

HUMAN
RESOURCES
REPORT FOR
2019



PREPARED FOR UVU
BOARD OF TRUSTEES



FEBRUARY 21, 2020

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

- Full-time staff: 22
- Part-time staff: 8
- Student Interns: 1

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 14th-largest employer in the state of Utah.
 - As of November 2019, the University's total employee headcount was 5,523, employing:
 - 752 full-time faculty
 - 1,041 adjunct/part-time faculty
 - 1,352 full-time staff
 - 798 part-time staff
 - 35 executives
 - 1,527 student employees
 - 18 early retirees
- The full-time employee headcount of 2,139 is an increase of 4.1 percent over 2018.
 - Full-time faculty increased by 3.9 percent.
 - Full-time staff increased by 3.9 percent.
 - Executives increased by 20.7 percent.
 - In 2019, the University's overall turnover rate was 10.7 percent, a slight increase from 2018. In comparison, according to the Bureau of Labor Statistics, the state and local education turnover rate for 2018 was 18.5 percent (www.bls.gov).
- Salaries in all employee categories continued to rise in 2019.

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 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 to improve and develop key performance competencies expected of all UVU staff.

In 2019, HR developed People Management Excellence Training (PMET). PMET was established to give people managers an opportunity to learn and refresh their people skills. PMET courses were delivered via online with some face-to-face trainings from experts in the field.

In partnership with Student Affairs, HR acquired LinkedIn Learning licenses for all employees. LinkedIn Learning is an educational platform with over 10,000 courses in business, technology, and creative skills taught by experts.

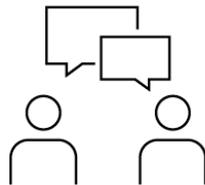
During the year, HR partnered with departments to create training and professional development opportunities for employees. Some of those partnerships resulted in the deployment of University-wide compliance courses, Foundations of Inclusion workshops, and other department specific courses.



27,945 Hours
spent on online
learning



3,956 Employees
completed at least
one course in UVULEARN



20 Hours of
People Management
Excellence Training
were available

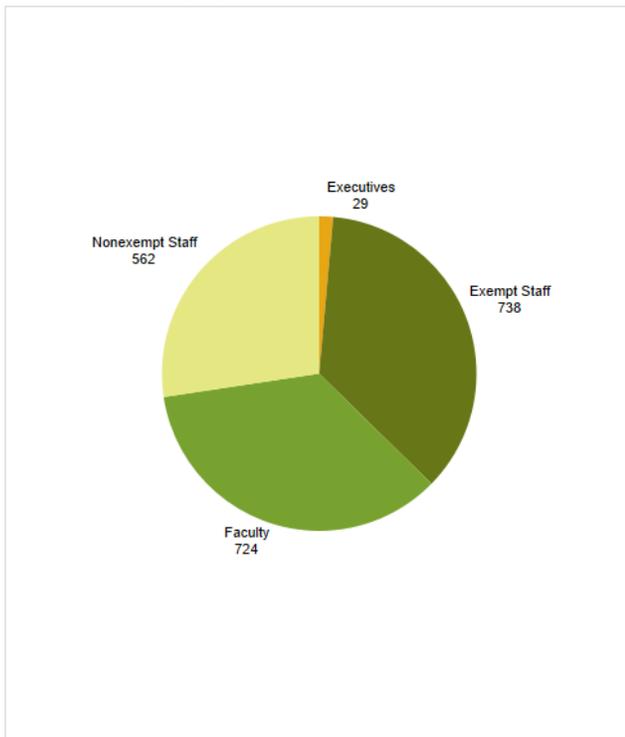


1,472 Employees
had completed at least
one course in
LinkedIn Learning

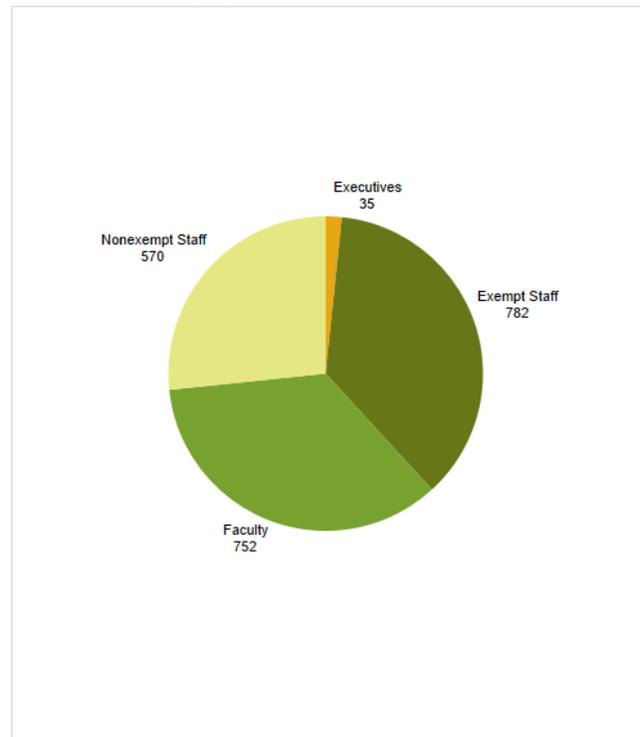
FULL-TIME EMPLOYEE HEADCOUNT

In 2019, the overall employee headcount decreased by 2.3 percent when compared to 2018 numbers. This was due to a slight decrease in adjunct/part-time faculty and student employees. All other employee classifications experienced an increase over 2018 numbers. Since 2008, UVU's overall employee headcount has increased by 16.6 percent. Over that same period, faculty had the largest percent increase (56.3 percent), followed by exempt staff (53.3 percent) and nonexempt staff (38.7 percent). Part-time staff saw an overall decrease (4.6 percent) along with adjunct faculty (8.4 percent). Executive headcount increased slightly (6.1 Percent) as did student employees (16.1 percent). For comparison, UVU's student FTE increased 53.7 percent in this same period.

