EMPLOYEE DEMOGRAPHICS

Though little change occurred in the demographic makeup of its workforce in 2020, Human Resources is committed to the UVU Inclusion Plan goal to “strategically recruit, retain, develop, and advance underrepresented faculty, staff, and executives/administrators at all levels of the university to enrich university life.” Specific opportunities exist for increasing representation for women as executives, faculty, exempt staff, and adjunct faculty. Opportunities exist for diversifying racial or ethnic representation in all employee classifications.



2015-2018 All Full-Time Employees - IPEDS USHE Legal Sex Comparison*

Legal Sex (USHE)
 ■ Female
 ■ Male



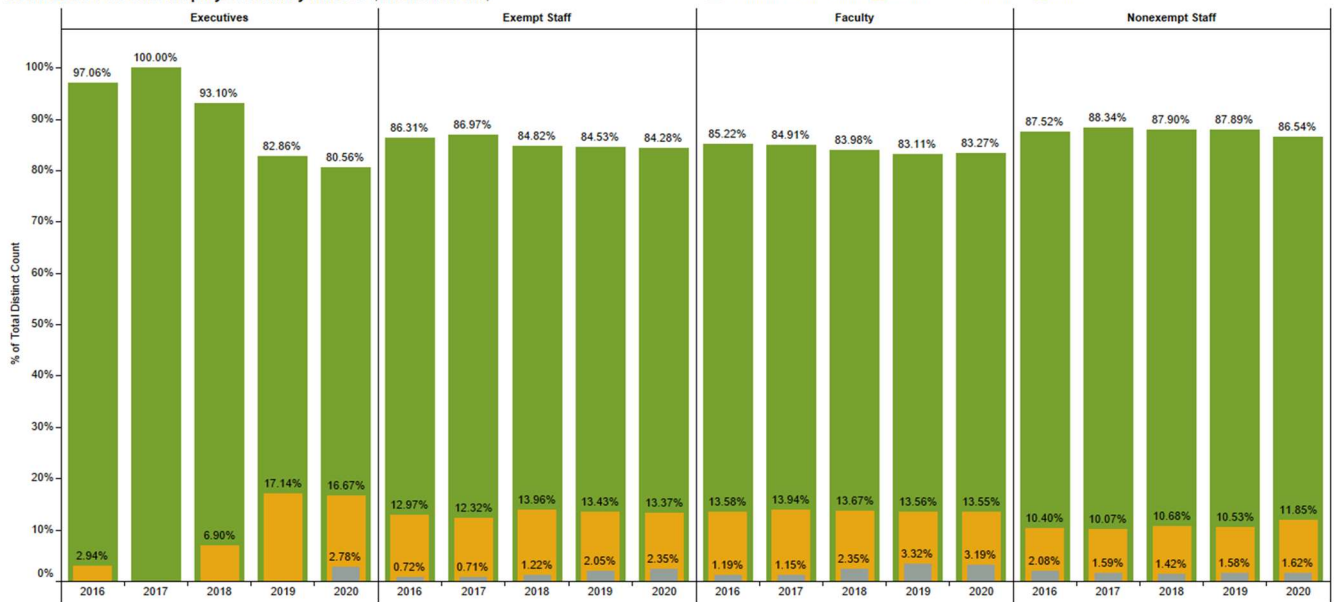
Legal Sex (UVU)
 ■ Female
 ■ Male



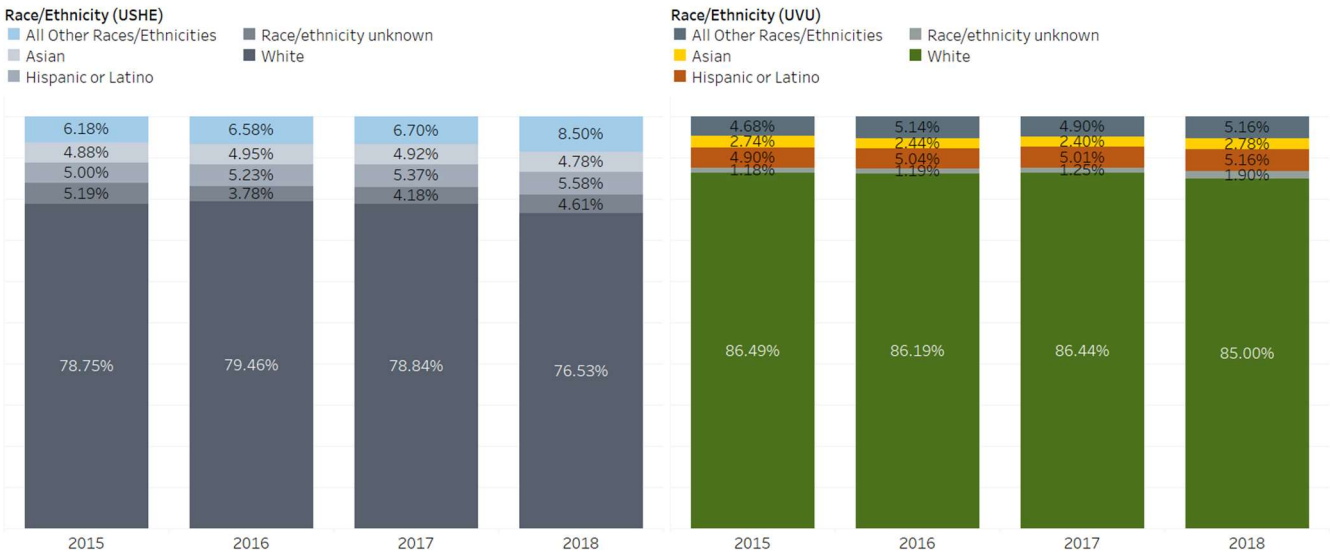
* Compared to available IPEDS data (2015-2018) for USHE schools which includes: Dixie State University, Salt Lake Community College, Snow College, Southern Utah University, University of Utah, Utah State University, and Weber State University.

