



UTAH VALLEY UNIVERSITY

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



## HUMAN RESOURCES REPORT FOR 2018

PREPARED FOR UVU BOARD OF TRUSTEES, FEBRUARY 21, 2019

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

- Full-time staff: 21
- Part-time staff: 10
- Student Interns: 1

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## EXECUTIVE SUMMARY

This report is prepared annually for the Utah Valley University (UVU) Board of Trustees, and provides key summary data regarding UVU'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:

- UVU continues to be among Utah's largest employers.
  - UVU is Orem's largest employer, the third-largest employer in Utah County, and the 14<sup>th</sup>-largest employer in the state of Utah.
  - As of November 2018, the University's total employee headcount was 5,656, employing:
    - 724 full-time faculty
    - 1,232 adjunct/part-time faculty
    - 1,301 full-time staff
    - 786 part-time staff
    - 29 executives
    - 1,565 student employees
    - 19 Early Retirees
- The full-time employee headcount of 2,054 is an increase of 2.7 percent over 2017.
  - Full-time faculty increased by 3.8 percent.
  - Full-time staff increased by 2 percent.
  - Executives decreased by 3.3 percent.
  - In 2018, the University's overall turnover rate was 10.1 percent, a slight decrease from 2017. In comparison, according to the Bureau of Labor Statistics, the state and local education turnover rate for 2017 was 16.7 percent ([www.bls.gov](http://www.bls.gov)).
- Salaries in all employee categories continued to rise in 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. 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 UVULearn, HR hopes to support employees to improve on and develop key performance competencies expected of all UVU staff.

In 2018, new initiatives and projects were launched to meet the needs of the University's employees.

A revamped New Employee Experience was introduced during Spring 2018. The monthly employee orientation shifted its focus from a long presentation to a hands-on learning approach where employees are introduced to the University in an interactive form.

UVULEAD (Leadership Development and Exploration) was launched during Fall 2018. UVULEAD is a 10-month, cohort-style program for midlevel supervisors seeking to improve leadership skills.

During the year, HR partnered with departments to create training and professional development opportunities for employees. Some of those partnerships resulted in the deployment of the Green Light program for student employees and Foundations of Inclusion workshops.



7,478 Hours  
Spent on  
Learning



161 Online  
Courses



4,074 Employees  
Used UVULearn

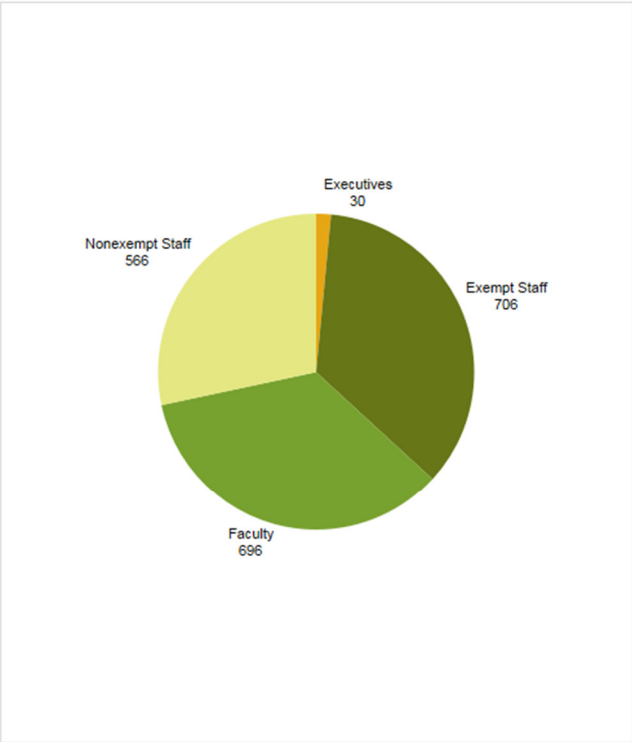


29 New Live  
Training

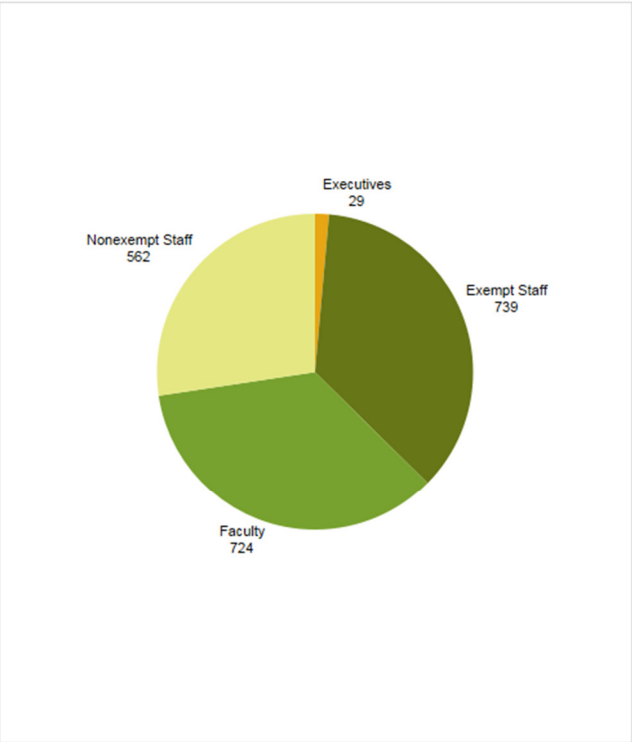
# FULL-TIME EMPLOYEE HEADCOUNT

In 2018, the overall employee headcount increased by 2.9 percent over 2017 numbers. Since 2008, UVU's overall employee headcount has increased by 16.3 percent. Over that same period, faculty had the largest percent increase (33.5 percent), followed by exempt staff (31 percent) and nonexempt (29.3 percent). Part-time staff saw an overall decrease (5.7 percent). Executive headcount has stayed essentially the same during this time period. For comparison, UVU's student headcount increased 32 percent in this same period.

