

To: SEAS Classified Staff

From: SEAS Employee Council

Date: June 18, 2007

Re: SEAS employee concerns

The Employee Council was created in April 2005 to facilitate communication between staff and the Dean. The Council members solicit agenda items from staff prior to each meeting. After the meeting each month, the chair meets with the Dean to discuss issues that have been raised. The past accomplishments of the Council are listed below.

In order to help the Council move forward and to better represent you, we need to solicit your input on a number of items that are contained in the following survey. We urge you to complete this survey by Monday July 2, 2007. Completed surveys may either be returned to your representative on the Council, or (anonymously) to the following Messenger Mail address:

Katherine Harlow
SEAS Employee Council
PO Box 400743

Thank you in advance for participating in this survey. We will share the results of the survey at the beginning of the Fall semester.

SEAS Employee Council Accomplishments since April 2005.

- ❖ 5/05 As a result of discussion of morale among SEAS employees, Dean Aylor initiated a staff appreciation picnic in Darden Court that summer. The picnic was offered again in the summer of 06 and 07.
- ❖ 5/05 The Council sent a letter of support for the choice of Jim Aylor as dean of the Engineering School to Provost Gene Block.
- ❖ 5/05 The Council Encouraged Dean Aylor to support the proposal to allow Weight Watchers to hold meetings on grounds. Dean Aylor agreed with our suggestion, and our goal was accomplished.
- ❖ 9/05 The Council encouraged Dean Aylor to have walkways installed leading from the Whitehead road bus stop to the E3 and T4 parking lots next to Scott stadium. Those walkways were added at a later date.
- ❖ 10/05 The Council initiated a request that resulted in the relocation of the portable toilets from the area near the entrance to the Engineering School along Engineer's way.
- ❖ 3/06 The Council presented Dean Aylor with a list of concerns regarding the current Reward and Recognition Policy. The Chair and one Council member were asked to serve on the committee to make recommendations on the policy. The recommendations will be available online in the policy section of the SEAS Website.
- ❖ 4/06 – 3/07 The council ensured that the dumpsters along Engineer's Way are included in an Engineering Way beautification project that is being administered by Facilities Management.
- ❖ 9/06 The Council participated in the Day of Caring Program by organizing SEAS employees to paint lines and a map of the United States on the paved play area of the Broadus Wood Elementary School.
- ❖ 3/07 As a result of actions by the Council, the dumpster near Small Hall was relocated to a less obtrusive location.
- ❖ 3/07 The Council obtained a comparison of the participation by the various schools and divisions at the University in the In-Band Salary adjustment program which is available from any member of the Council.
- ❖ The Council continues to work with the SEAS administration for the installation of Automatic External Defibrillators in key locations throughout the Engineering School.

SEAS Employee Survey

Please return by Monday, July 2, 2007

Please indicate for each item on a scale from 1 to 5 whether the situation in SEAS is acceptable, needs improvement, or is insufficient to meet the needs of the employee.

	Unacceptable		Needs Improvement		Acceptable
	1	2	3	4	5
1. Staff Salaries	()	()	()	()	()
2. Parking Rates	()	()	()	()	()
3. Building security	()	()	()	()	()
4. Security of parking areas	()	()	()	()	()
5. Benefits	()	()	()	()	()
6. Morale	()	()	()	()	()
7. Sufficient Technical/ Competitive Training	()	()	()	()	()
8. SEAS Procedural/ Administrative Training	()	()	()	()	()

9. Comments on questions above:

10. What type of alternative, non-monetary compensation would be most meaningful to you?

11. Please use the following space to share your thoughts about what would make your work in the Engineering School more enjoyable.

