



**Great people. Great passion.
Great purpose.**

HUMAN RESOURCES REPORT FOR 2017

PREPARED FOR UVU BOARD OF TRUSTEES, MARCH 28, 2018

Vision Statement

Human Resources serves as a strategic partner supporting Utah Valley University as an employer of choice by attracting, sustaining, and inspiring **great people**, with **great passion**, working for a **great purpose**.

Mission Statement

Human Resources advances workplace solutions and services through **leadership**, **excellence**, **innovation**, and **engagement**, to enrich the work environment for our faculty and staff and enhance the learning environment to promote student success.

Objectives

1. Create value by enhancing workforce effectiveness at all levels of the University.
2. Foster a culture of excellence that embraces inclusion and equitable practices.
3. Enhance HR service delivery capabilities and alignment by adapting, standardizing, and streamlining essential processes, procedures, and communication.
4. Develop and maintain collaborative partnerships that further the University's mission and objectives in support of student success.

HR Department Profile

Benefits + Talent and Compensation + Employee Relations + Employee Learning and Development + HR Information Systems + Records + Employee Service Center

Full Time Staff: 20

Part Time Staff: 9

Student Interns: 2



EXECUTIVE SUMMARY

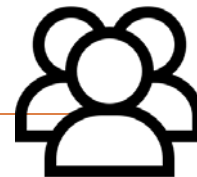
The Human Resources Report is prepared annually for the UVU Board of Trustees and provides key summary data regarding Utah Valley University's workforce and workforce activity; for example, total number of employees, turnover rates, average salaries, and demographic composition. This summary provides 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 is also included.

Summary Highlights:

- Utah Valley University continues to be among Utah's largest employers.
 - UVU is the third largest employer in Utah County and the 15th largest employer in the state.
- As of November 2017, the University's total employee headcount is 5,486, employing:
 - 696 full-time faculty
 - 1,158 adjunct/part-time faculty
 - 1,290 full-time staff
 - 793 part-time staff
 - 30 executives
 - 1,519 student employees
- The full-time employee headcount of 1,998 is an increase of 3.7% over 2016.
 - Full-time faculty increased by 3.8%
 - Full-time staff increased by 4%
 - Executives decreased by 12%
- In 2017, the University's overall turnover rate was 10.8%, a slight increase from 2016.
- Median salaries in all employee categories continued to rise in 2017.
- More than 80% of Utah Valley University's \$230 Million appropriated budget is spent on salaries, wages, and benefits for employees.
- Multiple opportunities exist for better representation of women and minorities in UVU's workforce.
- The NWCCU commended Utah Valley University for its commitment to employee professional growth through online, face-to-face, mentoring and training programs, and tuition waivers.

Sources: Fall 2017 UVU Human Resources data; State of Utah Workforce Services



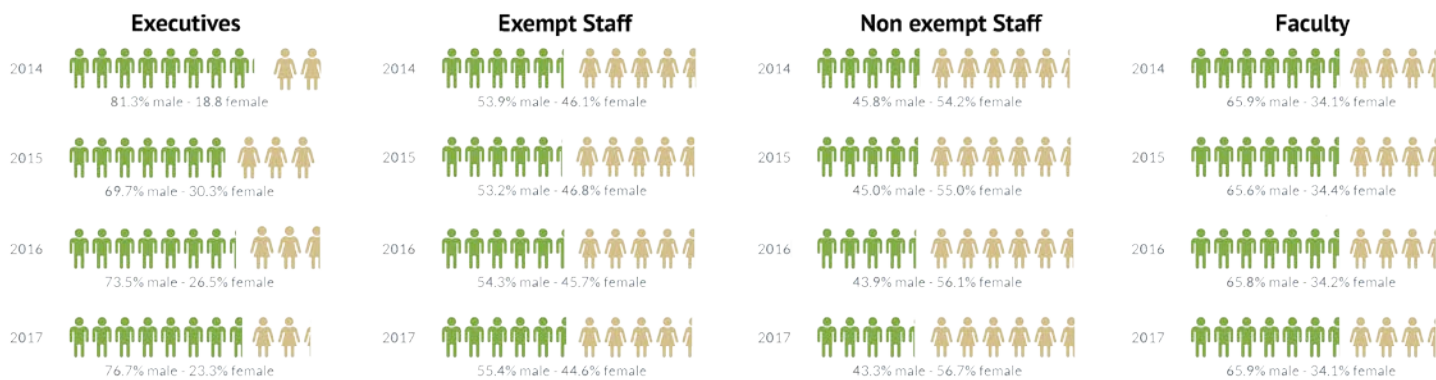
TOTAL WORKFORCE

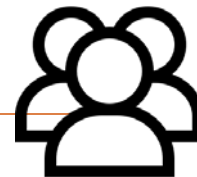
Full-Time Employee Headcount

(IPEDS DATA)