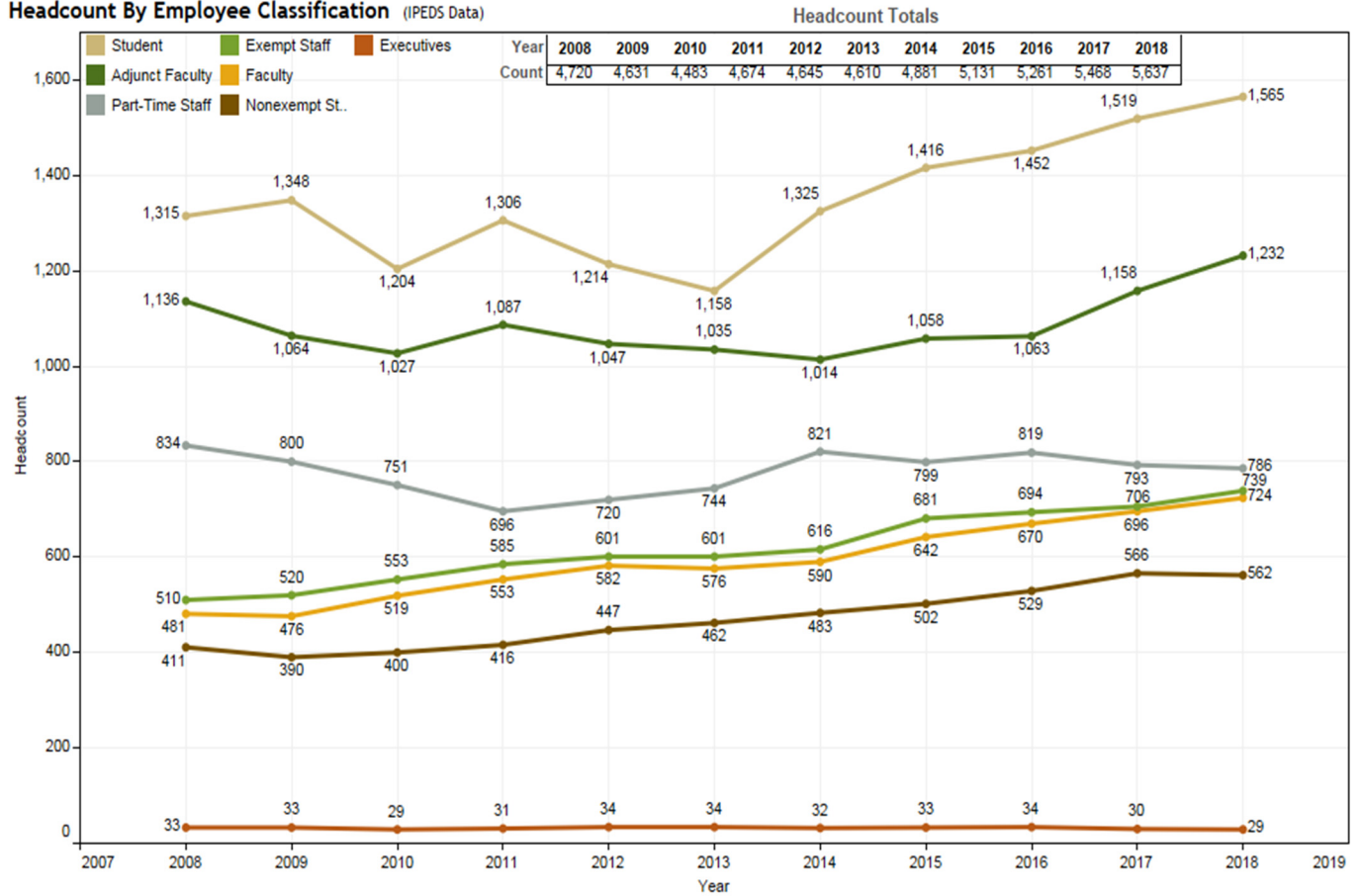
2017 Full-Time Employee Headcount (2017 IPEDS Data)