2016-2020 Full-time Employee Primary Race % (2016-2020 IPEDS Data)

■ Unknown Race and Ethnicity. ■ All other Races/Ethnicities ■ White

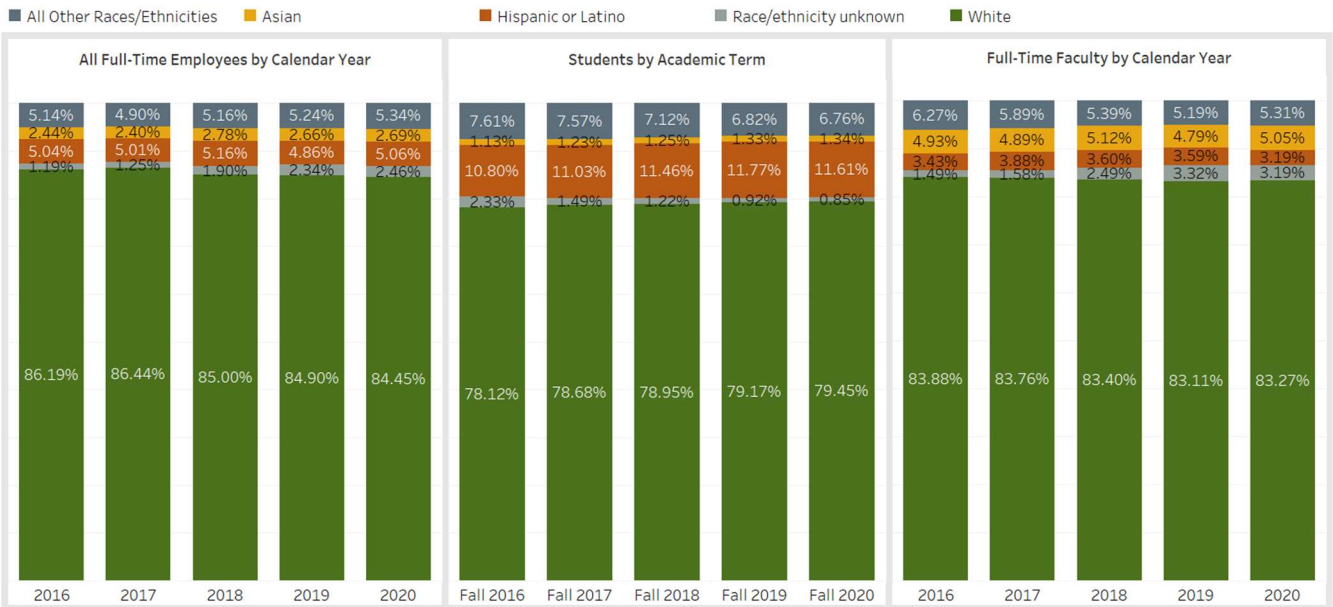


2015-2018 All Full-Time Employees - IPEDS USHE Race/Ethnicity Comparison*

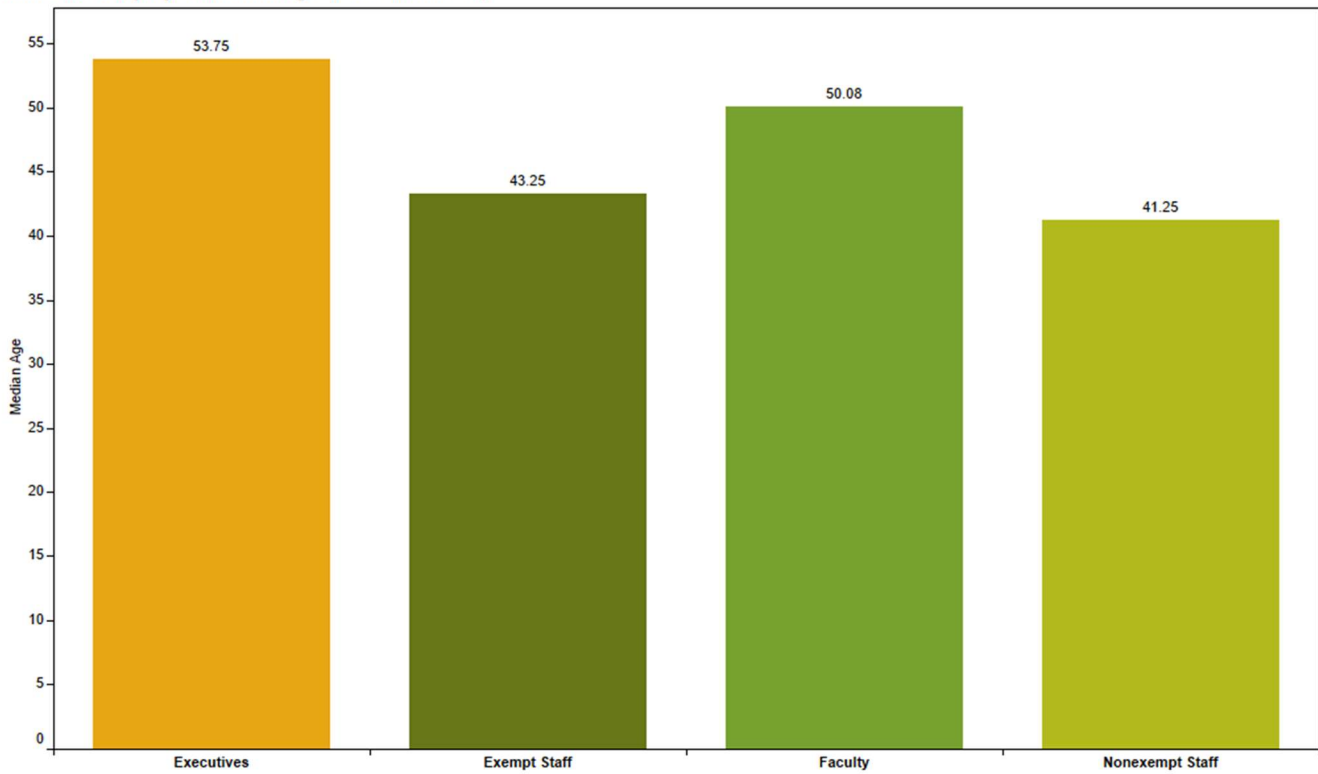