Full-Time Employee Headcount by Gender



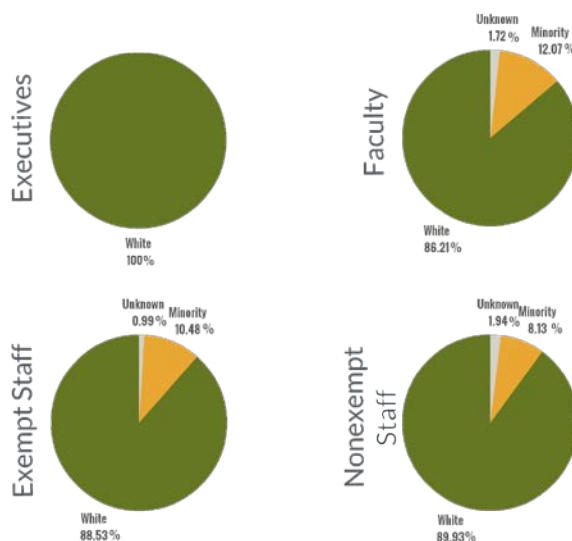


KEY DEMOGRAPHICS

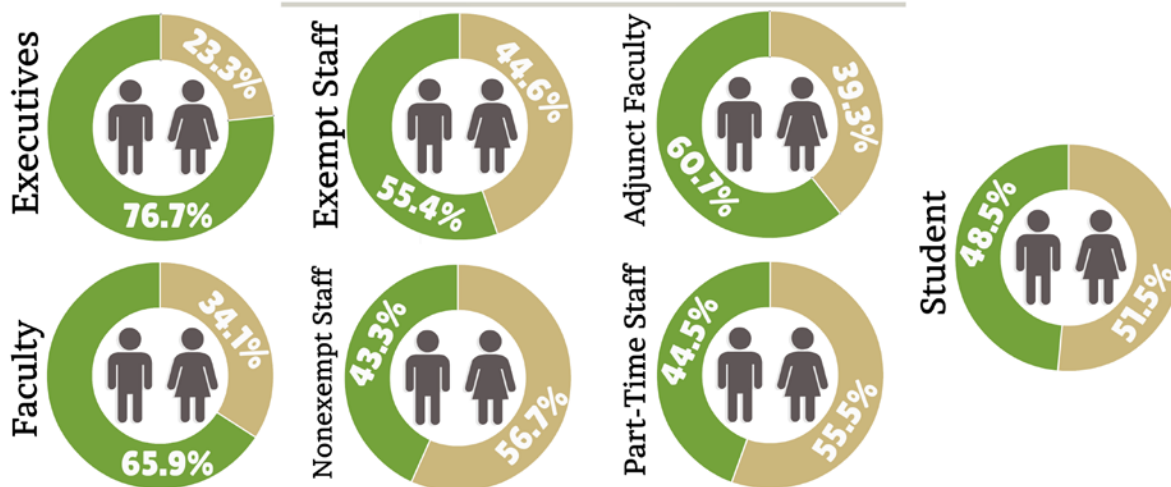
Though little change occurred in the demographic breakdown of its workforce in 2017, the University continues to work towards improvement of women and minority representation. In 2018, Human Resources will partner with several key University groups to champion several initiatives to better address recruitment, selection, and compensation for women and minorities. Specific opportunities exist for better representation of women in the Executive, Faculty, Exempt staff, and Adjunct Faculty classifications. Opportunities exist for better representation of minorities in all employee classifications.

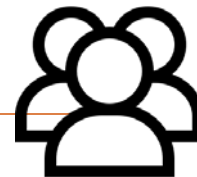
2017 Full-Time Benefit Eligible Primary Race

(2017 IPEDS Data)