2018 Full-Time Employee Headcount (2018 IPEDS Data)



# Headcount By Employee Classification (IPEDS Data)

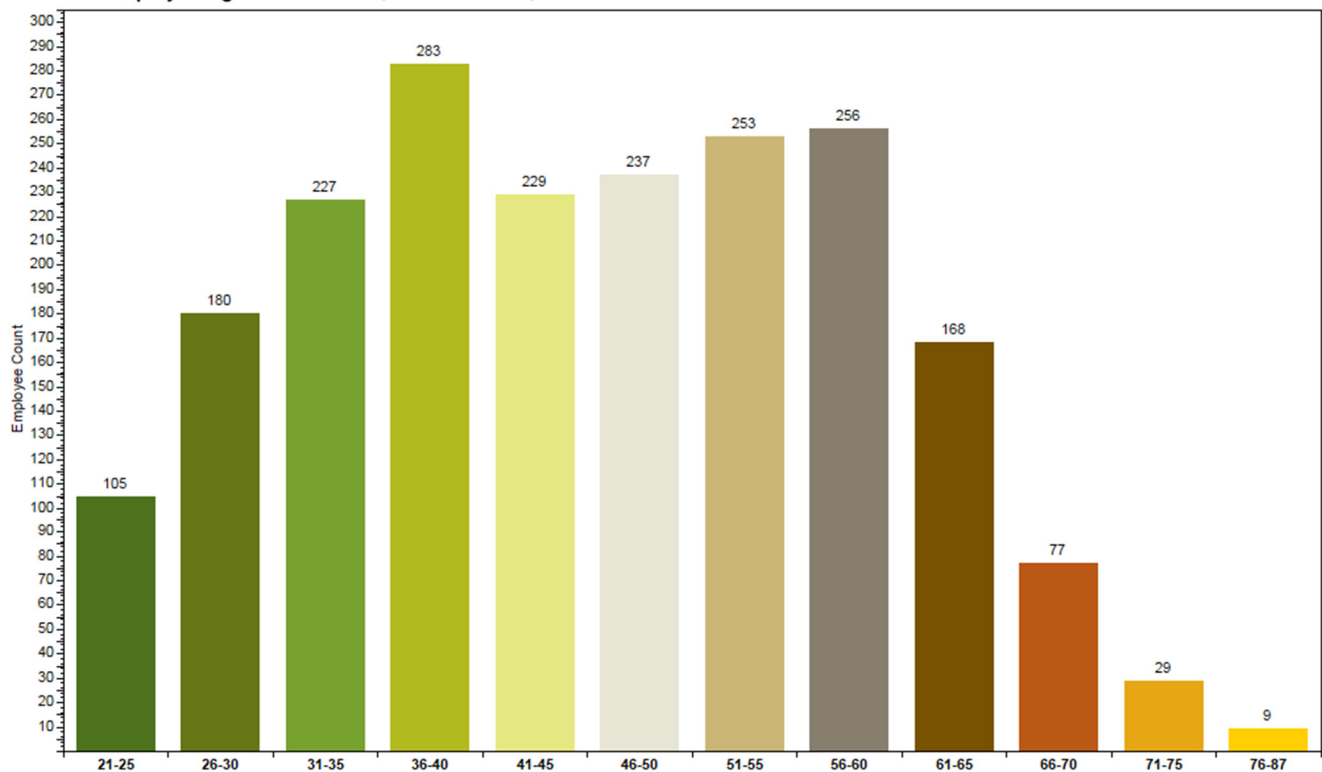


## EMPLOYEE DEMOGRAPHICS

Though little change occurred in the demographic breakdown of its workforce in 2018, the University continues to work toward improvement of women and minority representation, with plans to address improvement in recruitment, selection, and compensation in 2018. Specific opportunities exist for better representation of women in the executive, faculty, exempt staff, and adjunct faculty classifications. Opportunities also exist for better representation of minorities in all employee classifications.

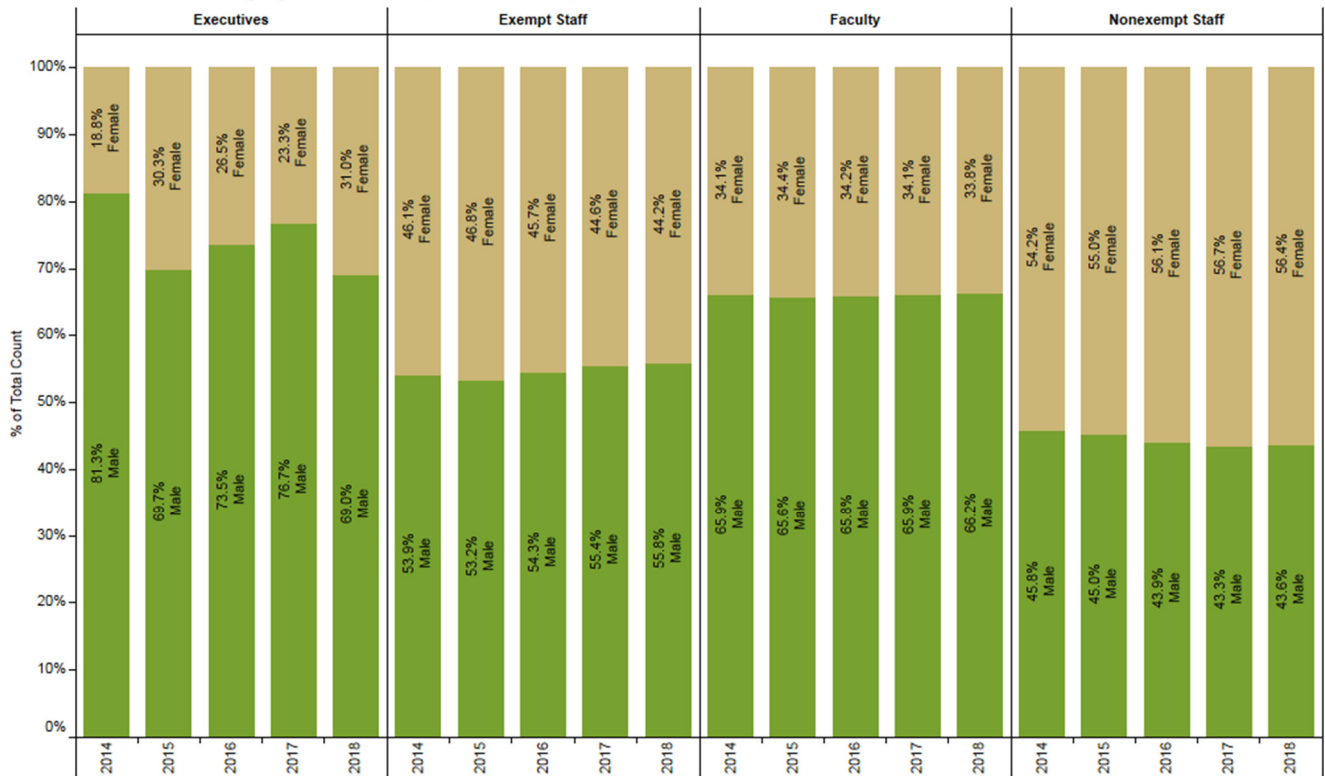
The median age of UVU's faculty is 50.5 years, executives is 52.46 years, exempt staff is 43 years, and nonexempt staff is 41.1 years.