2018 Full-Time Employee Headcount (2018 IPEDS Data)

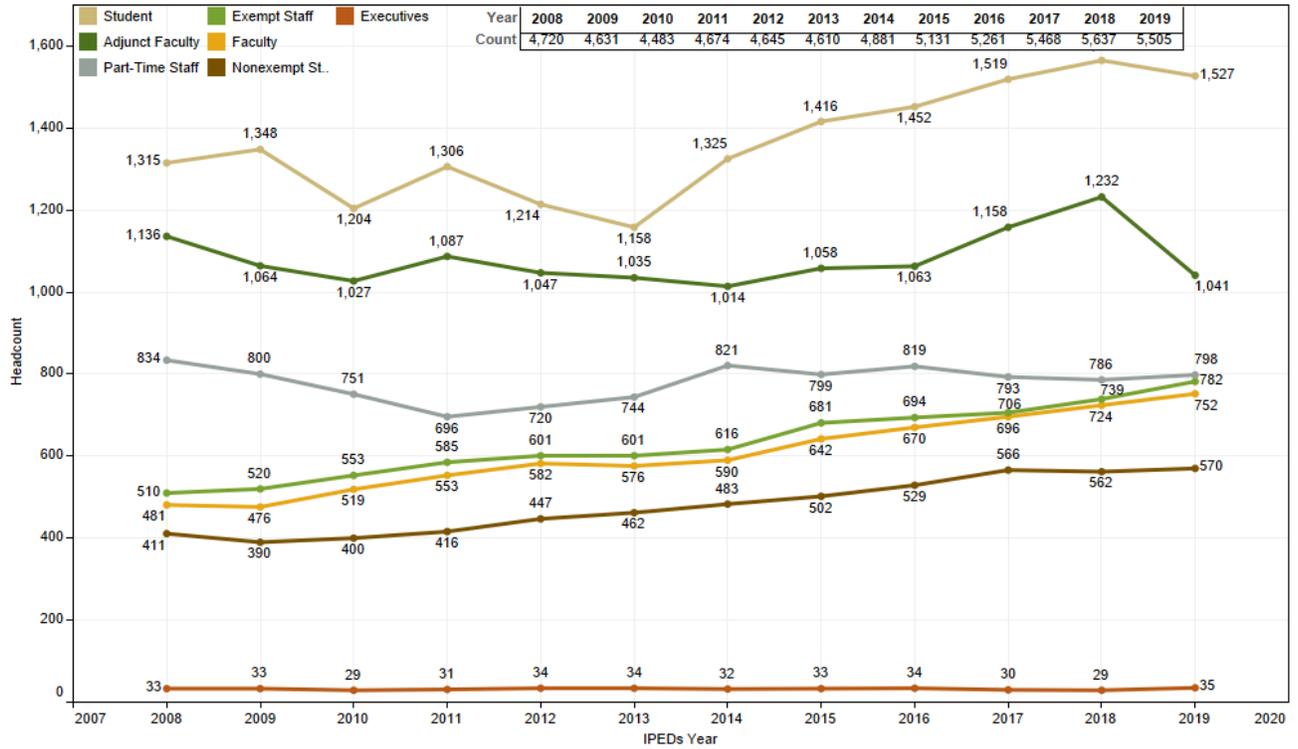


2019 Full-Time Employee Headcount (2019 IPEDS Data)



Headcount By Employee Classification (IPEDS Data)