12. What other issues and concerns do you have about your relationship with SEAS and the University?

Please return to: Katherine Harlow, SEAS Employee Council, PO Box 400743

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
	3	1	4	4	4	5	5	3
	1	2	2	2	3	3	4	4
	3	2	3	3	4	4	3	3
	3	2	4	3	4	4	4	4
	2	2	3	3	5	4	4	4
	1	1	2	2	4	1	2	2
	2	1	4	4	4	3	3	4
	1	2	2	2	4	1	4	1
	4	4	4	4	4	5	4	4
	3	3	3	3	4	3	4	4
	3	2	4	2	2	4	4	2
	3	1	4	3	5	4	4	4
	3	2	2	2	4	4	5	4
	3	3	4	4	4	3	4	4
	2	2	3	3	4	3	3	3
	2	1	2	1	3	2	4	2
	3	1	1	1	3	4	4	0
	3	4	2	2	4	3	4	2
	3	1	3	3	5	4	4	4
	3	1	3	4	4	3	3	3
	3	3	1	3	3	3	4	3
	2	2	4	4	5	3	3	2
	2	3	4	4	3	3	4	4
	4	3	5	5	5	5	3	4
	4	2	3	4	4	4	4	4
	2	1	1	3	4	2	1	3
	3	1	1	1	3	4	5	3
	4	2	2	3	4	3	4	3
	1	1	0	3	1	1	5	2
	4	2	2	2	4	4	4	4
	3	2	3	3	4	4	5	4
	1	1	1	2	4	1	1	2
	2	2	3	3	2	3	4	4
	3	3	3	3	3	5	5	5
	2	1	3	4	5	3	4	3
Total	91	67	95	102	132	115	132	111
Average	2.6	1.86	2.64	2.83	3.67	3.19	3.67	3.08

Q9

- I would like to see more procedural training at the administrative level. Streamlining could greatly reduce inefficiencies we unknowingly pass on to other offices. With no possibility of salary increases, there is very little motivation for staff to work much harder than it takes to not get fired...
- Staff salaries are not competitive with other schools at UVa.
- I think it is ridiculous to have to pay to park to come to work.
- My salary isn't comparable to similar positions in outside companies. I don't understand why it is so difficult to give raises or IBAs. I've never gotten more than the "cost of living" increase, and I've never had a bad evaluation. The cost of living raise is always absorbed by parking and insurance increases. Morale in SEAS is the worst I've seen. Those who aren't just coasting to retirement are looking for jobs outside of SEAS.
- Departmental training for admin. staff is non-existent.
- Note on the action of 3/07 concerning the moved dumpster. It is in a dangerous location. You cannot see through it to come out of the parking lot to take a right. I have personally witnessed at least three near-accidents at that location.
- Health benefits for part-time employees. Day care assistance would be a nice bonus.
- Salary compensation and parking are a consistent problem at the University, not specific to one particular school.
- Not enough lighting on walkways leading to parking lots.
- Salaries need to keep in line with rising costs. Parking rates are out of control!
- Parking rates are ridiculous. Benefits-vision plan. Building security-too open; anyone can wander in and out. Buildings should be card accessible only.
- Restructuring and constraints of UVa and state guidelines make it hard to change your salary unless you change jobs/depts. We should receive cost of living increases each year to keep us AHEAD of parking rates, gym passes, health ins. and other increases.
- Parking should be safer, more plentiful and FREE. Safety, esp. evacuation procedures MUST be improved--A wing should not be the only area informed of dangerous situations. UVa should never purchase Oracle-like software again.
- 2. The issue isn't the fee so much as a shortage of spaces-all lots are routinely oversold.
- Staff salaries are not competitive locally. Faculty have no idea how little staff are paid. Parking should be subsidized/factored into salary. We are frequently expected to know procedures with no instruction because "that's the way it's always been done." Procedures which change with

limited or no notice make it difficult to comply. E-News online should mention staff as well as faculty.

