



# Staff Budget Priorities Survey 2002 Summary

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Staff Senate's mission states that it will "promote and foster the welfare and growth of University staff through a fact-finding, deliberative and consultative body of representatives that makes studies, reports, and recommendations to the administration on behalf of its constituency." To fulfill this mission, Staff Senate must communicate with the University staff about their needs and desires.

## Background

To further these communications, Staff Senate conducted an anonymous survey to collect input on what issues staff members feel are most important. The survey was offered to the staff through paper copies and the University web site **May 13-May 28, 2002**. During that time, Staff Senate received **364 responses** from SMSU staff members, which translates to **24% response rate** from the Springfield and Mountain Grove full- and part-time staff members.

The survey listed ten issues and asked staff to rate each item as *very important (2)*, *important (1)* or *not important (0)*. The survey also offered a comments area for staff to list other issues that Staff Senate should review.

## Top issues

After compiling the results from the survey, Staff Senate was able to better determine which issues staff members felt were most important. In the survey, the staff identified four key issues:

- Cost-of-living salary increase
- Increase vacation accrual rates
- Reward longevity in service to University
- Voluntary short-term disability coverage

Further, the staff offered several comments that identified other issues not listed on the survey. Common issues include healthcare, parking, salaries, classification system, and time off.

## Next steps

Staff Senate plans to use the results from this survey to focus its efforts during the next year and provide input to various University committees. Staff Senate will continue to gather more information, further focus the data, and determine underlying themes.

Staff Senate will also continue to work with the University administration to determine the best way to promote and foster the welfare and growth of University staff. Since some survey issues may include a cost that cannot be funded due to University budget constraints, cooperation is key.

Finally, Staff Senate plans to increase the lines of communication with staff members. Not only will Staff Senate continue to let staff know about its activities through its email newsletter, website and senators, but it will continue to encourage staff to provide feedback and suggestions in person, through email and over the phone. Staff Senate also plans to offer another survey next year.



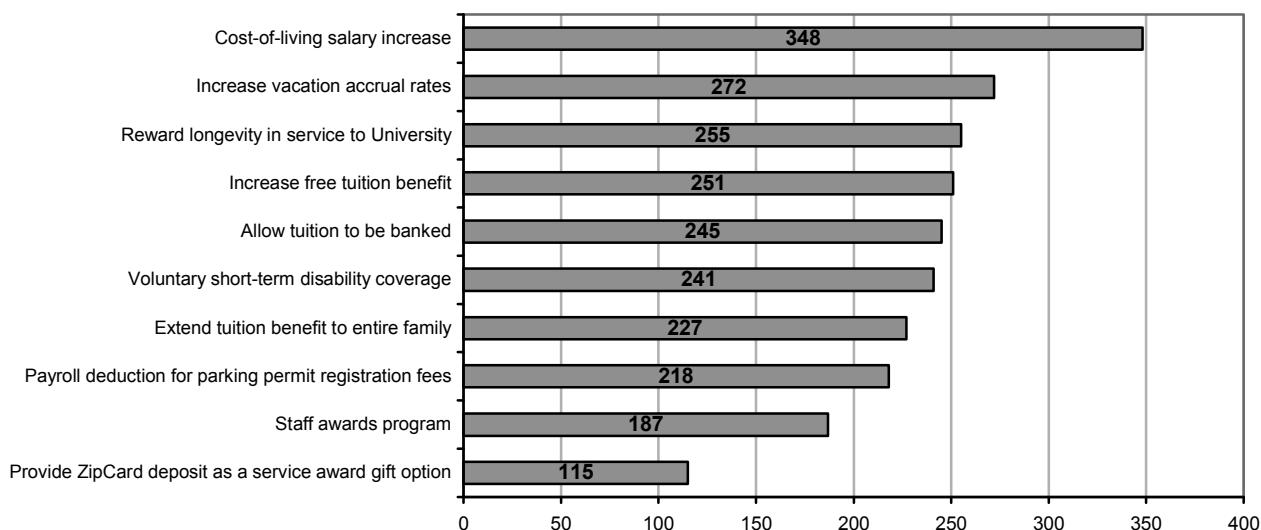
# Staff Budget Priorities Survey 2002 Detailed Results

Staff Senate used four methods to analyze the survey data:

- Totaled the number of responses marked as *very important* or *important* for each issue
- Charted the percentages of each response per question
- Reviewed the written comments from each survey