**Full-Time Employee Age Distribution** (Data as of 11/01/2018)

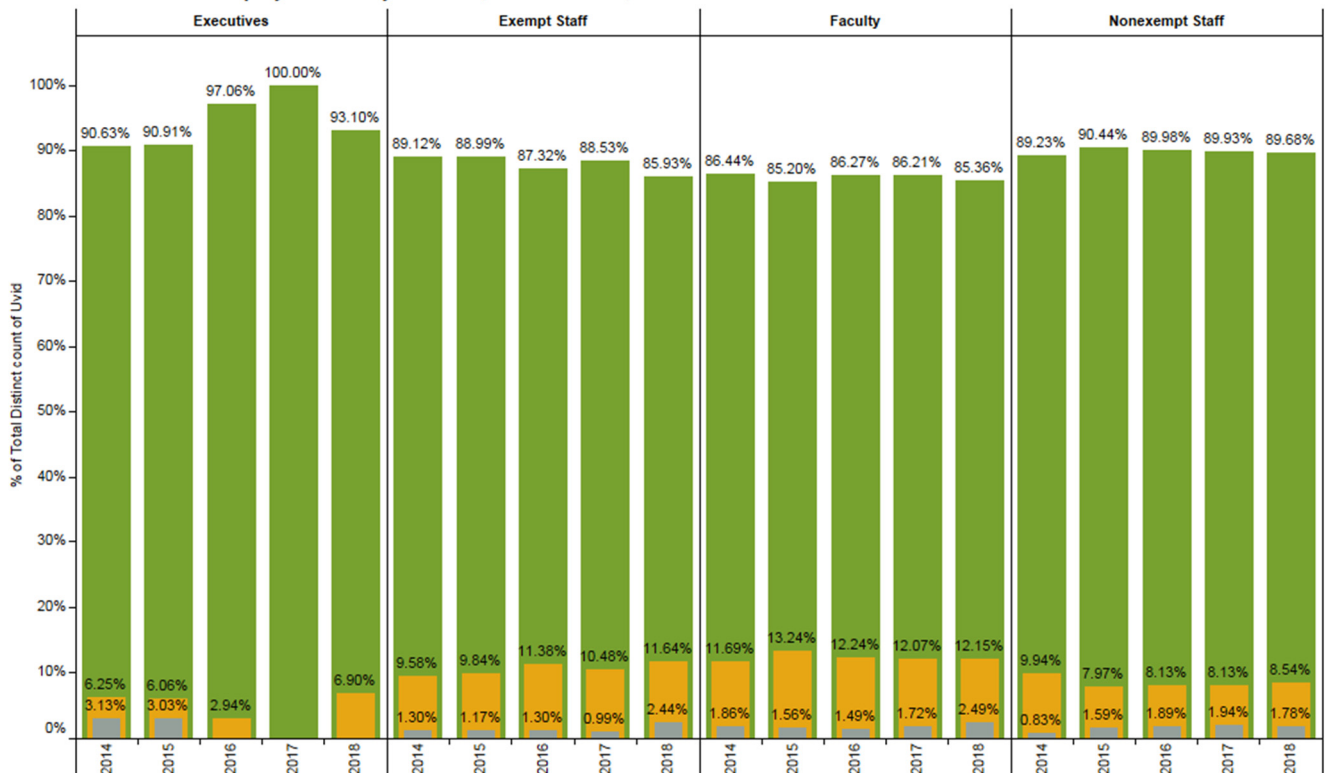




2014-2018 Full-Time Employee Gender % (2014-2018 IPEDS Data)

