

Staff Senate October Meeting

Thursday, November 21, 2019

Senate Chamber

9:30 am – 10:30 am

1. Welcome & Call Meeting to Order - 9:35 AM

2. Old Business

- a. Approve October Minutes
Motioned – F. Breland; Seconded – V. Peters
- b. Call for questions, concerns, comments re: Office of Student Accountability (Darren Wibberding) presentation/plan to redo the student code

3. New Business

- a. LGBTQ+ Support Group
 - a. Staff Senate will help fund the Pride event booth from the foundation account.
 1. Motioned – Kara Bowen; Seconded – Steven Booth; All in Favor - yes
 - b. The Pride event booth is \$200 a year. We would like to ask Faculty senate to also pitch in for the booth.
 - c. The registrar's office is working on getting pronouns available for applications as well as preferred name in addition to legal name. They also have gender identity forms.
 - d. The Multicultural Affairs Webpage – This will be for faculty and staff as well.
- b. Safety Committee Update
 - a. No Physical Plants vehicles be allowed in the area except landscaping.
 - b. No contractor vehicles be allowed in the area. They are looking into having contractors sign in somewhere so that we are aware of who is on campus.
 - c. Zach Curlin getting striped for cross-walks. In progress of getting this done, need to get City permission or permits.
 1. Frances Breland said that it is also needed at the Community Health Building.
 - d. Meghan Cullen went to the University level safety committee.
 1. She talked about the ongoing issue with the security guard contract. She brought up that this is one of the issues with outsourcing.
 2. The campus will be informed when service vehicles and vendors be here. Contractors will need to go somewhere and let them know they are on campus.
 3. They also talked about policies on Scooters. Discussion of implementing dead zones and limiting speeds on campus.
 4. Concerns about Faculty safety with regards to students being released from programs. Meghan will see if Police Services can come train the staff/faculty. You can contact Derek Myers to have Police Services come to your location to scope out everything that will help you prepare for emergencies.
- c. Wage and Benefits Issues Committee Update
 - a. Talked about Faculty cost of living proposal.
 - b. Bonus Proposal was talked about. Bonus money comes out of the normal account and is still taxed.
 1. There are three ways that Kara Bowen has thought about ways that could help.
 1. Waived parking fee
 2. Employer adding to the FHA/HSA fund
 3. Employer adding to the retirement fund
 - c. The committee needs to draft a proposal to have a staff equity study.
- d. Faculty Senate Compensation Motion

- e. Policy Review Board – Bonuses and Incentives Policy
 - a. This has to be departmentally funded.

4. **Call for Questions/Concerns**

- a. Frances Breland gave the Senate information from Campus School
 - a. Perspective Parent Meeting – November 22, 9:00 AM – 10:30 AM at the University Center Theatre
 - b. Kindergarten Interest Meeting– December 5, 9:00 AM – 10:30 AM at the University Center Theatre
- b. HR Course Situation

5. **Adjourn** 10:39 AM Motioned – Kara Bowen; Seconded – Frances Breland

6. **Important Dates**

- Board of Trustees Meeting – Wednesday December 4, Wilder Student Union Lambuth Campus
- President Rudd’s Holiday Lunch for Faculty and Staff – Thursday December 5, 11:30 – 1:30, UC Third Floor
- HR Holiday Open House – December 11
- Faculty Senate – December 10 2:40, UC Senate Chamber

Motion to Faculty Senate from the University of Memphis Faculty Policies Committee:

“Regarding University compensation priorities, we resolve that

- The available salary pool is to be allocated as across the board raises equal to the rate of inflation as measured by the consumer price index so the faculty are not subjected to a de facto decrease in what the salary will buy.
- Any funds remaining in the salary pool are to be allocated to address salary compression and equity with respect to diversity.
- The Administration develop a strategic plan to increase the salary pool to that sufficient funds are available to address the identified salary inequities and merit.”

POLICIES

Issued: Not Approved Yet

Responsible Official: Executive Vice President for B&F and CFO

Responsible Office: Human Resources

Purpose

To provide bonuses/incentives to encourage and reward employees for exceptional performance and services to the University as well as to be used as a recruitment and retention tool. Bonuses and incentives are to be funded by the department, paid as a lump-sum, and not added to the employee's base salary.

Definitions

Bonus

A one-time, lump-sum monetary award given to an employee in addition to the employee's regular compensation. Bonus payments are financial rewards outside of the merit increase program.

Performance-Based Bonus

Recognizes sustained outstanding and exemplary performance over the course of the rating period. A Performance-Based Bonus may be in addition to merit.

Educational Incentive Award

To encourage professional development and reward employees who acquire a degree from the University of Memphis. The degree or program of study must be relevant to the position and/or departmental needs, employee's field of work while at the University.

Project-Based Bonus

To recognize an employee or group of employees upon the successful completion of a special project or assignment of significance that is in addition to the employees regularly assigned duties.

Hiring Bonus

Provides an incentive for a prospective candidate to accept an offer of employment at the University. A hiring bonus may be awarded to a new, highly qualified employee hired into a position considered critical to the University's operations and strategic mission and/or deemed difficult to fill.