Gender of All Employees by Job Type

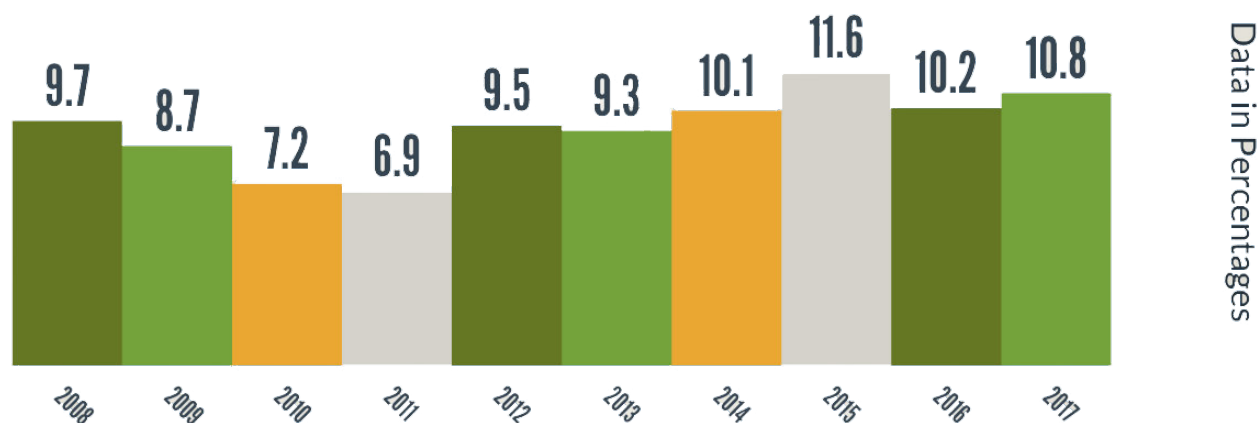




KEY DEMOGRAPHICS

Full-Time Employee Turnover Rate

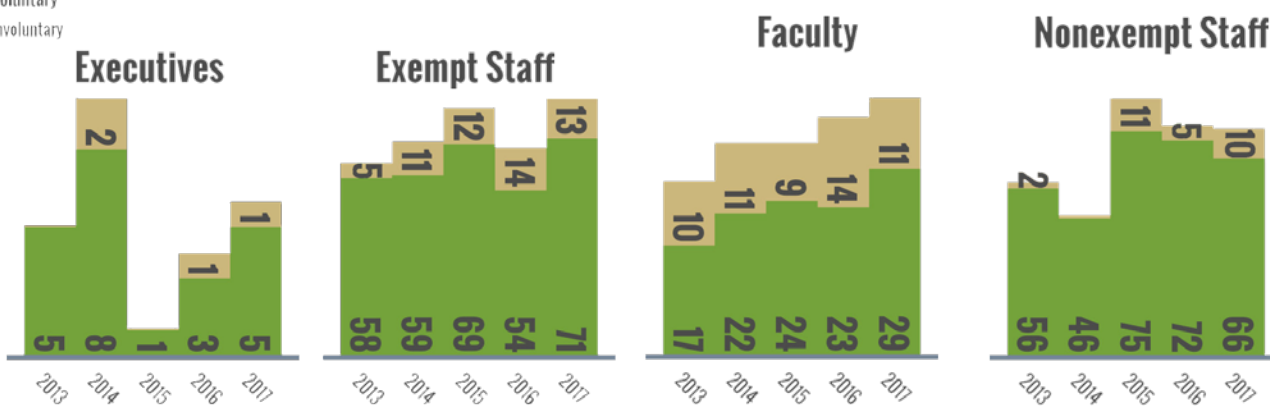
(Fiscal Year Data)

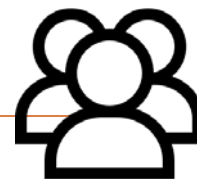


Full-Time Employee Terminations

(Fiscal Year Data)

■ Voluntary
■ Involuntary





EMPLOYEE EXPERIENCES

Incentives for Health

UVUFit, an Employee Wellness Incentive Program focusing on health and wellness, assists employees to be more effective in their jobs by limiting days off due to illness or injury. With UVUFit, Utah Valley University is improving the overall quality of each participating employee's work and life experience.

Tom Sturtevant, Associate Dean in the College of Health and Public Services, and an employee of five years, found unforeseen benefits in his participation in the UVUFit program.

"The greatest thing about the UVUFit program," Tom shared, "is the monetary reward you receive for completing certain activities. The main reason I got involved was because I wanted a new exhaust for my Jeep. I also finally decided to put my health on the forefront of my mind."



In order to receive the monetary reward, an employee must complete a clinical health risk assessment. For Tom, completing the assessment saved his life.

"When I went to the doctor for my assessment," Tom explained, "I found out I had a case of melanoma, which is a type of cancer. I was then sent to a dermatologist who told me the spot on my face was slightly [invasive], which means it was starting to spread. Because I went to get the assessment done, I caught cancer in my own face in its earliest form, which gave the dermatologist enough time to remove all of it."

