



## PROPOSAL

### SSP 2019/2020-002

- I. **Proposal Name: (5 word limit)** Staff Cost of Living Adjustment
  
- II. **Committee Assigned/Sponsoring Committee:** Compensation Committee
  
- III. **Proposal Statement:** The Staff Senate respectfully requests the University of Central Oklahoma to make a monetary commitment to provide a 3.5% cost of living adjustment (COLA) to all exempt and non-exempt full-time and part-time employees classified as staff in order to retain UCO's valuable asset.
  
- IV. **Background:** Cost of living adjustments are important to maintain the market value of our paid positions on campus and to retain staff employees by providing them with a livable wage. The Compensation Committee has gathered data from other state and peer universities about their recent methods of addressing salary increases for staff.

According to UCO Human Resources, UCO has not had an across-the-board salary increase for staff since 2007 when a 1% increase was given as a longevity adjustment. Comparing to the 23 in-state and out-of-state peer institutions we contacted, UCO has gone the longest without a cost of living adjustment for staff by 5 years. Since 2009, the U.S. inflation rate has gone up 19.7%. Not keeping up with inflation rates has unfortunately widened the salary gap, which in turn has decreased staff morale and limits UCO's ability to attract competitive candidates for open positions.

We have collaborated with UCO's Talent Acquisition and Compensation to gather information regarding staff positions that are currently paid under 80% of market rate. As of FY19, there were 287 employees who were paid below the 80%, the majority of which were paid between \$20-60K. Although a cost of living adjustment would not fix the market rate disparity in its entirety for affected employees, would assist in moving these salaries closer to 80% of market rate.

An estimated 47% of employees who voluntarily leave the university state in their exit interview that they are doing so because of low salary. An example of low salary's effect on staff, would be that around ten UCO staff members who use the Central Pantry on a regular basis among a few other staff members that may use the pantry at random throughout the year, as reported by the Volunteer and Service Learning Center.

Human Resources estimates that turnover cost the university \$1.2 million in 2019. There are over 70 unfilled staff positions at UCO. According to Talent Acquisition and Compensation, many of the positions currently posted are not receiving the qualified applicants they need.

In FY20, UCO faculty received a 3.5% increase per the Oklahoma legislature. An additional 3.5% increase for faculty is listed for consideration in the upcoming legislative session. We support UCO's faculty members in receiving these increases; however, there is deep concern that staff morale will continue to decrease if faculty receive another increase while staff salaries remain unaddressed.

**V. Definition of Terms:**  
COLA – Cost of Living Adjustment

**VI. Office(s) Contacted:** (List all offices/departments contacted for information, and keep record of the conversations in your Senate files.)

<u>Name</u>	<u>Office/Department</u>	<u>Date Contacted</u>
Mr. David Herd	Talent Acquisition and Compensation	Spring-Fall 2019
Mr. Dallas Caldwell	Enrollment Mgmt./Registrar	Spring 2019
Mr. Brian Blevins	Volunteer & Service Learning Center	Spring 2019
Peer Institutions	See Appendix	Spring-Fall 2019

**VII. Office(s) Affected:** (Be specific, as these offices may receive the proposal, if passed.)

President's Office  
Division of People and Culture  
Division of Finance and Operations

## Appendix

Data Gathered from State and Peer Institutions:

Institution Name	Contact	Email/Phone	Information Gathered on Staff Salary Increases
<b>RUSO</b>			
Northwestern Oklahoma State University	Cheryl Lellis	<a href="mailto:clellis@nwosu.edu">clellis@nwosu.edu</a>	No Response
Northeastern Oklahoma State University Tahlequah	Human Resources Department	<a href="mailto:humanresources@nwosuok.edu">humanresources@nwosuok.edu</a>	No Response
Southwestern Oklahoma State University	Jamie Collins	<a href="mailto:jamie.collins@swosu.edu">jamie.collins@swosu.edu</a>	No Response
University of Central Oklahoma	David Herd		Last longevity adjustment was 2007 and it was around 1%.
East Central University	Rhona Kinder	<a href="mailto:rkinder@ecku.edu">rkinder@ecku.edu</a>	Over the past 15 years staff received one salary increase in Fall 2018. Fall 2014 2% increase Faculty & Staff Fall 2015 average 3% increase for Faculty Fall 2016 no across the board increases – only faculty with position changes or doctorate completion Fall 2017 same as 2016 Fall 2017 Faculty & Staff all received \$500.00 stipend Fall 2018 3 to 5% increase Faculty & Staff (years of service) Fall 2019 average 1% increase for Faculty
Southeastern Oklahoma State University	Human Resources Department	<a href="mailto:hr@se.edu">hr@se.edu</a>	No Response
<b>OSRHE</b>			
University of Oklahoma	Human Resources Department	<a href="mailto:ohr@ou.edu">ohr@ou.edu</a>	OU has approval for Norman Campus raises for faculty next up in the plan is raises for other Faculty and then Staff Main Campus: (\$250 Annual Minimum) Staff - 3% increase across the board with some exceptions for grants/sponsorship. 2.5% system wide increase in 2015 No raises for past 7 years, and University has been on a furlough policy intermittently since 2016 due to low enrollment. 2% increase in July 2019 2% increase for FY15 3% increase in July of 2017 & 2018. (Longest they have gone without a raise is 4 years) 2% increase in September 2018 No Response
Oklahoma State University	Tina Tappana	<a href="mailto:tina.tappana@okstate.edu">tina.tappana@okstate.edu</a>	No Response
Rogers State University	Jamill Haynes	<a href="mailto:jhaynes@rsu.edu">jhaynes@rsu.edu</a>	FY15-FY17 no raises; FY18 & FY19 Professional & Faculty received \$395 for the year and Staff received \$266 (One step on pay scale)
Cameron University	Keith Mitchell	<a href="mailto:kmitchel@cameron.edu">kmitchel@cameron.edu</a>	2% increase for FY15
University of Science and Arts of Oklahoma	Mick Copponit	<a href="mailto:mccopponit@usaou.edu">mccopponit@usaou.edu</a>	No Response
Carl Albert State College	Tina Kingrey	918-647-1478	3% increase in July of 2017 & 2018. (Longest they have gone without a raise is 4 years)
Eastern Oklahoma State College	Amy Armstrong	<a href="mailto:aarmstrong@eosc.edu">aarmstrong@eosc.edu</a>	2% increase in September 2018
Northern Oklahoma College	Shannon Cranford	<a href="mailto:shannon.cranford@noc.edu">shannon.cranford@noc.edu</a>	No Response
Western Oklahoma State College	April Nelson	<a href="mailto:april.nelson@wosc.edu">april.nelson@wosc.edu</a>	FY15-FY17 no raises; FY18 & FY19 Professional & Faculty received \$395 for the year and Staff received \$266 (One step on pay scale)
Oklahoma City Community College	Patricia Hammett	<a href="mailto:patricia.a.hammett@occc.edu">patricia.a.hammett@occc.edu</a>	2% increase for Faculty and Staff in FY14 and FY18 all regular FT & PT employees received a 3% increase.
Tulsa Community College	Human Resources Department	<a href="mailto:humanresources@tulsa.cc.edu">humanresources@tulsa.cc.edu</a>	No Response
<b>Near Peer Group</b>			
Northern Kentucky University	Human Resources Department	<a href="mailto:nkuhr@nku.edu">nkuhr@nku.edu</a>	Does not do Cost of Living increases but does offer Merit increases almost every year for the last 10 years. Most recently a 3% increase (2.5% merit and .5% to address equity & compression issues) in FY 17-18 & FY 18-19 NKU Board of Regents passed a 2% recurring salary increase for staff (merit-based) effective July 1, 2019
Oakland University	Ron Watson	<a href="mailto:rwatson@oakland.edu">rwatson@oakland.edu</a>	Conducted a salary study in 2015 and passed an across the board increase for individuals who were being paid below market rate value
Portland State University	Nathan Kink	<a href="mailto:nkink2@psu.edu">nkink2@psu.edu</a>	Compensation practices are governed by an additional layer of collective bargaining agreements. Their IT division has a separate compensation program
The University of Texas at San Antonio	Denise Moore	<a href="mailto:denise.moore@utsa.edu">denise.moore@utsa.edu</a>	3% merit-based increase for Faculty and Staff March 2013 2% merit-based increase for Faculty and Staff September 2013 3% merit-based increase for Faculty and Staff September 2015 2% merit-based increase for Faculty and Staff September 2017 1% merit-based increase for Faculty and Staff September 2018 (Centralized method applied based on overall performance score) Merit-based salary increase for Faculty and Staff FY20; raised UTSA minimum wage to \$14/hr, raising everyone to minimum for position grade.
University of Arkansas	Michelle Burns	<a href="mailto:mburns@uark.edu">mburns@uark.edu</a>	FY20 2% COLA increase based on salary as of June 30, 2019 Applicable merit-based increase to eligible employees based on salary as of June 30, 2019 1% pay plan implementation based on salary as of July 1, 2019 after COLA and Merit Increase Additional salary increase to minimum pay level of position grade, if required
University of Colorado	Human Resources Department	<a href="mailto:Human.Resources@ucdenver.edu">Human.Resources@ucdenver.edu</a>	3% merit-based increase for all staff for FY20
University of Missouri	Human Resources Department	<a href="mailto:muhrs@missouri.edu">muhrs@missouri.edu</a>	FY20 - 2% increase for staff salaries from appropriations; 1.5% used across the board and 0.5% used for exceptional performance FY19 - 1.5% increase and .5% for exceptional performance
University of Nebraska	Bruce Currin	<a href="mailto:bcurrin1@unl.edu">bcurrin1@unl.edu</a>	FY15 - 1.5% merit-based increase FY16 - 3% merit-based increase FY17 - 2.5% merit-based increase
University of North Florida	Carrie Guth	<a href="mailto:carrie.guth@unf.edu">carrie.guth@unf.edu</a>	Brought everyone up to \$10/hour minimum and gave 2% increase across the board in 2018-19
<b>Metro peer Group</b>			
San Jose State University	Catherine Weitz	<a href="mailto:catherineweitz@boisestate.edu">catherineweitz@boisestate.edu</a>	Receives up to 3% increase for employee compensation from legislatures every year and an additional 2.3% merit-based increase
Missouri State University	Tammy Few	<a href="mailto:TammyFew@MissouriState.edu">TammyFew@MissouriState.edu</a>	July 2015 - 1.8% increase for all FT employees July 2016 - 2% increase for all FT employees Aug 2018 - one-time \$700 increase for all FT employees January 2019 - 1.1% increase plus \$600 across-the-board increase to base salary for all FT employees
Sam Houston State University	Cindy	<a href="mailto:csb017@shsu.edu">csb017@shsu.edu</a>	No Response
San Jose State University	Human Resources Department	<a href="mailto:university.personnel@sjsu.edu">university.personnel@sjsu.edu</a>	No Response
Texas State University	Human Resources Department	<a href="mailto:performance@txstate.edu">performance@txstate.edu</a>	No Response
Towson University	Elizabeth Castiglia	<a href="mailto:ecastiglia@towson.edu">ecastiglia@towson.edu</a>	July 2014 - 2.5% merit-based increase January 2015 - 2% COLA increase July 2016 - 2.5% merit-based increase January 2019 - 2% COLA increase April 2019 - 5% COLA increase
Youngtown State University	Al Boggs	<a href="mailto:alboggs01@ysu.edu">alboggs01@ysu.edu</a>	No Response
Wichita State University	Human Resources Department	<a href="mailto:totalrewards@wichita.edu">totalrewards@wichita.edu</a>	No Response