- ❑ Salaries are below market rates for opportunities just 30-50 mi away. The only thing staff is rewarded for is disloyalty; if you come in and show your boss another job offer, ONLY then will they attempt to raise your salary. UVa also has a budget model that forces everything to be bargain basement quality. Morale is low because the IBAs are never used. There is no reward for working hard. Excellent ratings on yearly evaluations are so hard to come by, that there is never any formal praise for good work.
- ❑ It would be great to have people who have similar jobs across the school get together from time to time to discuss the best ways to perform tasks shared by all.
- ❑ New staff salaries seem competitive; long term staff salaries are unacceptable. A staff picnic is better than nothing, but not much. Most faculty regard staff as a piece of equipment that comes with the building. Non-IT technical training is non-existent unless you go outside the University. A related problem is that your "reward" for any new skills acquired is more work responsibility for the same salary.
- ❑ Not enough data has been provided to enable an informed opinion on SEAS salaries overall: however, my own is acceptable (only because the C of Va provided an increase for years of service). Ideally, I think we would all like a better salary. I think SEAS morale is very high. Why else would there be such a low turnover in staff?
- ❑ Parking should be free to employees. There is no reason that UVa employees should be used to balance the transportation budget. UVa should fund construction of the garages, not employees.
- ❑ Parking rates are far too high.
- ❑ I would like to see merit increases for staff for performing above and beyond what is expected.
- ❑ Would like to see parking rates reduced.
- ❑ Building Security-we have been robbed in our offices 3 times in the past 8 years. Staff Salaries-we have not been getting raises. Other schools' staff get raises. No continuing education offered for instrument makers.

Q10

- Flexible scheduling, especially during Summer (with supervisor permission, of course).
- Free parking.
- Parking discount options. Discount options available for staff with children for summer/after school child care and/or summer day camps.
- Annual leave, comp leave.
- Leave time. Reduced parking rates. Employee functions.
- UVa Educational Training (where applicable)
- Flexible schedule, time off, telecommuting.
- An acceptable alternative would be being given extra leave or "float" days, especially good for those just starting to accrue balances. Occasional lunches paid for by the department is a nice way to express appreciation.
- Rewards for doing a good job, department picnics.
- Comp days.
- Time off. Acknowledgement.
- Ability to have flex scheduling.
- Nothing--the cost of living is increasing steadily, but our salaries are not. Non-monetary compensation will not put gas in our vehicles to get to work, pay our bills or put food on our tables.
- Recognition leave. I have no interest in receiving a pen, a mug, a pin, etc. It's either money or time, or working fewer hours per week for the same salary.
- Time-annual or recognition leave.
- To be thankful.
- SEAS recognition of exceptional work performance, by way of an Employee of the Month or SEAS note in the newsletter acknowledging staff.
- Would like to see 3 and 4 day weeks; more hours per day/less per week (flex time). Also would like more comp days.
- Telecommute if/when possible. Provide lunch or breakfast once every month or two. Open forum discussion with the Dean every three months. Annual all SEAS staff meeting.
- Budgeted time and money for training. Better recognition for good workers. Better training for bosses--it doesn't do any good to be supervised by a PhD if he doesn't know anything about

motivating people.

- ❑ Better support for employee problems.
- ❑ Time off. Gift certificates, food, anything!
- ❑ Being able to work four ten hour days per week.
- ❑ Recognition leave. Book store/Dining Hall/Boars Head gift certificates. Free parking.
- ❑ A pleasant work environment is always desirable. Keeping the place clean, providing decent workstations, equipment and flex time. By flex time I mean being able to change work hours to suit personal obligations, while accomplishing work obligations.
- ❑ Extra vacation.
- ❑ Reduce or eliminate health care premiums and copays.
- ❑ Free parking and access to gyms.
- ❑ Comp time.
- ❑ Days off with pay.
- ❑ Free guitar lessons.
- ❑ Flex time.
- ❑ Vacation/Comp Time.