UVUFit has received the following recognition:

2015-2016

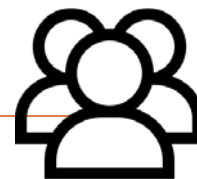
**Utah Worksite Wellness Council
Healthy Worksite
Platinum Award**

2016-2017

**Utah Worksite Wellness Council
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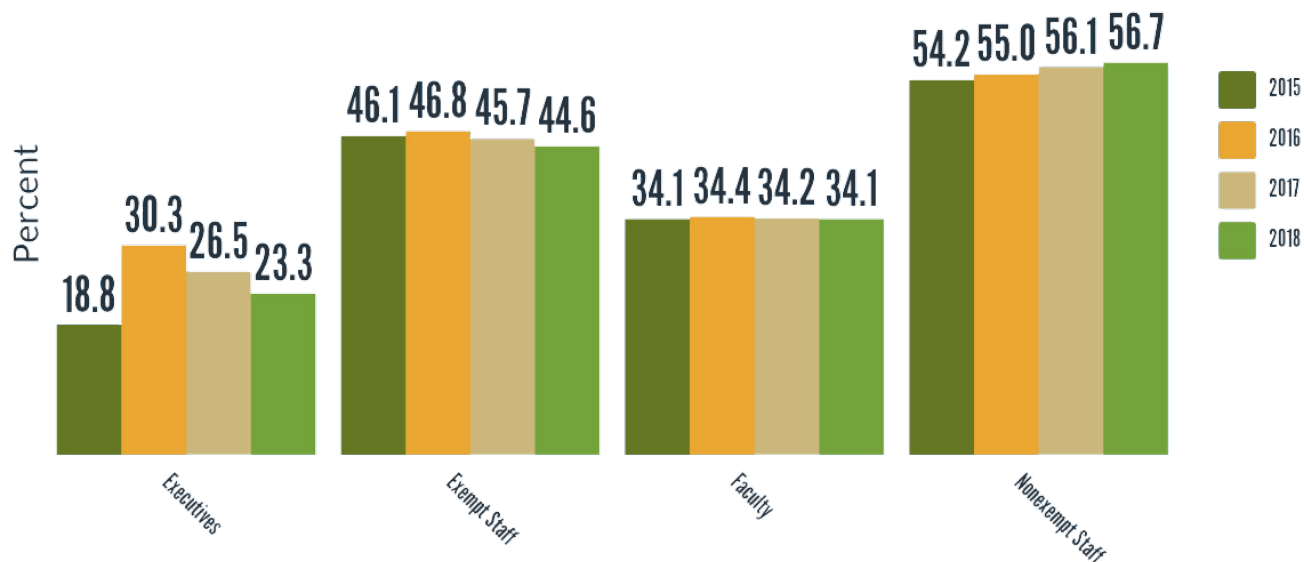
He finished describing his experience by saying, "If I were to have any last words [for other employees], I would tell people that they are crazy to not participate in the UVUFit program. At worst, you get some money. At best, you could find out you have cancer and save your own life, if not improve it."

Our mission to advance the workplace through leadership, excellence, innovation, and engagement encouraged Tom to be engaged in his own overall wellbeing. Now that he's taken control of his own situation, he's not only healthy, but continues to be a leader at UVU. With our mission and vision, we are striving to empower the employees to continue to give UVU their best.



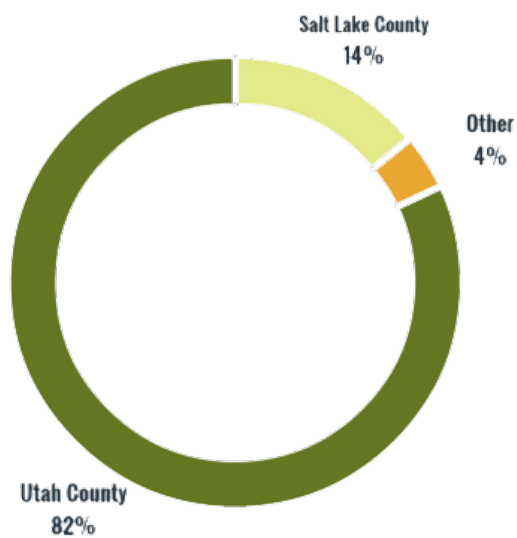
KEY DEMOGRAPHICS

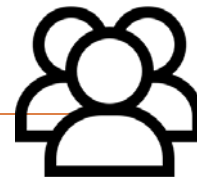
Trend of Female Full-Time Employees by Job Type



Full-Time Employee Demographic Distribution

DATA AS OF 1/10/2018





EMPLOYEE LEARNING

Human Resources understands that UVU’s greatest asset is its employees. To enhance workforce effectiveness at all levels of the university, we developed the UVULearn program. Launched in Summer 2017, this system is designed to provide professional development and learning online. Departments and Divisions work with the Employee Learning & Development manager to create individualized trainings for their employees; Foundations of Inclusion is utilizing UVULearn for their trainings. Required elements also include Title IX trainings, UVUHire trainings for individuals asked to be on a hiring committee, and others. Through UVULearn, HR hopes to support employees to improve on and develop key performance competencies expected of all UVU staff.