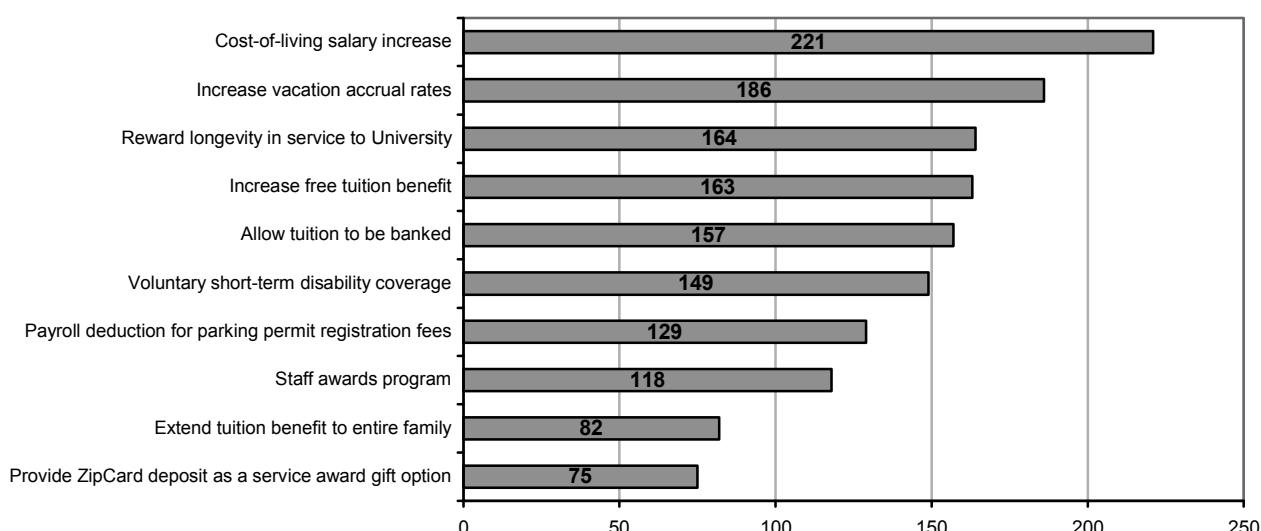
## Responses marked important by all staff

Staff Senate added the number of responses rated as *very important* or *important* for each issue, displayed in the chart below. The survey had a total of 364 responses.



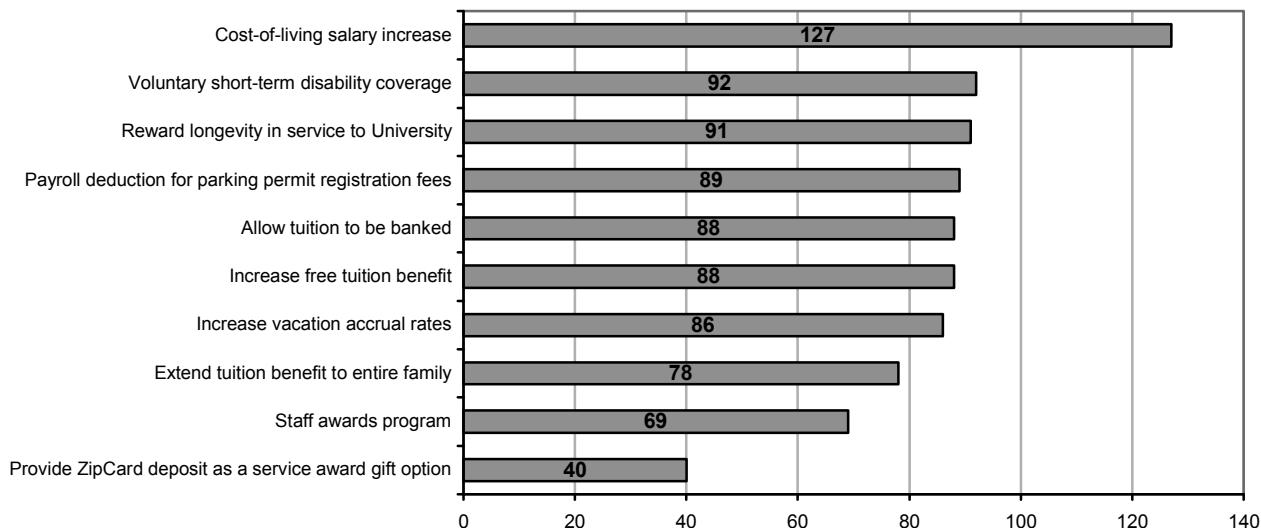
## Responses marked important by classified staff

Staff Senate added the number of responses rated as *very important* or *important* for each issue by classified staff, displayed in the chart below. The survey had a total of 232 responses from classified staff.



