Human Resources Presentation to Classified Employees Council

Dr. Marie DeWalt, HR Director
Tammy Gill, Assistant HR Director
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December 8, 2020
Agenda

• Staff Awards and Recognition Program
• Classification System
• PeopleAdmin Upgrade Implementation
• New Search Committee Training Program
Staff Awards and Recognition Program

Eligible for award:
All classified and non-classified staff

Nominations from:
Staff, faculty and students

Timeframe:
Nominations open – February
Deadline – March
Winners announced - April
Names of Awards:
Above and Beyond Award
Equity and Inclusivity Award
Excellent Service to Students Award
Problem Solver Award

Prizes:
$100 bookstore gift certificate
Plaque or trophy
Classification System
Shepherd University Salary Schedule

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<th>Minimum Annualized</th>
<th>Minimum Hourly</th>
<th>Midpoint Annualized</th>
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Please note that this chart was updated in 2019 to increase the minimum salary.
HEPC Role in Classified Salaries

• Goal is to provide structure, not control what is paid. Institutions place employees into the pay ranges.

• HEPC is planning to update the salary schedule with fresh market data.

• Might have to start over with Mercer for benchmarks. Salary data have aged.
Shepherd’s Salary Increase History

2018 – $2,160 across-the-board
2017 – approximately 2%
2016 – 2%
2014 – 1.5%
2013 – 1.25%
2011 – 2%
2010 – 2.3%
2008 – 4%
2007 – 5.6%
2006 – 4%

Please note that WV Code requires 10% increase when faculty members are promoted in rank.
Pay Grade 2 - As of 10/02/2020
(Examples: Clerical Employees, Grounds and Campus Service Worker Leads)
Pay Grade 3 - As of 10/02/2020
(Examples: Administrative Support, Trades Workers)

Base Salary
- 25,600 (Min)
- 33,300 (Mid)
- 41,000 (Max)
Pay Grade 4 - As of 10/02/2020

(Examples: Admissions Counselors, Financial Aid Counselors, Trades Workers Leads, Custodial Services Supervisors)
Pay Grade 5 - As of 10/02/2020
(Examples: University Police Officers, Project Coordinators)
Pay Grade 6 - As of 10/02/2020
(Examples: University Police Sergeants, Managers)
Classified v. Non-Classified Definitions

• Under current law, policy making positions and FLSA-exempt positions are Non-Classified.

• Existing employees who were in an FLSA-exempt position were not automatically converted when the law changed three years ago.

• If the legacy FLSA-exempt employees take a promotion or transfer to an alternative job title that remains FLSA-exempt, this results in Non-Classified status.

• If a Classified, FLSA-exempt position becomes vacant for any reason, the new replacement in that position takes employment in Non-Classified status.
PeopleAdmin Upgrade Implementation
PeopleAdmin Modules

Applicant Tracking (Hire)
• Post positions
• Generate Hiring Proposals

Position Management (Positions)
• Update position descriptions
• Supervisors can access their direct reports
• Stipend and Adjunct actions
Performance Management (Evaluations)
• 3 month, 6 month and annual evaluations

Onboard (New Hire Information)
• Use an automated process to collect tax forms, I-9, acknowledgements of Staff Handbook, Drug Free Workplace Policy, etc.
Login Page
https://jobs-shepherd.peopleadmin.com

- Logging in
  - Login with your Username and Password

- New Users
  - New users can request a new user account by clicking on Request an account. This will put the user in pending status. The system will send an email to the Administrator. The Administrator will have to approve the user before they can log in.
    - Note: Shepherd employees should not request a new account because you should already be in the system.

- Forgot your Password?
  - If you forgot your password, click on Request a password reset and the system will email you a link to reset your password.

Home Page
Evaluations
Evaluation Dashboard
New Search Committee
Training Program
New Search Committee Training Program

- Launched in October 2020
- Replaces previous search training housed in Sakai
- Required for all employees who serve on a Shepherd University Search Committee
- Available to all employees
• Includes a focus on the University’s commitment to diversity and equity and how implicit bias can affect the search process

• Interactive and engaging software (Articulate360)

• Send request to Ali Whitener AWHITENE@shepherd.edu
Welcome to the Shepherd University faculty and staff search committee training module presented by the Office of Human Resources. The information presented here is intended as a tool to remind those involved in faculty and staff searches of important points related to searches. More detailed information is available in the Faculty and Staff Search Manual, the Faculty Handbook, and the Staff Handbook.

Hiring and retaining excellent and diverse staff and faculty is a top
Legal and Policy Context

Equal Employment Opportunity (EEO) and Affirmative Action (AA) Policy

Shepherd University’s Equal Opportunity and Affirmative Action plan states that our institution is morally and legally committed to take affirmative action to recruit and employ excellent candidates and to ensure that all present employees receive education, training, compensation, promotion, tenure, transfer, and all other benefits of employment without regard to race, color, age, religion, sex, sexual orientation, physical disability, ancestry, familial status, veteran status, or ethnicity or national origin, except where a Bona Fide Occupational Qualification (BFOQ) exists. The University neither affiliates knowingly with, nor grants recognition to, any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, handicap, ethnicity, or sexual orientation as defined by applicable laws and regulations.

This Equal Opportunity Policy and Affirmative Action Plan is a reaffirmation of Shepherd University's intention to achieve, through good faith efforts and within reasonable time periods, a representation of minorities and women in each major job classification,
What to Include in Your Position Announcement/Job Posting

The guidance below synthesizes required language and recommendations based on best practices used at Shepherd University and other universities. Use this along with other guidance specific to your academic unit/discipline and department to prepare an effective position announcement/job posting.

Please click on the plus sign on the right side as you review the information below.

| Compelling opening paragraph  + |
| Describe Shepherd University  + |
| Responsibilities  + |
Creating a Diverse Candidate Pool

Please click the play button below to hear the audio as you review the information that follows.

Ways to Create a Diverse Candidate Pool:

1. Involve department members in the recruitment process.
2. Network with external colleagues or others who may know of qualified applicants, particularly minorities and women.
3. Request nominations from professional organizations and associations.
4. Identify diversity recruitment sources - please contact the Office of Human Resources for assistance.
For which of the following actions are search committees responsible?

- Representing the department, college and Shepherd University as a whole.
- Deciding which positions can be filled
- Checking references of candidates
- A and C

Complete the content above before moving on.
candidates should focus entirely on job-related factors. Faculty and staff who are involved in searches should be careful not to say or write anything that would reflect poorly on Shepherd or make the University vulnerable to legal action. Adhering to the guidelines presented here will help to maintain a positive impression of Shepherd University and to attract highly qualified employees. Please remember to contact the Human Resources Office if you need assistance with any part of the search process.

Have Additional Questions? Contact the Human Resources Office

You can reach the Human Resources Office at 304-876-5299.

Thank you for completing this training!

Please click here to certify your completion of the program.
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December 2020