Recognition

At the conclusion of the 2017 Year Seven Evaluation, the Northwest Commission of Colleges and Universities commended “Utah Valley University for the extensive array of professional development opportunities for faculty and staff, offered through the department of Human Resources and the Office of Teaching and Learning. The UVULearn portal, UVSELF, and Summer University programs are outstanding examples of Utah Valley University’s commitment to employee professional growth through online, face-to-face, mentoring and training programs, and tuition waivers.”

UVULearn - Employee Engagement



2110 Hours



84 Unique learners per day



31 Authors



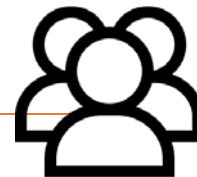
6,355 Employees
1,834 Log in
29%

24 Departments



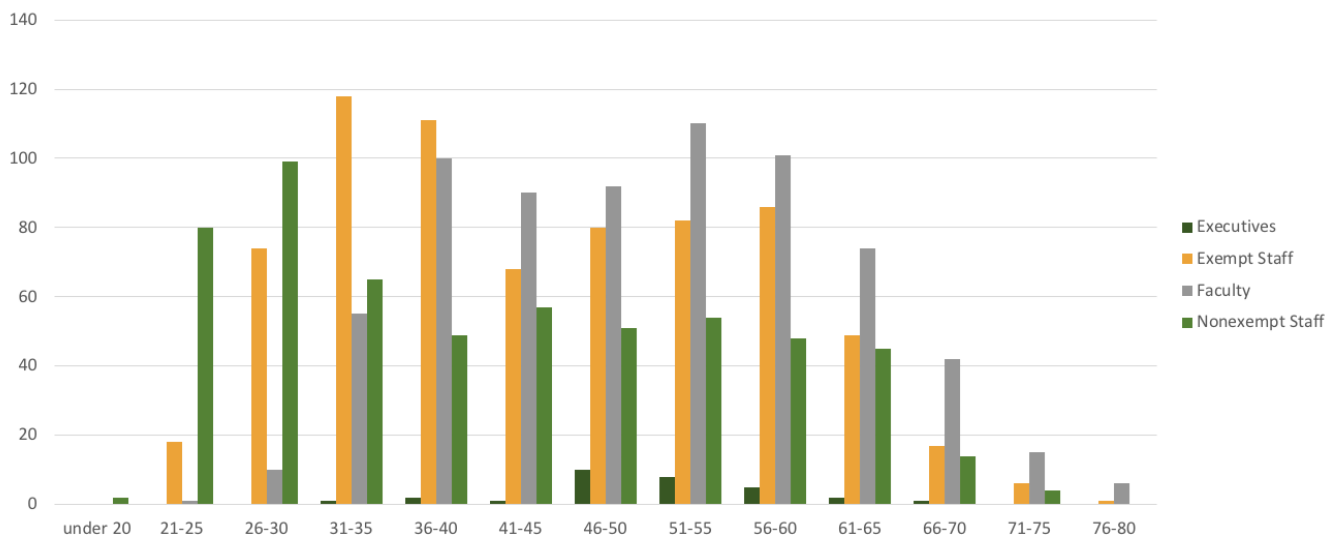
107 Courses

- Soft Skills - HR
- Compliance – FERPA, Title IX, UVUHire
- Foundations of Inclusion
- Purchasing / Travel
- Web Development
- Accessibilities
- MUCH MORE



KEY DEMOGRAPHICS

Age Distribution of Full-Time Employees by Job Type



Full-Time Employee Average Years of Service

(Data as of 11/16/2017)



Key Facts:
 The average age of UVU's faculty is 51.1 years, executives is 51.3 years, exempt staff is 44.5, and nonexempt staff is 41.8 years.



EMPLOYEE COMPENSATION

In order to fulfill its mission, Utah Valley University 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: 1) Provide wages, salaries, and benefits, which are competitive within our appropriate labor markets; 2) Promote internal equity across diverse university functions; and 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.

In 2017, compensation continued to be at the top of the University's priority list with a firm commitment to improving salaries for University employees. The University implemented pay equity plans for both full-time faculty and staff while also providing across-the-board salary adjustments and merit pay programs within available resources. Part-time staff and Adjunct faculty also saw wage increases in 2017.