## Responses marked important by unclassified staff

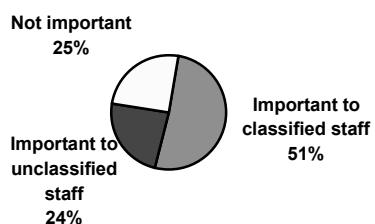
Staff Senate added the number of responses rated as *very important* or *important* for each issue by unclassified staff, displayed in the chart below. The survey had a total of 132 responses from unclassified staff.



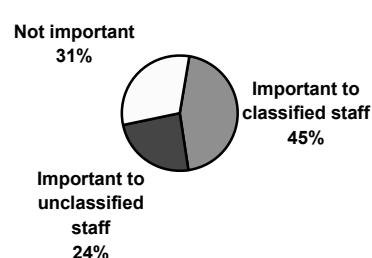
## Responses per question

For each question, the frequency of each response was tallied. These tallies are shown in the following pie charts.

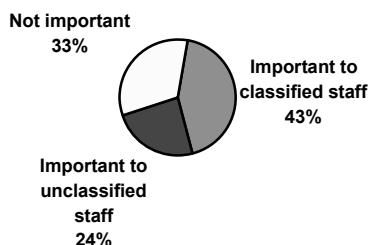
*Increase vacation accrual rates*



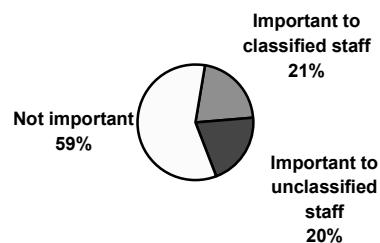
*Increase free tuition benefit*



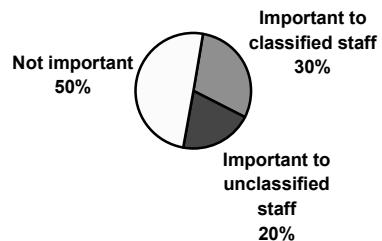
*Allow tuition to be banked*



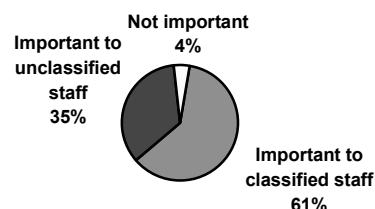
*Extend tuition benefit to entire family*



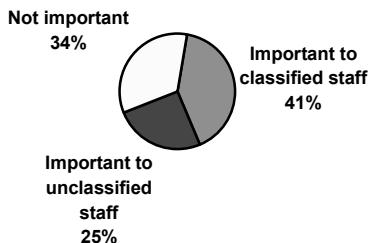
*Payroll deduction for parking permit registration fees*



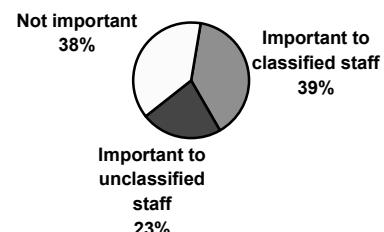
*Cost-of-living salary increase*



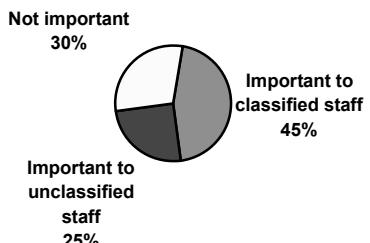
*Voluntary short-term disability coverage*



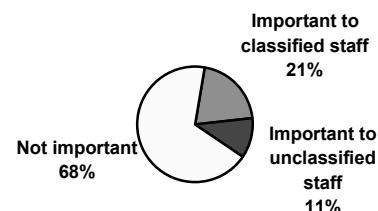
*Staff awards program*



*Reward longevity in service to University*



*Provide ZipCard deposit as a service award gift option*



## Abbreviated written comments from surveys

The survey comments below were abbreviated and categorized into groups. The number in parenthesis after some items indicates the number of people who expressed that comment.