Headcount Totals

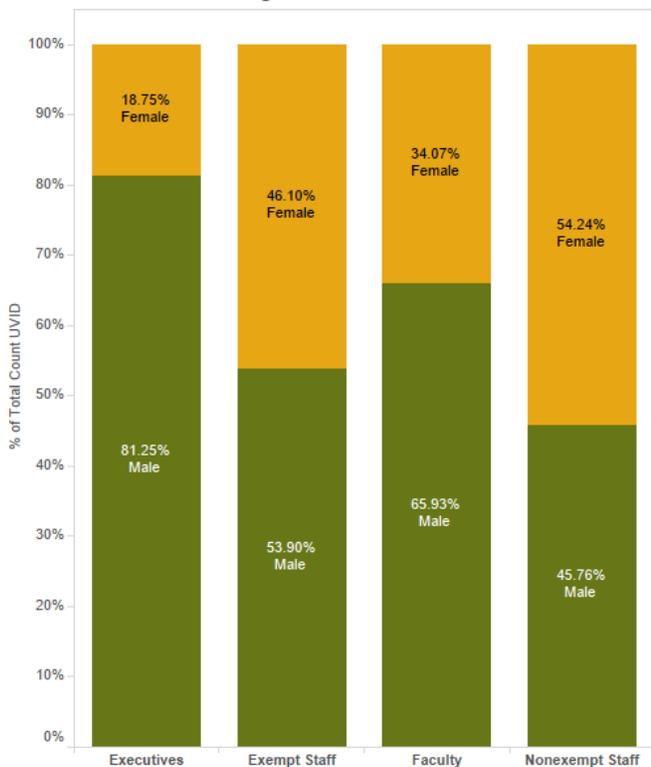


EMPLOYEE DEMOGRAPHICS

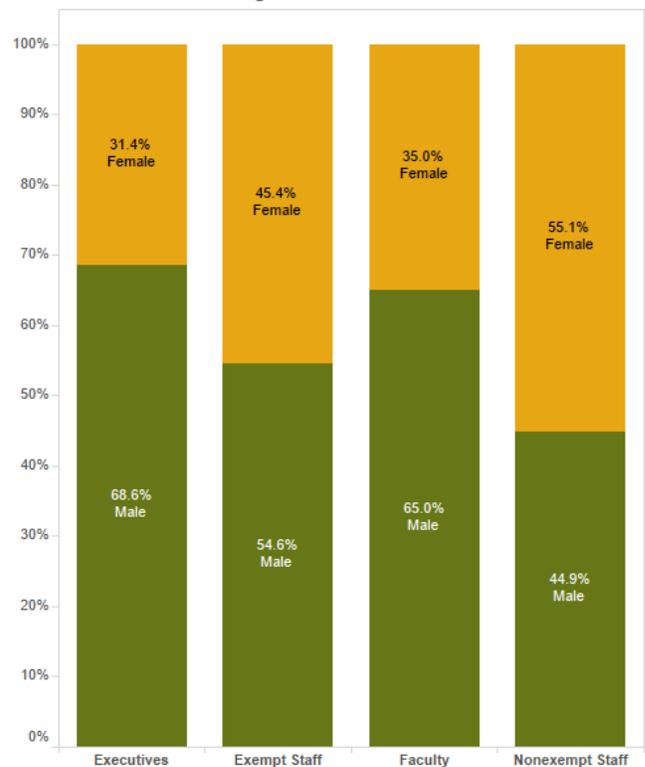
Though little change occurred in the demographic breakdown of its workforce in 2019, the University continues to work toward improvement of women and under-represented groups, with plans to address improvement in recruitment, selection, and compensation in 2020. Specific opportunities exist for better representation of women in the executive, faculty, exempt staff, and adjunct faculty classifications. Opportunities also exist for better representation of under-represented groups in all employee classifications.

The median age of UVU's faculty is 49.75 years, executives is 52.92 years, exempt staff is 42.83 years, and nonexempt staff is 41.50 years.

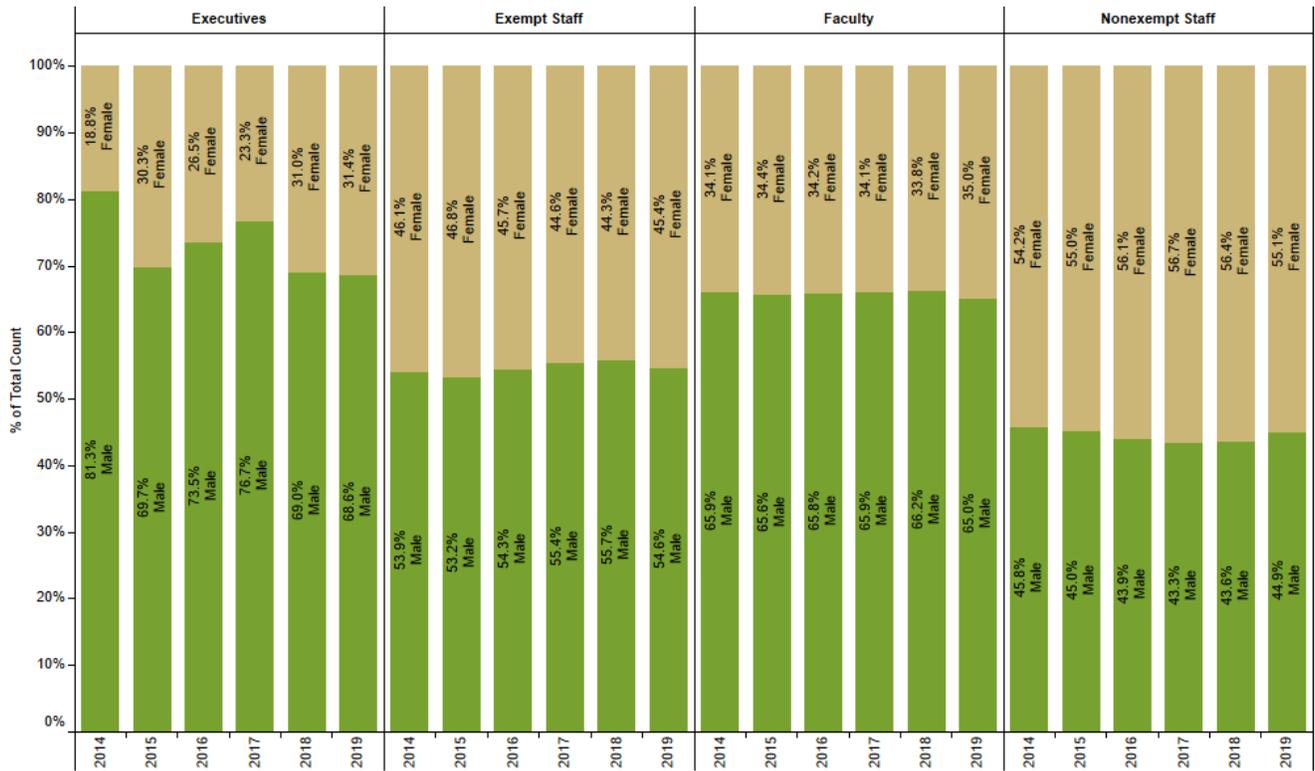
2014 Full-Time Benefit Eligible Gender % (2014 IPEDS Data)