Figures from UCO Human Resources:

U.S. Annual Inflation Rates 2009 to 2019	
2009	2.7

2010	1.5
2011	3
2012	1.7
2013	1.5
2014	0.8
2015	0.7
2016	2.1
2017	2.1
2018	1.9
2019	1.7

2014	0.8
2015	0
2016	2.4
2017	2.1
2018	1.2
2019	1.2

The chart below shows the number of UCO full-time staff positions paid below a percentage of market value within a particular salary range as of February 2019.

Count of Salaries

	<100%	<95%	<90%	<85%	<80%
\$20,000 or less	34	32	29	25	11
\$20,000.01-\$40,000	410	378	317	226	135
\$40,000.01-\$60,000	275	260	218	169	104
\$60,000.01-\$80,000	77	66	55	38	18
>\$80,000	55	49	42	31	19

The chart below shows the percentage of full-time staff positions at UCO paid below a percentage of market value within a particular salary range as of February 2019.

% of Salaries

	<100%	<95%	<90%	<85%	<80%
\$20,000 or less	4%	4%	3%	3%	1%
\$20,000.01-\$40,000	46%	42%	35%	25%	15%
\$40,000.01-\$60,000	31%	29%	24%	19%	12%
\$60,000.01-\$80,000	9%	7%	6%	4%	2%
>\$80,000	6%	5%	5%	3%	2%

The chart below outlines the cost, as of February 2019, to bring full-time staff positions paid below a specific percentage of market value to 100% of market value.

<b>\$ to bring perm staff positions below 100% to 100% of market:</b>	
Positions with PFMR actual	\$ 8,330,224.30
Positions without PFMR estimate	\$ 189,789.58
Total	\$ 8,520,013.88
<b>\$ to bring perm staff positions below 95% to 95% of market:</b>	
Positions with PFMR actual	\$ 6,102,467.19
Positions without PFMR estimate	\$ 130,480.33
Total	\$ 6,232,947.52
<b>\$ to bring perm staff positions below 90% to 90% of market:</b>	
Positions with PFMR actual	\$ 4,110,298.43
Positions without PFMR estimate	\$ 71,171.09
Total	\$ 4,181,469.52
<b>\$ to bring perm staff positions below 85% to 85% of market:</b>	
Positions with PFMR actual	\$ 2,447,987.05
Positions without PFMR estimate	\$ 11,861.85
Total	\$ 2,459,848.90
<b>\$ to bring perm staff positions below 80% to 80% of market:</b>	
Positions with PFMR actual	\$ 1,337,111.30
Positions without PFMR estimate	\$ -
Total	\$ 1,337,111.30
Average % of market for all perm staff filled positions with PFMR	84.06%
Average % of market for all perm staff filled positions with PFMR - Male	84.05%
Average % of market for all perm staff filled positions with PFMR - Female	84.06%
Average % of market for all perm staff filled positions with PFMR - Leadership	83.59%
Average % of market for all perm staff filled positions with PFMR - Non Leadership	84.30%
<i>Figures above exclude 56 vacant positions</i>	