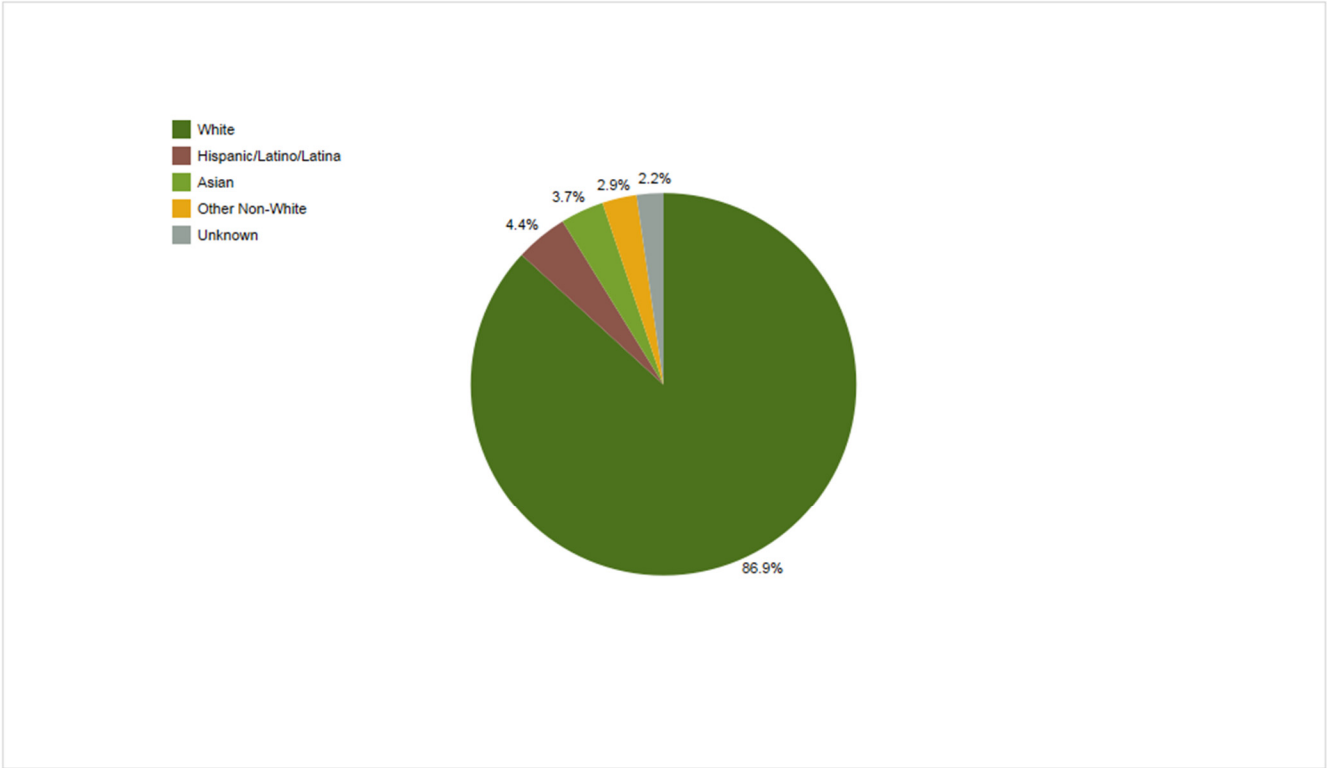


2014-2018 Full-time Employee Primary Race % (2014-2018 IPEDS Data)