* Compared to available IPEDS data (2015-2018) for USHE schools which includes: Dixie State University, Salt Lake Community College, Snow College, Southern Utah University, University of Utah, Utah State University, and Weber State University.

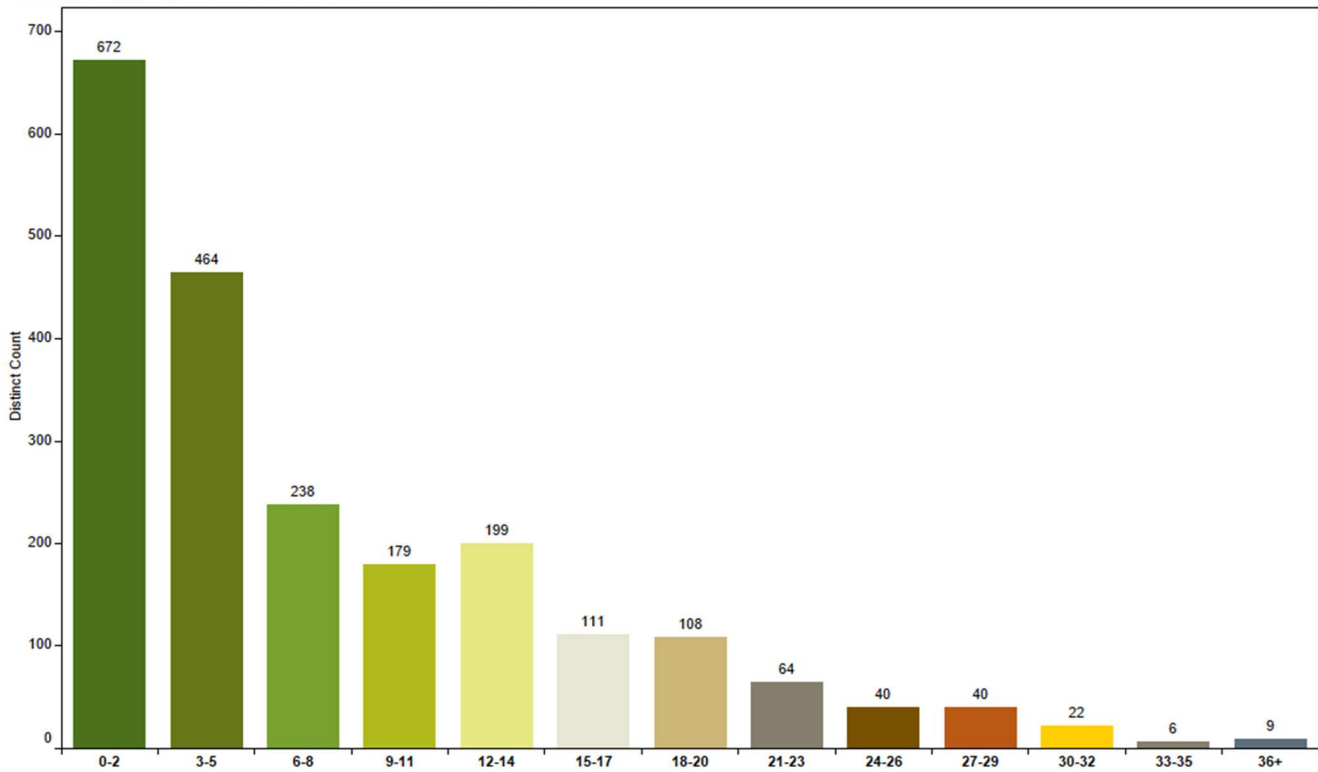
2016-2020 All Full-Time Employees, Students, and Full-Time Faculty - IPEDS Race/Ethnicity Comparison