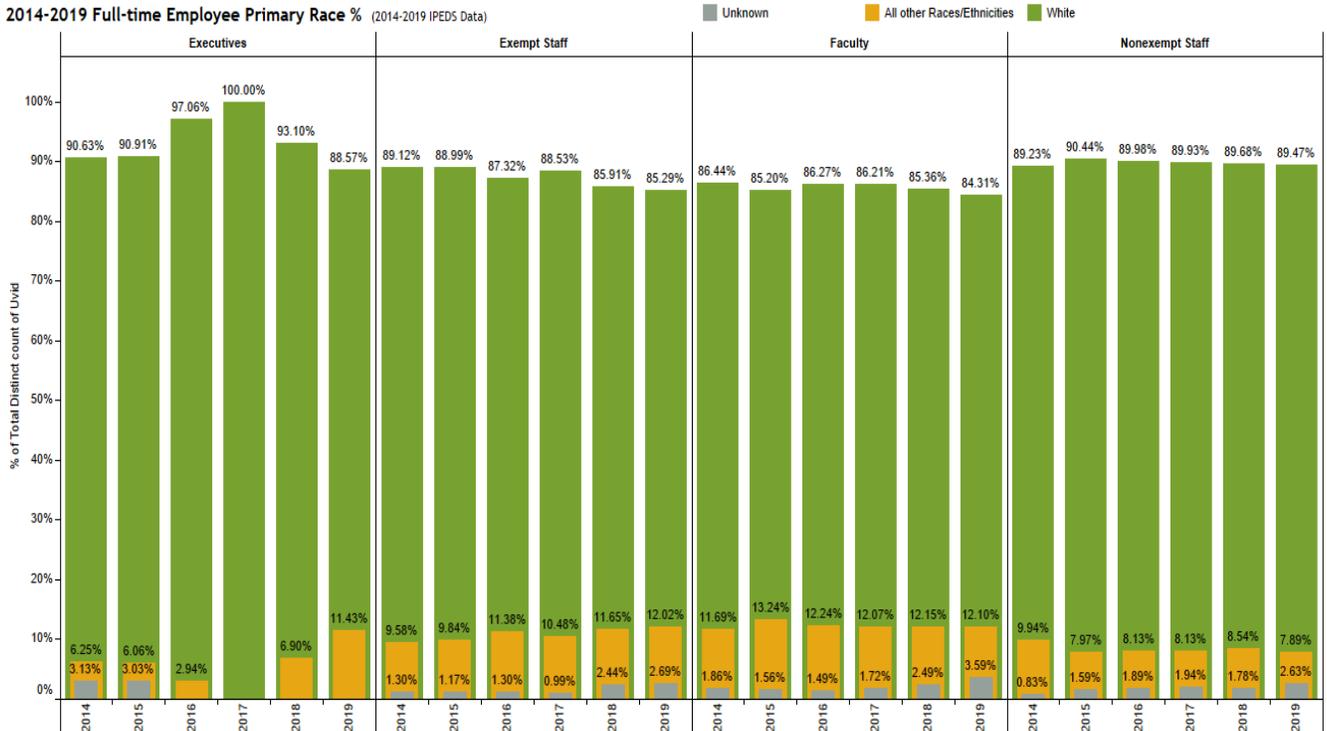
2019 Full-Time Benefit Eligible Gender % (2019 IPEDS Data)



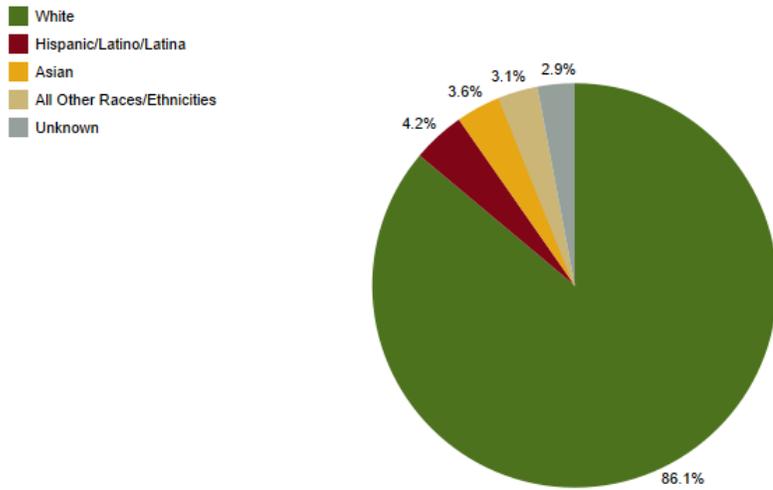
2014-2019 Full-Time Employee Gender % (IPEDS Data)



2014-2019 Full-time Employee Primary Race % (2014-2019 IPEDS Data)