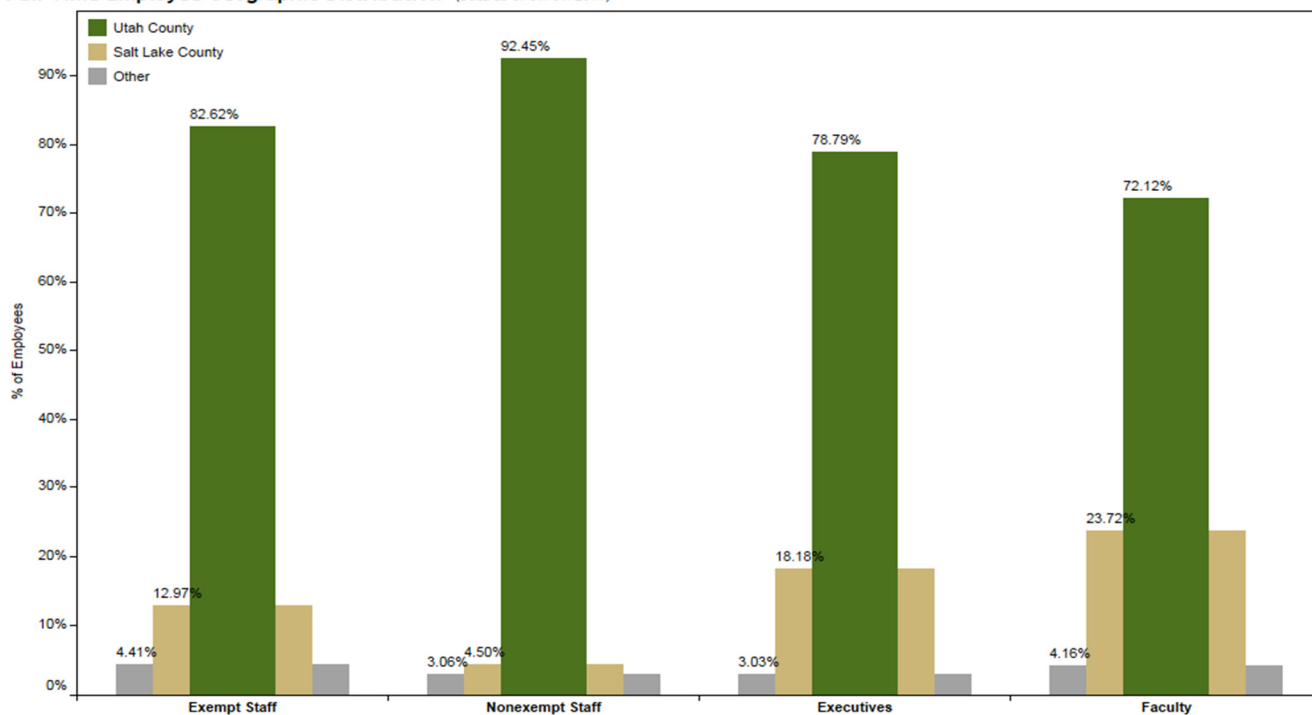


2018 Full-Time Benefit Eligible Primary Race (2018 IPEDS Data)



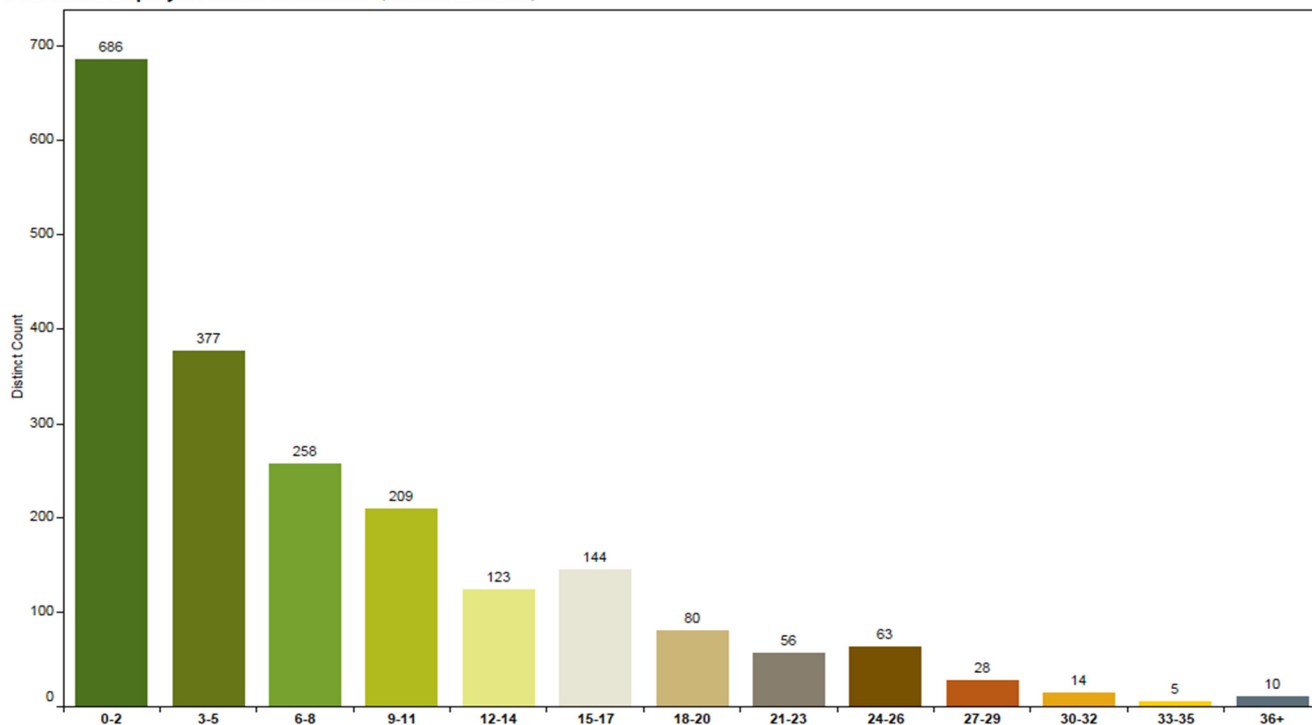
## FULL-TIME EMPLOYEE GEOGRAPHIC DISTRIBUTION

Full-Time Employee Geographic Distribution (Data as of 01/01/2019)



## FULL-TIME EMPLOYEE AVERAGE YEARS OF SERVICE

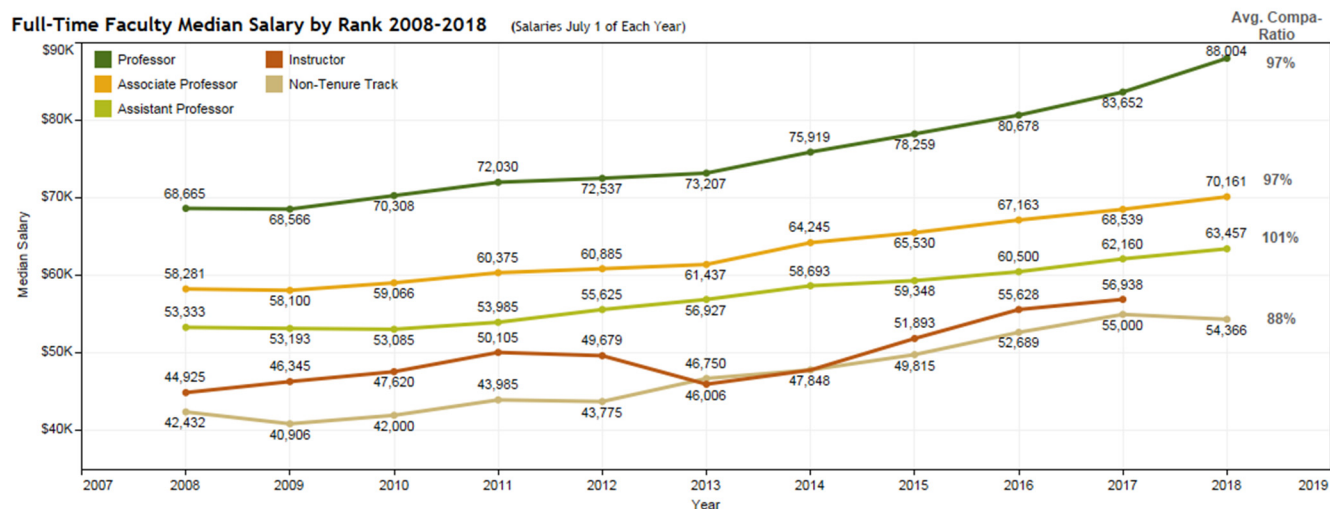
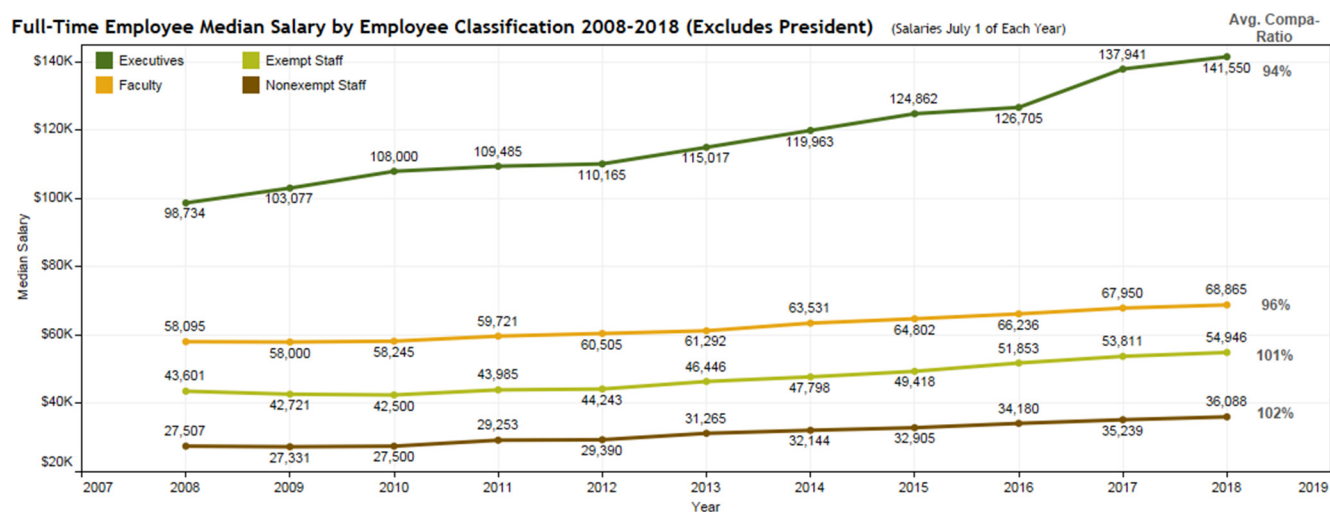
Full-Time Employee Years of Service (Data as of 11/01/2018)