Full-Time Employee Median Age (Data as of 11/01/2020)

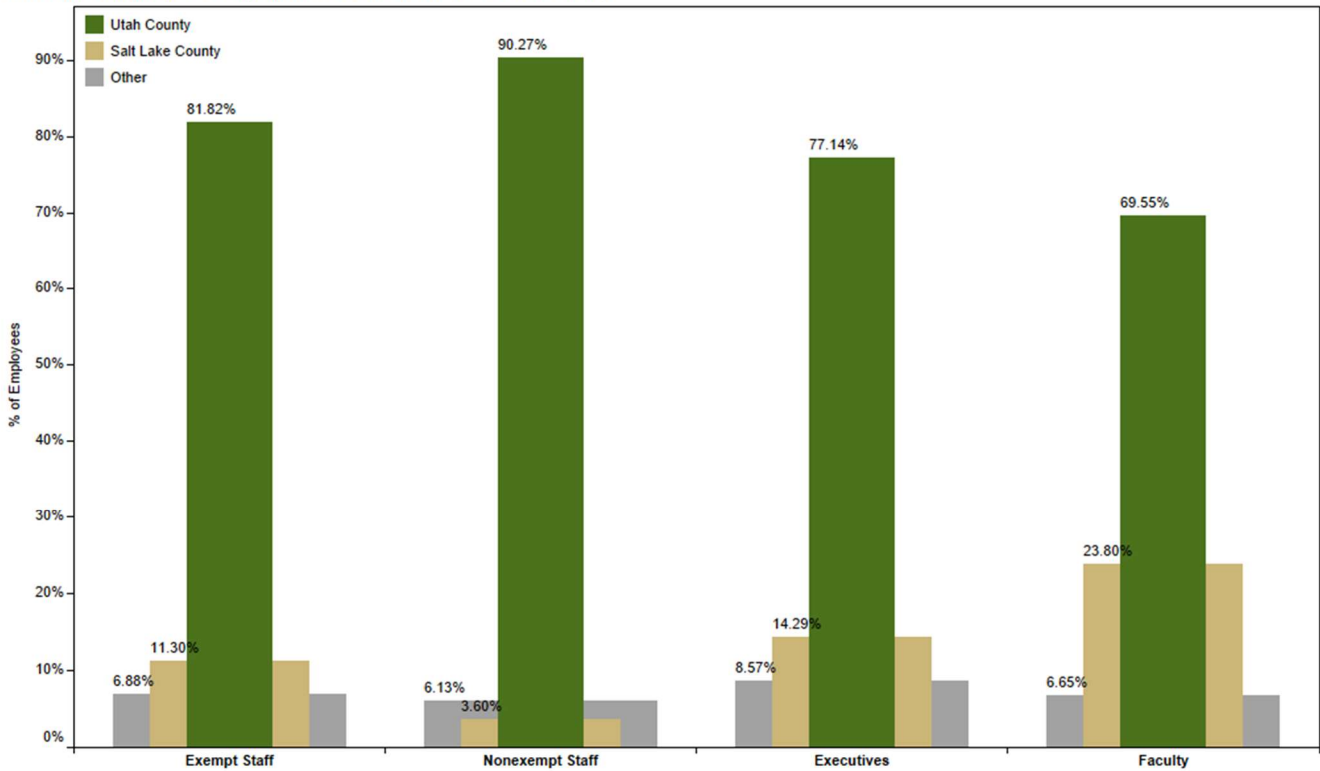


Full-Time Employee Years of Service (Data as of 11/01/2020)