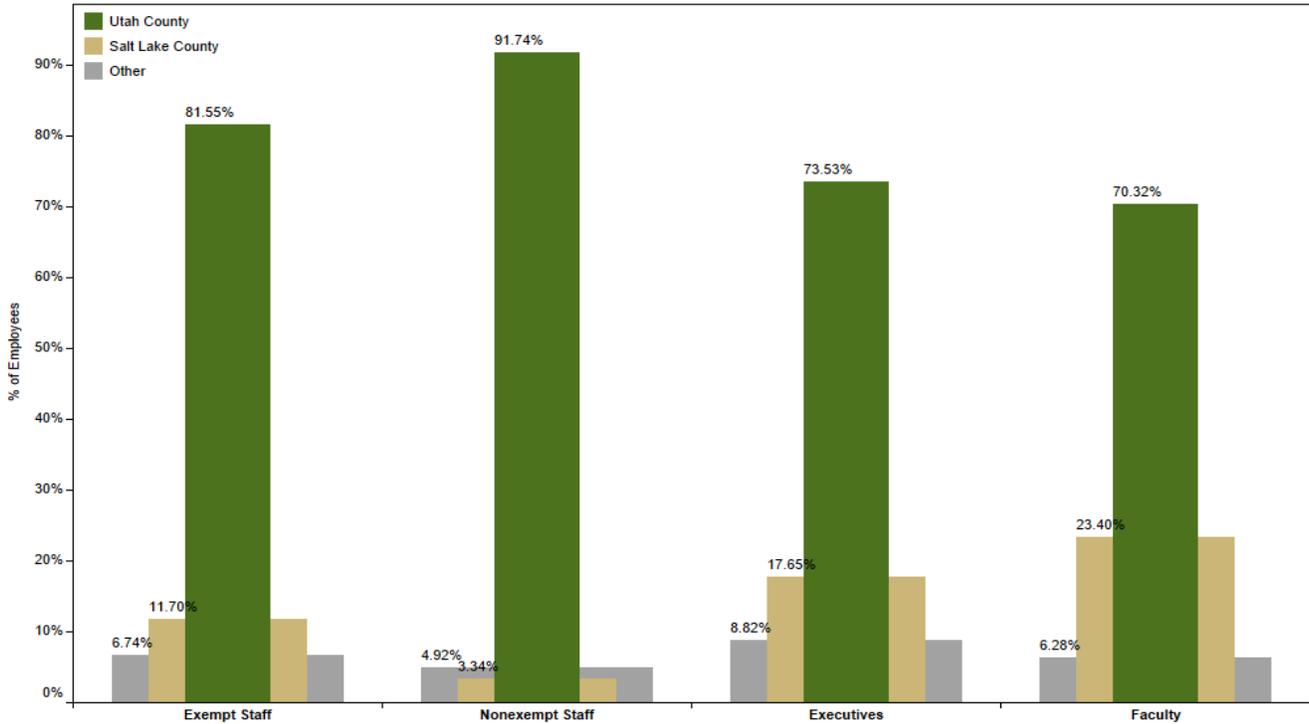


2019 Full-Time Benefit Eligible Primary Race (2019 IPEDS Data)



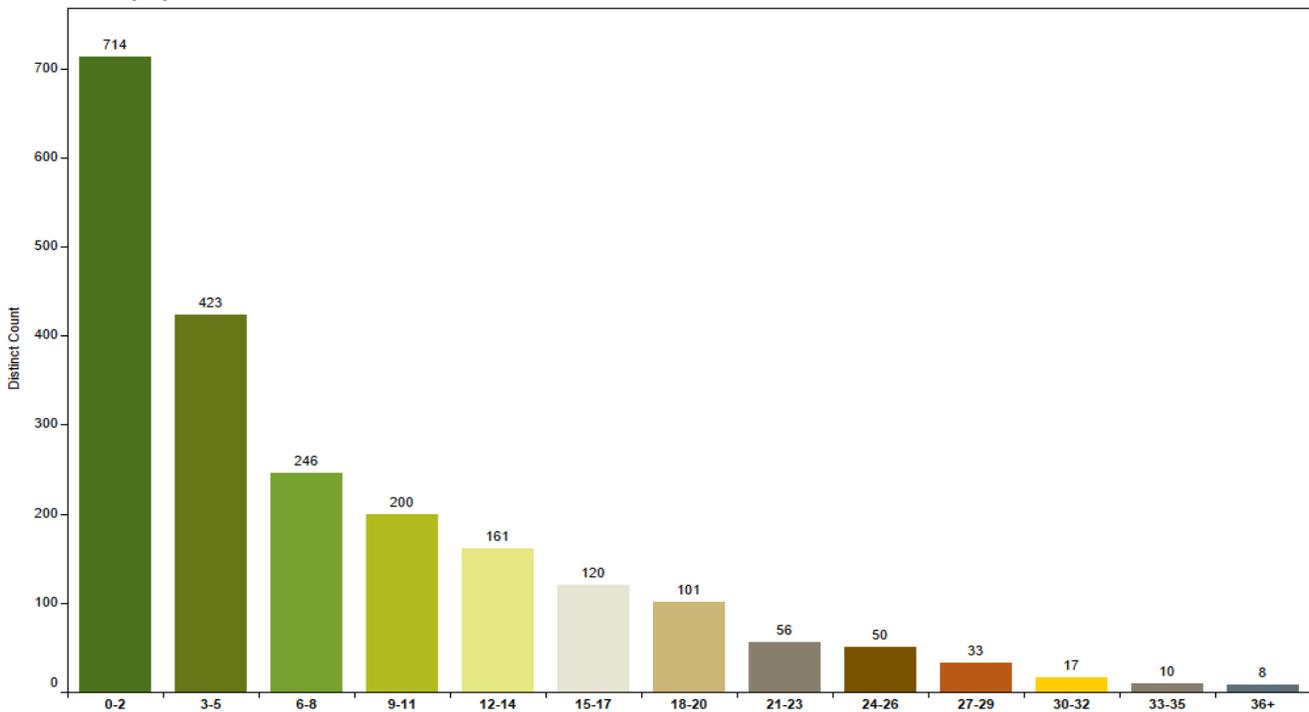
FULL-TIME EMPLOYEE GEOGRAPHIC DISTRIBUTION

Full-Time Employee Geographic Distribution (Data as of 02/01/2020)