Variable Compensation Plan Bonus

To reward employees based on a pre-approved plan centered on employee's contribution, departmental objectives, revenue generated, targets achieved, and payout schedules.

Spot Tiger Stripe Award

Provides employees with on-the-spot positive feedback, fosters continued improvement and reinforces good observable performance after an event or task has been completed, usually without pre-determined goals or performance levels.

Policy

Performance-Based Bonus

The Performance-Based Bonus is recommended for employees who exceed the expectations set forth on their position and established goals, have demonstrated continuous outstanding performance, have made significant contributions to the University's and department's mission or strategic plan and/or have provided consistent support to the department's objectives.

The Performance-Based Bonus may be up to \$15,000 or 10% of the employee's salary, whichever is greater. The recommendation must be presented to the department/unit head for concurrence and submitted to Human Resources for review and recommendation to the Division Leader for approval. Requests for bonuses larger than \$15,000 or 10% of the employee's salary requires recommendation from Human Resources and approval from the President or designee.

Educational Incentive Award

Employees may be granted an Educational Incentive Award upon completion of a program of study or degree from the University of Memphis. The degree or program of study must be relevant to the position and/or departmental needs. Participation by the employee should be pre-approved by the Department Head with endorsement by the Division Leader.

The Educational Incentive Award is paid as a bonus upon submission of an official transcript. Employees are eligible to receive only one educational incentive award while employed by the University. The relevant payment for the degree obtained is as follows:

- Associate Degree \$500
- Baccalaureate Degree \$1,000
- Master's Degree \$1,500
- Doctorate Degree/Juris Doctor \$2,000

Project-Based Bonus

Project-Based Bonus is a lump sum amount payable upon the successful completion of a special project or assignment of significance that is in addition to the employee's regularly assigned duties and may be awarded to an individual or group of employees to recognize and reward exceptional effort upon successful completion of a major project that is:

- completed on time, at or under budget, and
- strategically important to the goals and performance of the division, school, department, or University.

The following criteria applies to Project-Based Bonus payments:

- The amount of the bonus may not exceed \$5,000 or 10% of the employee's salary, whichever is higher.
- The project must have a beginning and ending date along with a list of deliverables.
- Decision regarding the amount of the bonus payment should be dependent upon the nature and complexity of the project and the overall participation and contributions made by the employee(s).
- Recommendation for the amount is to be requested by the respective department with approval by Human Resources.

Hiring Bonus

To facilitate recruitment of employees whose skills are considered critical to the University's operations and strategic mission and/or for positions deemed difficult to fill. The following criteria should be followed when offering a Hiring Bonus:

- The size of the bonus must be reviewed and recommended by Human Resources and approved by the respective Division Leader.
- The employee must agree to work for the university for a minimum of one year from the effective date of hire. ~~The actual~~ A longer term of service ~~will~~ may be determined based on significance of the position and size of the hiring bonus offered.
- The employee must meet all pre-employment requirements and begin working before receiving the hiring bonus.
- A written agreement outlining the key objectives for the employee, the performance requirements, and the pay-back terms if the employee leaves the University prior to the pre-determined term of service must be signed by the employee.

Variable Compensation Plan Bonus

Rewards employees based on a pre-approved ~~p~~Plan created by the unit/department in collaboration with Human Resources. The amount of the bonus is established within each Plan and is based on employee's contribution, departmental objectives, pre-determined revenue generated amounts, targets achieved, etc. or a combination of any of the above.

~~Spot~~ Tiger Stripe Award

Provides employees with a monetary award not to exceed \$500 to recognize observable behavior or performance due to an event or task successfully completed, usually without pre-determined goals or performance levels. Spot Awards provide immediate positive feedback, fosters continued improvement and reinforces good observable performance.

Requires review and approval by the AVP/Chief Human Resources Officer and final approval by the President, Provost or Divisional Leader, as appropriate.

Approvals

All bonuses/incentives are at the discretion of the department based on the availability of departmental funds.

FAQs

Who do I contact with further questions?

For assistance or questions, please contact Human Resources at hr@memphis.edu or 901-678-3573~~5~~.

Are bonuses/incentives added to the base salary?

Bonuses/incentives are not added to an employee's base salary.

Can bonuses/incentives be paid with a special check?

Special checks are reserved for instances where an employee did not receive their regular paycheck. Since ~~B~~bonuses/incentives are not part of an employee's regular paycheck, special checks are not to be created for this purpose.

If while employed by the University an employee receives a professional certification/license in their field of work, will they be eligible for a bonus?

No. A professional certification/license increase is not considered a bonus. Compensation for attainment of a professional certification/license is added to the employee's base salary. For additional information, refer to policy HR5010 – Staff Compensation and Classification.

Links

Bonus/Incentive Request Form

[Type web address here]

Staff Compensation and Classification Policy

[HR5010 - Staff Compensation and Classification Policy](#)

Revision Dates

[List revision dates here]

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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