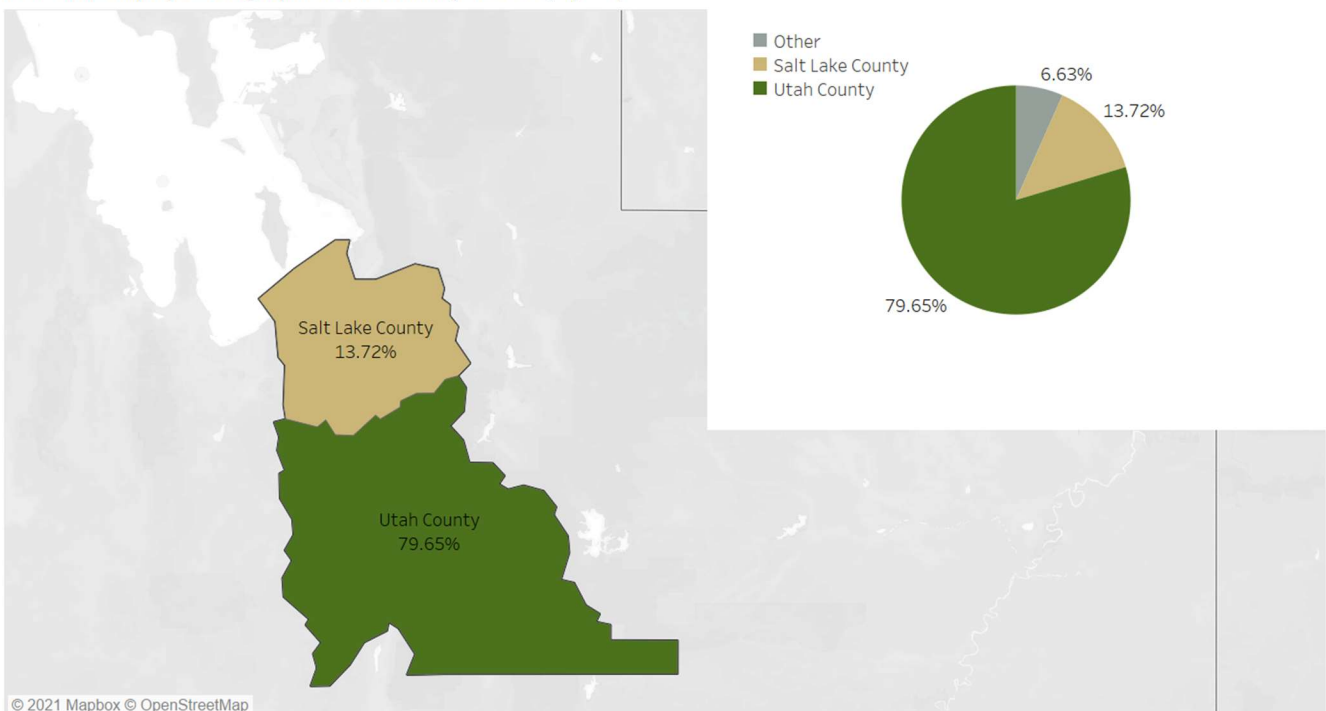


FULL-TIME EMPLOYEE GEOGRAPHIC DISTRIBUTION

Full-Time Employee Geographic Distribution (Data as of 02/01/2021)



Full-Time Employee Geographic Distribution (Data as of 02/01/2021)



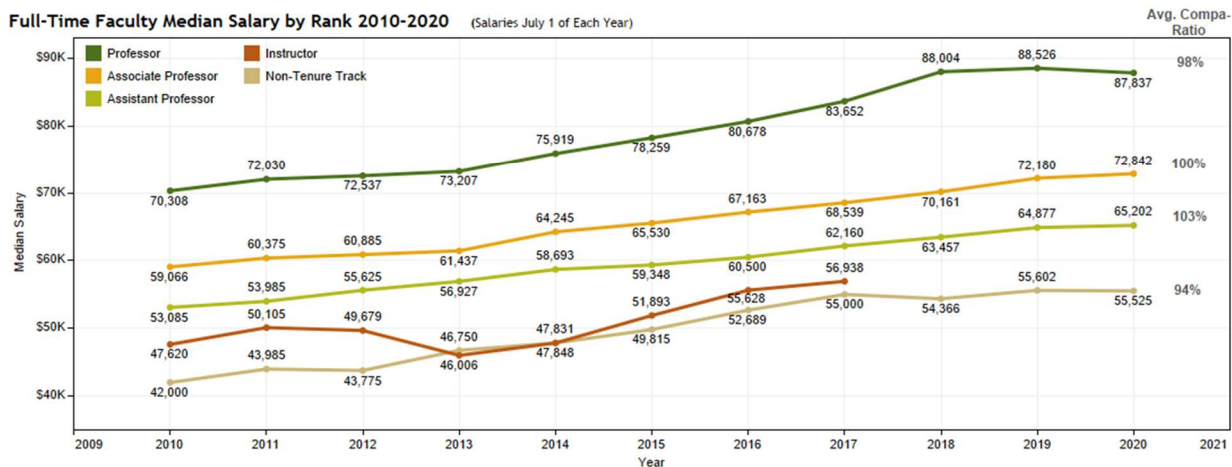
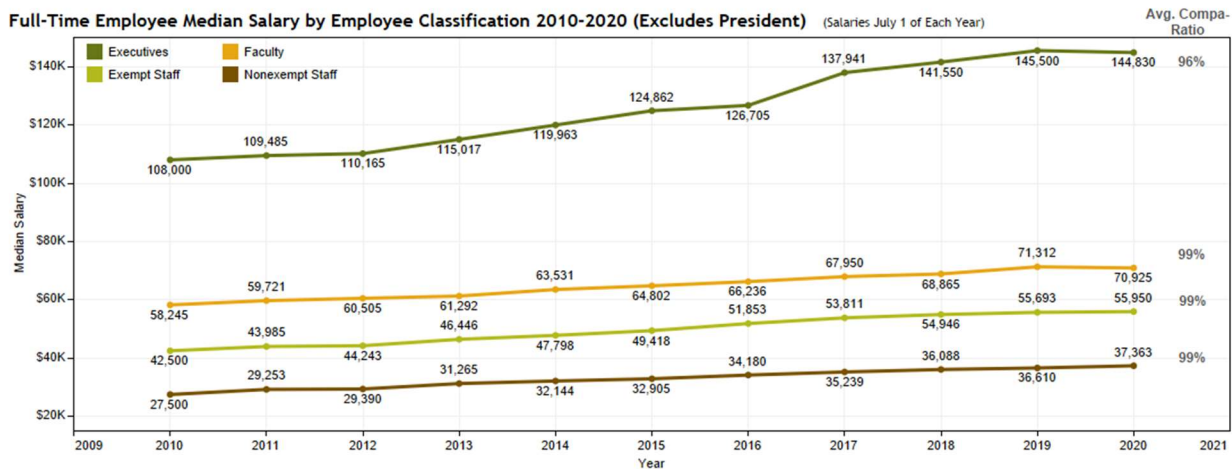
EMPLOYEE COMPENSATION