| Issue                        | Comments   |
|------------------------------|--|
| <b>Classification system</b> | <ul style="list-style-type: none"><li>• Compare compensation package to peer/sister institutions</li><li>• Five-year step system (3)</li><li>• Classify groundskeepers as skilled labor (8)</li><li>• More specific job descriptions</li></ul>   |
| <b>Healthcare</b>            | <ul style="list-style-type: none"><li>• No PPO</li><li>• Voluntary health insurance</li><li>• Vision care (4)</li><li>• Better pharmacy coverage</li><li>• Wellness incentives (4)</li><li>• Smoke-free building zones (5)</li><li>• Lower deductible (2)</li><li>• Hearing aid coverage</li><li>• Healthier, cleaner facilities</li><li>• More health insurance options (3)</li><li>• On-staff occupational specialist</li><li>• Affordable insurance after retiring (2)</li></ul>                          |
| <b>Parking</b>               | <ul style="list-style-type: none"><li>• Free (7)</li><li>• Lower fees (2)</li><li>• Reduced third-shift parking permit fees</li></ul>  |
| <b>Salaries</b>              | <ul style="list-style-type: none"><li>• Better/more equitable salary increases for classified staff who have completed all steps (25)</li><li>• Equitable salaries (3)</li><li>• Increase salaries for secretaries and clerks (3)</li><li>• Pay increase for degrees or certifications (2)</li><li>• Periodic pay for unused sick leave</li><li>• Two-week pay period</li><li>• Overtime determined daily rather than weekly</li></ul>   |
| <b>Time off</b>              | <ul style="list-style-type: none"><li>• Two personal days</li><li>• No cap on vacation days</li><li>• Three days emergency leave</li><li>• Four 10 hour day work week in summer</li></ul>  |
| <b>Tuition</b>               | <ul style="list-style-type: none"><li>• Reciprocal tuition agreement with other schools (3)</li><li>• No cap on free tuition benefit</li><li>• Greenwood tuition benefit</li></ul>   |
| <b>Miscellaneous</b>         | <ul style="list-style-type: none"><li>• Affordable, on-site and year-round child care (3)</li><li>• Tuition benefit for non-credit classes</li><li>• Reward professional activities/accomplishments of staff</li><li>• Increase recruitment, hiring and retention of minority staff members</li><li>• Make hiring process more efficient</li><li>• Yearly performance reviews for all staff</li><li>• Clarify exigency policy for staff (2)</li><li>• Find ways to be efficient and save money (3)</li></ul> |



# Staff Budget Priorities Survey 2002 Sample

Staff Senate has worked hard to represent the staff—[see a list of accomplishments and activities](#). We're again seeking input on what budgetary issues staff members feel are most important so we can continue in our efforts. We're also planning to do a separate morale survey in the future to cover non-budgetary issues.

We realize that some of these questions are repeated from previous surveys, but we need to be able to rank ongoing issues with new issues. Also, we moved the survey timeline so that we could have your input in time to prepare recommendations for the University Budget and Priorities Committee. Normally, this survey will happen annually in April, but since FY03 is an unusual budget year, we had to delay the survey until now.

Please review and rate the items below, then click the *Submit Form* button. Please note that all links open in a new window.

| Issue   | Very important                        | Important  | Not important           |
|---|---------------------------------------|--|-------------------------|
| <u>Increase vacation accrual rates so classified staff receive extra vacation days after completing five/ten years rather than after completing seven/fourteen years</u><br><i>Estimated cost: \$71,446</i> | <input checked="" type="radio"/> 2    | <input type="radio"/> 1                                | <input type="radio"/> 0 |
| <u>Increase free tuition benefit from 12 to 15 hours per year</u><br><i>Estimated cost: \$69,278</i>  | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| <u>Allow tuition benefit to be banked during years of employment</u><br><i>Estimated cost: No funding projection available</i>  | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| <u>Extend tuition benefit to entire immediate family, regardless of dependency status</u><br><i>Estimated cost: No funding projection available</i>   | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| <u>Payroll deduction for parking permit registration fees</u><br><i>Estimated cost: May save the University money</i>   | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| Fund a cost-of-living salary increase<br><i>Estimated cost: Approx. \$775,000 for a 1% cost-of living raise</i>   | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| <u>Voluntary short-term disability coverage, paid for by employees</u><br><i>Estimated University cost: \$0</i><br><i>Estimated employee cost: \$14 a month and up</i>                                      | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| Fund a staff awards program where staff providing superior customer service would receive a monetary reward<br><i>Estimated cost: \$9,000</i>   | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| Reward University staff for longevity in service to the University beyond the existing service awards<br><i>Estimated cost: No funding projection available</i>   | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| If you feel this is important, which of the following rewards would you most like to receive for longevity in service to the University:  |                                       |  |                         |
| <input type="checkbox"/> Additional opportunities for vacation accrual  |                                       |  |                         |
| <input type="checkbox"/> One-time cash award given at pre-chosen service milestones, such as 20, 25, etc. years of service  |                                       |  |                         |
| <input type="checkbox"/> Complimentary parking after 20 years of service  |                                       |  |                         |
| Provide a ZipCard deposit as one of the choices during the service awards gift selection process<br><i>Estimated cost: No funding projection available</i>  | <input type="radio"/> 2               | <input checked="" type="radio"/> 1                     | <input type="radio"/> 0 |
| What type of staff position do you hold?  |                                       |  |                         |
| <input type="checkbox"/> Classified   | <input type="checkbox"/> Unclassified | <input checked="" type="checkbox"/> Not a staff member |                         |

Are there any other issues that you would like Staff Senate to review?