## EMPLOYEE COMPENSATION

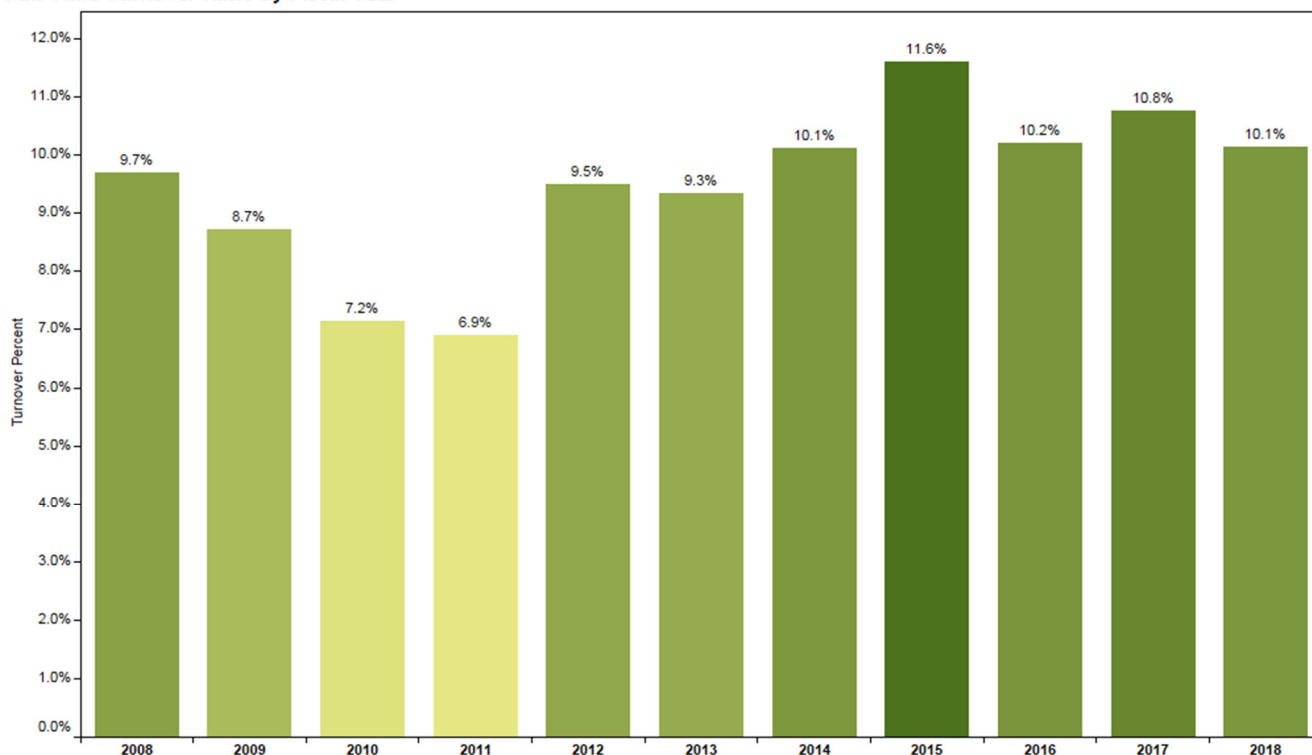
In order to fulfill its mission, UVU strives to attract, develop, retain, and reward a highly qualified and diverse workforce. Within the boundaries of financial feasibility and sustainability, UVU's compensation strategies help the University: 1) Provide wages, salaries, and benefits which are competitive 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 2018, 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 2018.