In order to fulfill its mission, UVU strives to attract, develop, retain, and reward a highly qualified and diverse workforce. Within the boundaries of financial feasibility and sustainability, UVU's compensation strategies help the University to

1. Provide wages, salaries, and benefits that are competitive within our appropriate labor markets
2. Promote internal equity across diverse university functions
3. Ensure consistency in meeting compliance requirements while remaining flexible in responding to internal and external workforce changes

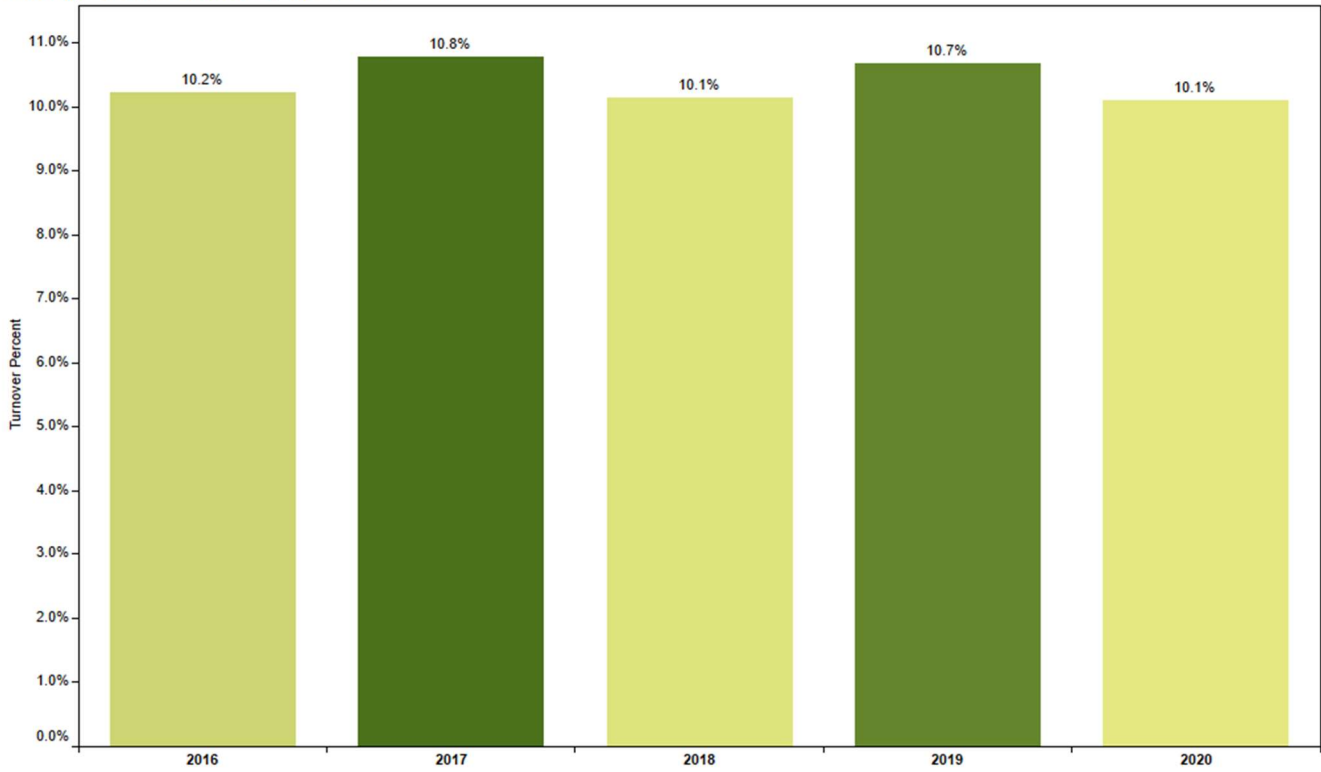
The University continually monitors relevant labor markets and implements compensation strategies to address compensation challenges.