Q11

- Being included on what is going on in the office.
- Competitive salaries. Acknowledgement of a job well done. To be treated like real people, not just "staff".
- Getting the opportunity to meet other administrators within SEAS, possibly a social function during the day--your counterparts in other depts. Documentation regarding SEAS-wide procedures for training. CLAS provides classes and handouts for this.
- Nicer office space. More bathrooms, especially for visitors.
- There needs to be a greater emphasis on teamwork--not competition for one person to grab all the credit.
- I very much enjoy my work at the school.
- Everyone should be treated equally, regardless of position. Bonuses and IBAs tend to be awarded by position, rather than performance.
- I enjoy working at SEAS, there are some truly wonderful people here. I enjoy the staff luncheon, although I wish we socialized more with other depts. Flexible time within depts. at SEAS would be a benefit.
- Good communication between departments. Everyone working together.
- I would like to have some type of assistance with work. Not enough staff.
- There are some staff whose positions allow them occasionally telecommute--it would help if SEAS were supportive of that. More information about SEAS events--recruiting days, tech days, etc.
- Wilsdorf Hall was built on the cheap. Address the related problems.
- Flex Time.
- Staff should not be caught in the "cross fire" between various depts. There are continual arguments over space, money, resources, staffing, etc. that staff has to endure.
- Not having to clean up trash after department functions, especially when the event is held in Darden Court.
- If all of the departments in Engineering worked more closely together.
- I like my job. I just don't like the way employees are treated by UVa administration.
- We need more space. MORE SPACE!
- I currently enjoy my work.
- Being recognized for YOS (the only faculty at the picnic are DO). 2. Yearly performance appraisals--give exceptional when exceptional is warranted (do not limit the

number because too much paperwork is required to rate someone exceptional).

- ❑ Free pizza.

Q12

- ❑ I like the people I work with, I like the benefits and leave time, my biggest complaint is salary. The level of work done should be compensated accordingly. There are people in SEAS w/ literally no job, but they are allowed to work to retirement. People are being paid to do nothing, while others are paid very little for going above and beyond. The picnic was nice, but I feel the Dean should have mingled with the staff. The DO faculty stayed to themselves. It felt forced and fake.
- ❑ Get parking rates down!
- ❑ I think the staff and faculty on the 2nd floor of A-wing should be compensated for the inconvenience (noise, dust, inaccessibility of offices) during the recent renovations-at least a comp day off.
- ❑ What changes are coming within the next year?
- ❑ Rewards and recognition program. Seems like the school doesn't really participate. I believe this is a positive means to say thanks to employees. It's a shame the school chooses to limit this option.
- ❑ Hiring practices. Too often, people seem to apply for jobs because they "know somebody"--they usually get the job, but in the meantime, the department takes other applications and interviews people they aren't actually considering for the position because they "have to" by law. This is referred to as pre-selection. It's not fair and it's quite unethical.
- ❑ Performance evaluation, Appendix E...I didn't sign on for my supervisor/governor to send me to the next disaster area. This was slipped into our evaluations.
- ❑ Accessibility exits from buildings in case of a fire are very poor for staff and students who are physically challenged.
- ❑ In-Band Adjustments. When ready to retire, balance in sick leave goes towards retirement.
- ❑ Consistency of policy and procedures throughout SEAS would be nice. There is a great disconnect between different departments. It would promote camaraderie to have simple get-togethers for people in different depts. with similar jobs. Not necessarily for training, but as a forum for discussion. One hour every six months would go a long way to establish a sense of unity that does not currently exist.
- ❑ It is nice that Jim Aylor says he has an open door policy to discuss any problems staff may have. It would be nice if there were specific walk-in times when we knew he was here and we weren't bothering him.
- ❑ I love the place! I'm grateful to work here.
- ❑ SEAS appears to lag far behind the other schools at UVa in regard to HR policies. There appears to be a general mindset that whatever worked in 1970 should still work today.

- Our inability to trust what we hear from HR & UVa administrators is the primary contributor to the low morale that exists among classified staff. We've been misled so many times that we don't believe anything that comes out of Madison Hall or Carruthers.
- Safety. Within recent years, security on campus seems to have gotten worse. Far more attacks in OUR area alone. Please recommend more police patrols on grounds.
- Would like for the University to understand the importance of industry in helping offset the costs of operating a laboratory.
- Policy is made at Carruthers, but not all depts follow it (ie salary adjustments 2% v. 3% v. 4% v. 5%). Staff salaries increased for secretaries in MANE but instrument maker salaries remained the same.