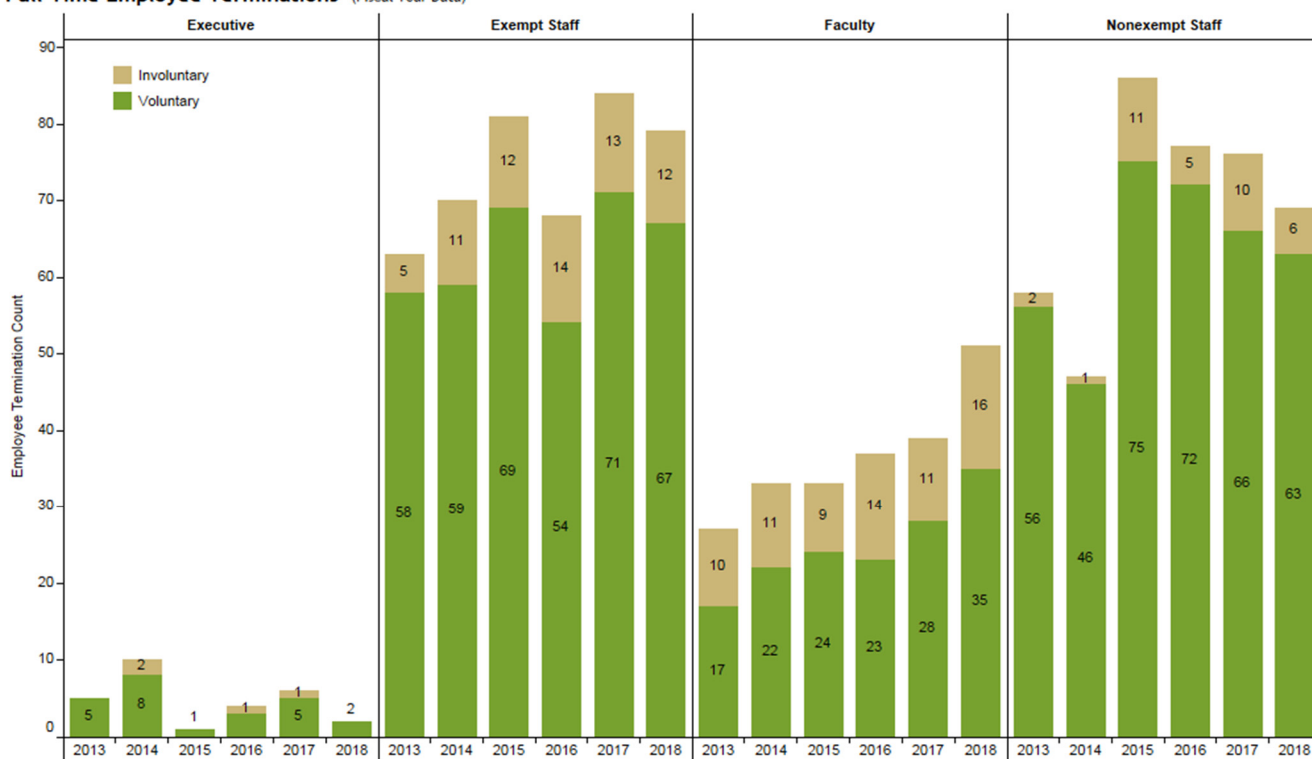


## FULL-TIME EMPLOYEE TURNOVER

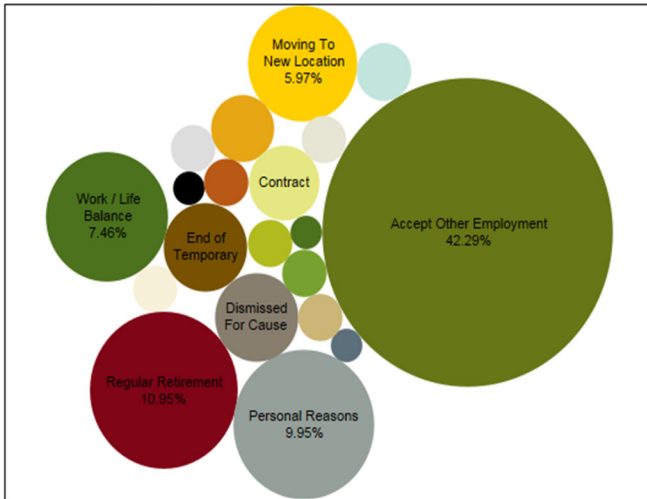
Full-Time Turnover Ratio by Fiscal Year



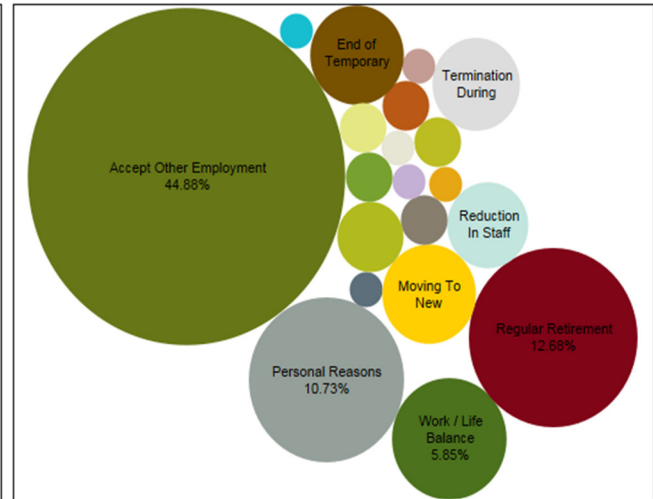
Full-Time Employee Terminations (Fiscal Year Data)



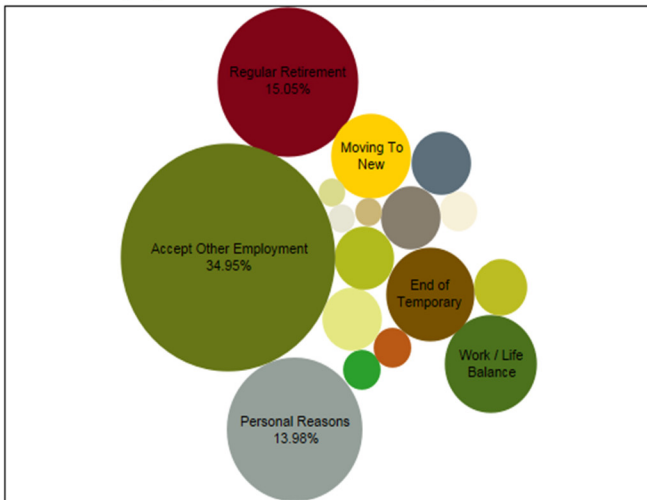
**Full-Time Employee Terminations** (Fiscal Year 2018)



**Full-Time Employee Terminations** (Fiscal Year 2017)



**Full-Time Employee Terminations** (Fiscal Year 2016)



**Full-Time Employee Terminations** (Fiscal Year 2015)