At the beginning of 2020, compensation continued to be at the top of the University's priority list with a firm commitment to improving salaries for University employees. The emergent economic impact of COVID-19 dramatically limited the resources that were available for the fiscal year 2021 salary and merit increases. As a result, a flat \$300 salary increase was provided to all full-time employees to help offset employee medical premium increases. Base salary increases for faculty rank advancements previously approved by UVU's Board of Trustees were also awarded. We are optimistic that legislative funding for the fiscal year 2022 will allow us to continue our plans to improve salaries and wages for University employees by providing increases that are consistent with UVU's Compensation Philosophy.



FULL-TIME EMPLOYEE TURNOVER

Full-Time Turnover Ratio by Fiscal Year

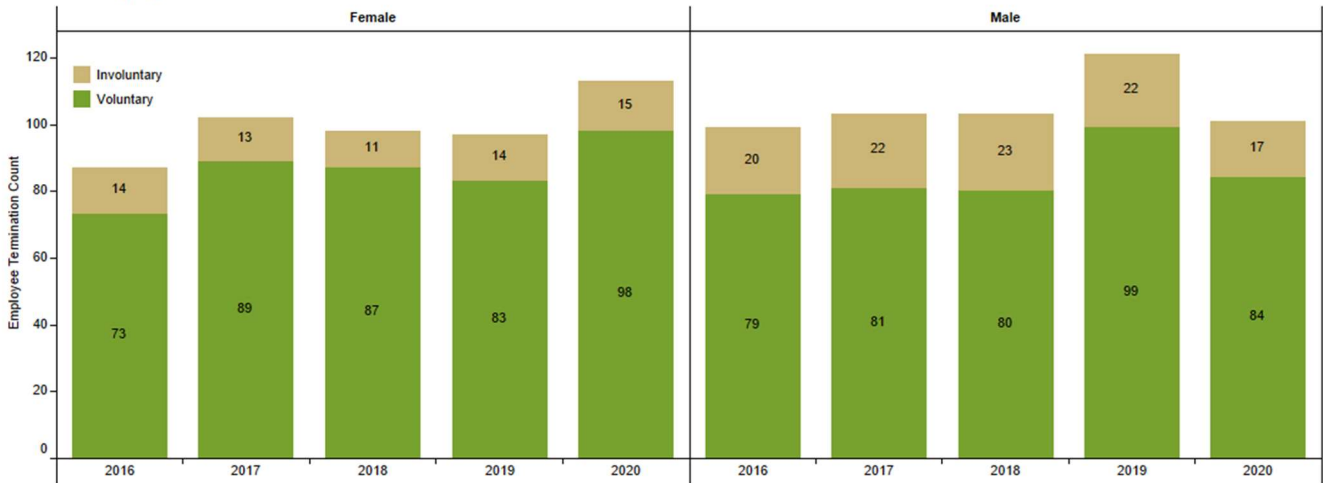


2016-2019 Full Time Employee - CUPA Turnover Comparison*

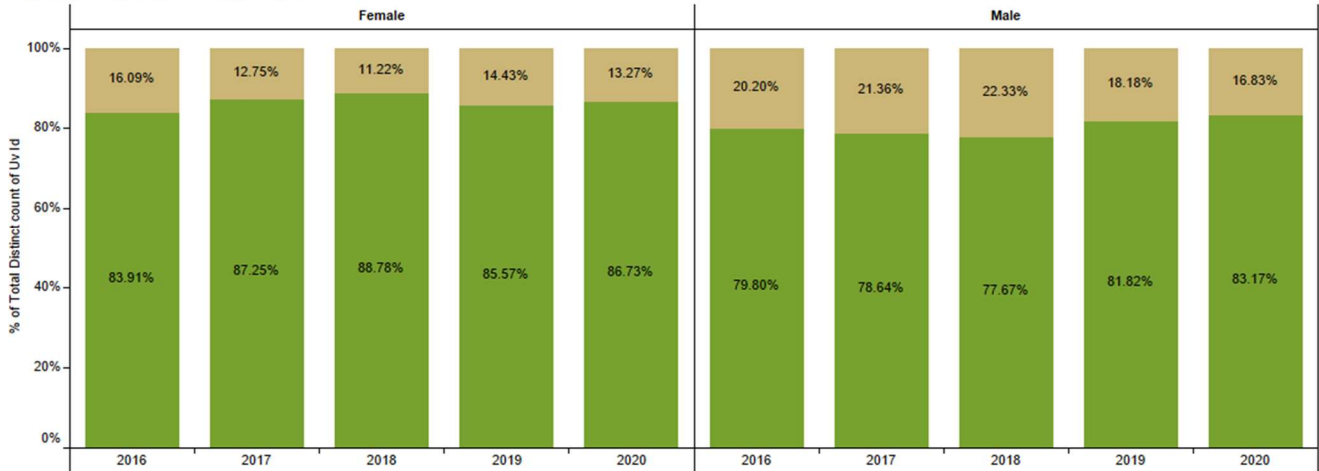


* Compared to available peer CUPA data (2016-2019)