FULL-TIME EMPLOYEE AVERAGE YEARS OF SERVICE

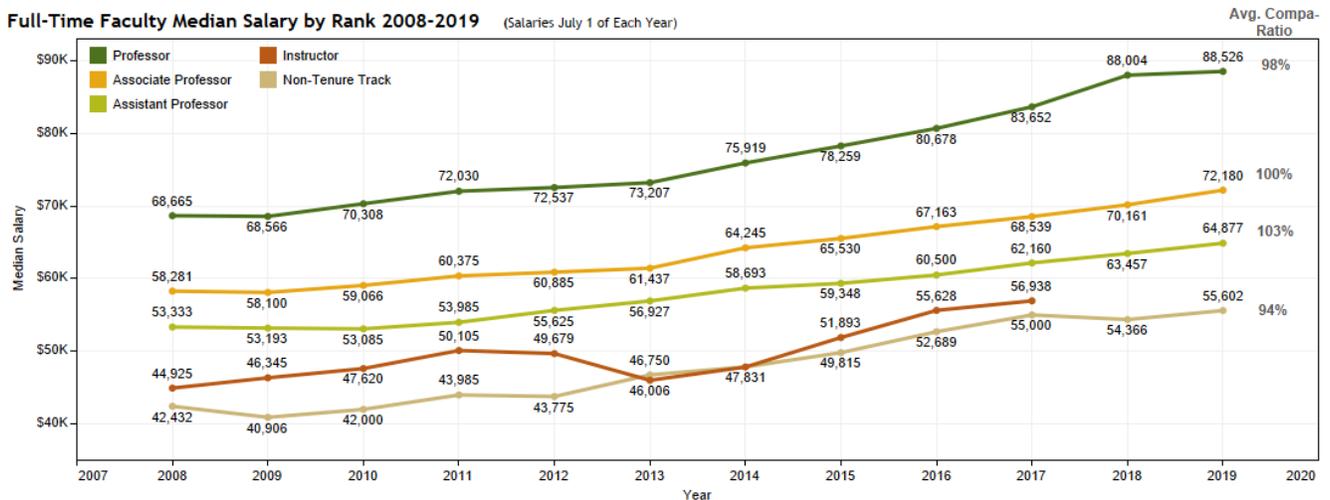
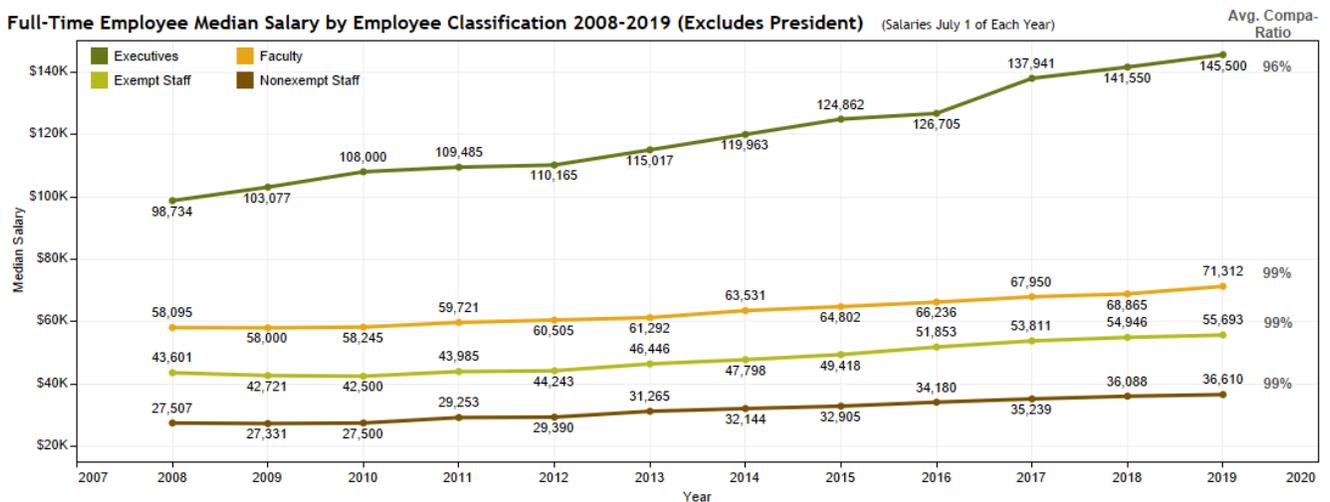
Full-Time Employee Years of Service (Data as of 11/01/2019)



EMPLOYEE COMPENSATION

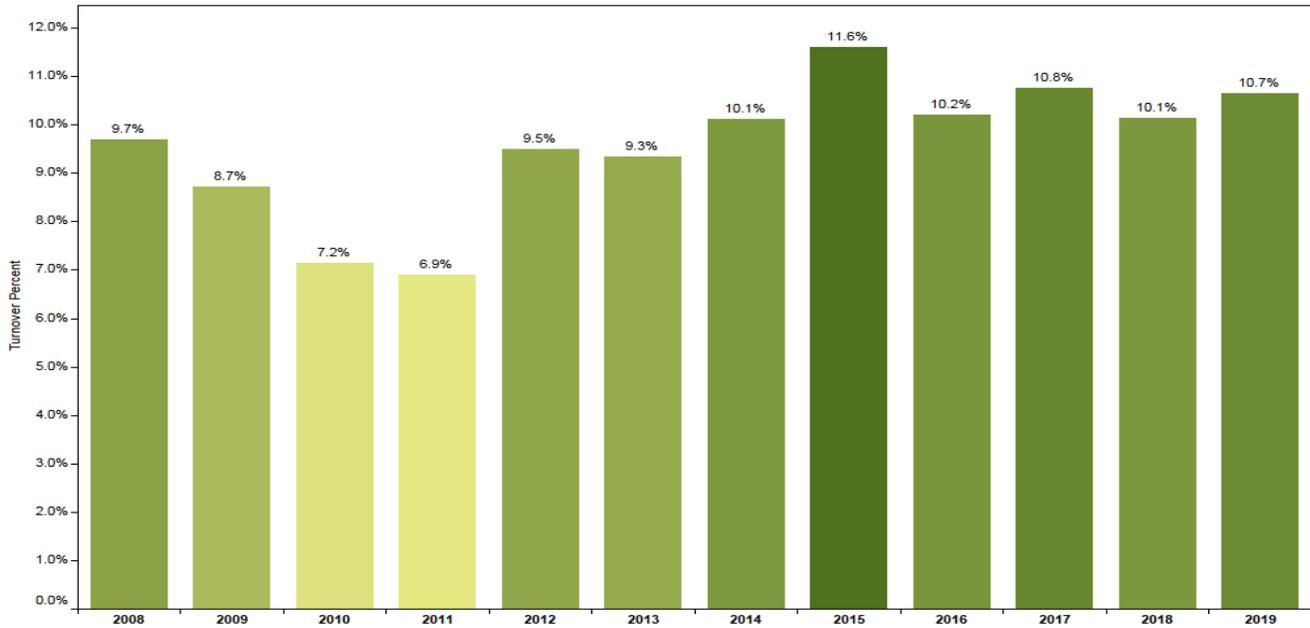
In order to fulfill its mission, UVU strives to attract, develop, retain, and reward a highly qualified and diverse workforce. Within the boundaries of financial feasibility and sustainability, UVU's compensation strategies help the University: 1) Provide wages, salaries, and benefits which are competitive 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 2019, 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 2019.

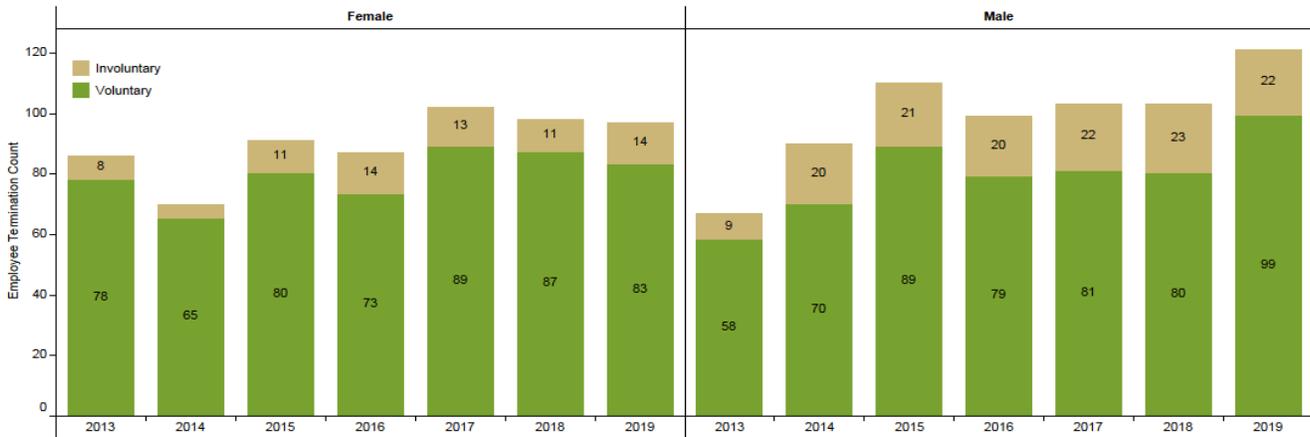


FULL-TIME EMPLOYEE TURNOVER

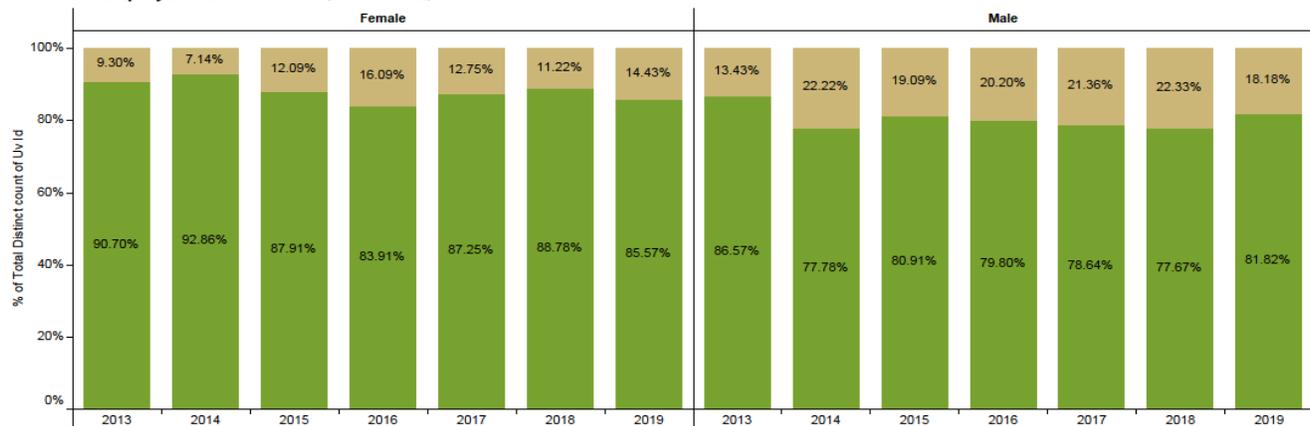
Full-Time Turnover Ratio by Fiscal Year



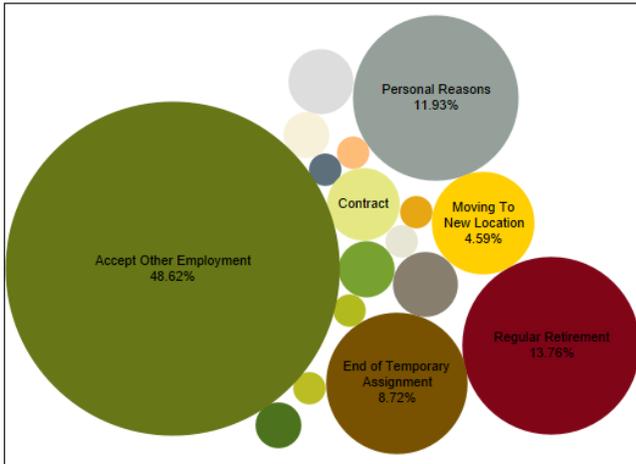
Full-Time Employee Terminations (Fiscal Year Data)