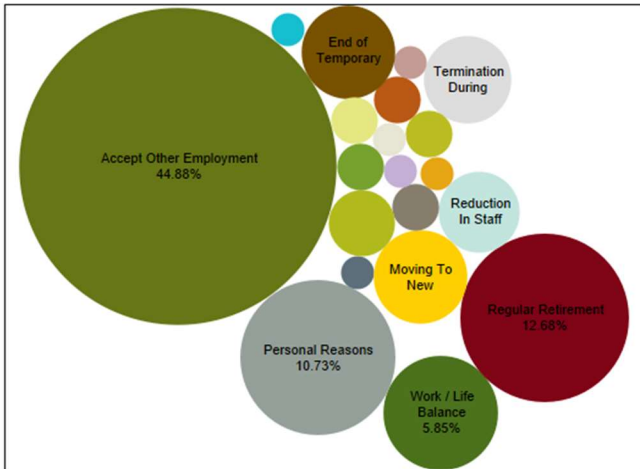
Full-Time Employee Terminations (Fiscal Year Data)



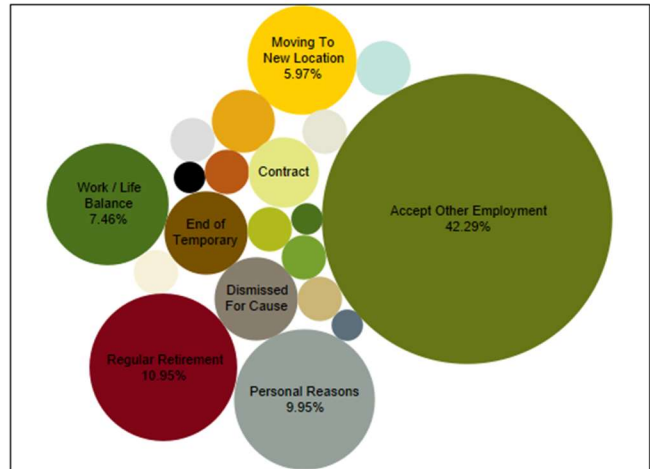
Full-Time Employee Terminations (Fiscal Year Data)



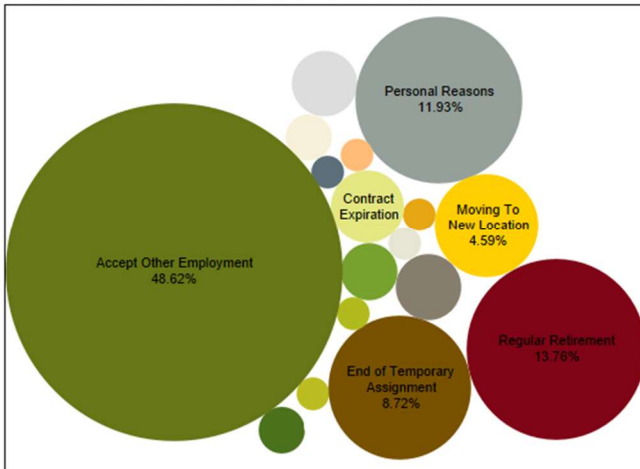
Full-Time Employee Terminations (Fiscal Year 2017)



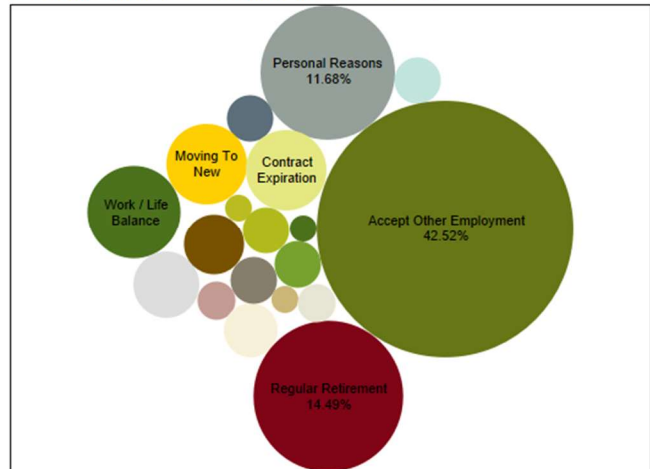
Full-Time Employee Terminations (Fiscal Year 2018)



Full-Time Employee Terminations (Fiscal Year 2019)



Full-Time Employee Terminations (Fiscal Year 2020)



Termination Reason

- Abandoned Position
- Moving To New Location
- Accept Other Employment
- Mutually Satisfactory Release
- Approved: Long-Term Disability
- Personal Reasons
- Attend School Full Time
- Reduction In Staff
- Contract Expiration
- Regular Retirement
- Death
- Resignation in Lieu of Term
- Denied Tenure
- ResignPendingInvest/Discipline
- Dismissed For Cause
- Termination During Probation
- End of Temporary Assignment
- Work / Life Balance
- Faculty Non-Renewal