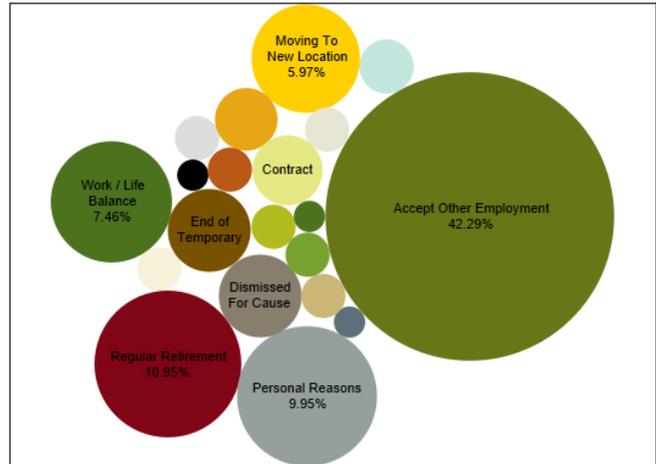
Full-Time Employee Terminations (Fiscal Year Data)



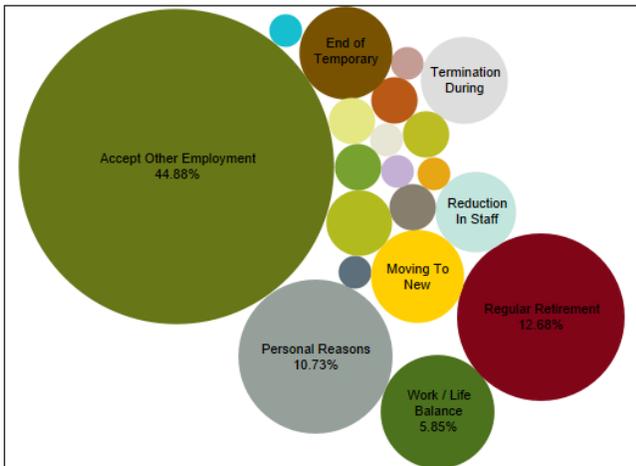
Full-Time Employee Terminations (Fiscal Year 2019)



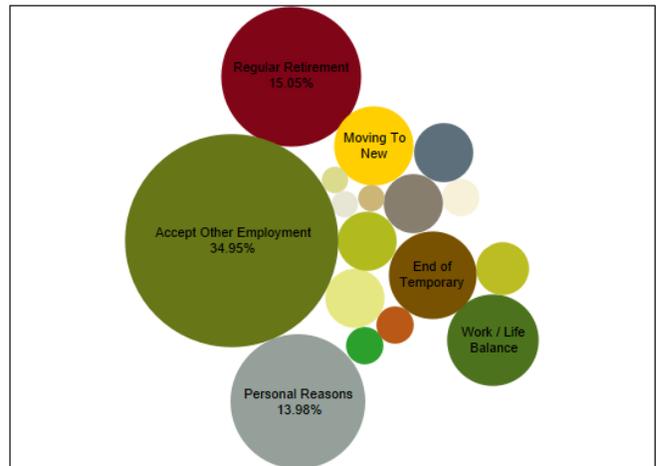
Full-Time Employee Terminations (Fiscal Year 2018)



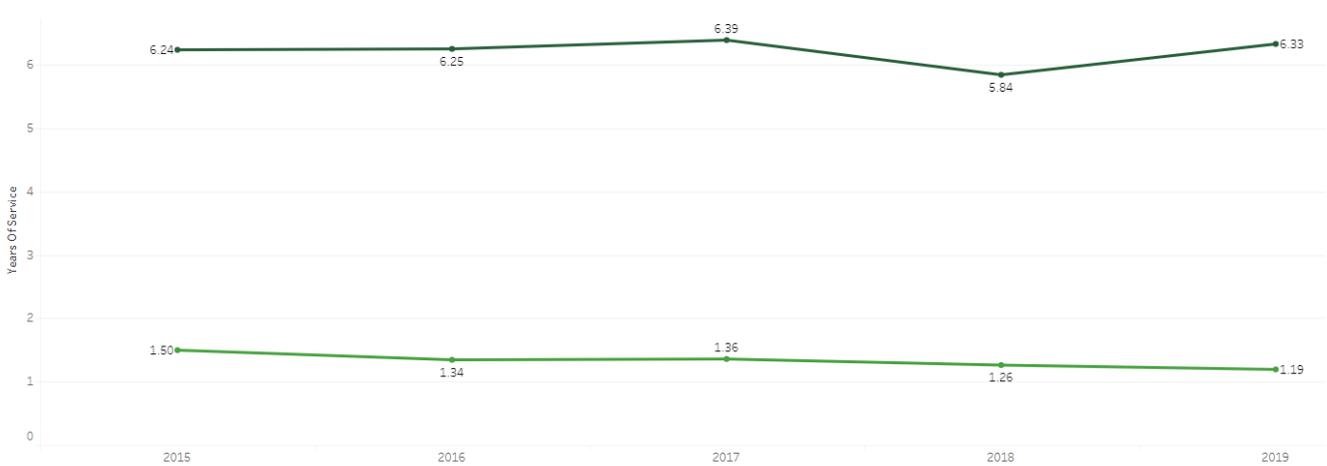
Full-Time Employee Terminations (Fiscal Year 2017)



Full-Time Employee Terminations (Fiscal Year 2016)



Average Years of Service (Terminations)



■ Full-Time
■ Part-Time