

# Summary of Issues Around Staff Compensation

## USAC Staff Life Committee

February 28, 2023

*The USAC Staff Life Committee would like to acknowledge that the following issues, listed in order of priority, have existed for a period of time and it is our understanding that other committees have addressed or looked into the same or similar issues; however, we felt the need to address them again on behalf of the staff.*

### 1. ANNUAL INCREASES

- a. We ask that annual increases match cost of living inflation and the current job market in Nashville; and, that transparency is provided on:
  - i. Who receives annual increases
  - ii. How annual increases are determined
  - iii. Who to reach out to should employees have questions about their increase

### 2. SALARY RANGES

- a. We ask for transparency with salary ranges. External and internal candidates equally benefit from accurate salary range on job postings. External candidates can use this information to determine if a position at Vanderbilt University meets their financial needs, especially if considering relocating. Internal candidates benefit by managing expectations with current positions and managing internal relationships.
  - i. One example cited is of a candidate interviewed with multiple staff, faculty and a dean only to turn down offer due to it being \$30k less than current salary. This situation could have been resolved through HR staff intervention and including the salary information on the job posting.

### 3. JOB TITLES

- a. We ask that backend titles match working titles. We have heard that the difference in titles has caused problems when background checks are performed and resume does not match background title.
- b. We have heard from staff who experienced re-classification with no notice (i.e., with no communication, all Dean's Assistants were given the same title regardless of the varying duties/responsibilities performed by each). We ask that transparency is provided on:
  - i. How re-classifications are determined
  - ii. Who to reach out to should an employee have questions about their re-classification

### 4. SALARY REVIEW

- a. It is our understanding that salary reviews are done regularly; however, there has been department level discrepancies in sharing of the results. In order to ensure

equity across all staff, we ask that all areas conduct a salary review every 2-3 years and that transparency is provided on:

- i. How the salary reviews are conducted
  - ii. Who to reach out to should an employee have questions
- b. We suggest designing a mechanism via HR to submit concerns related to salary differences for positions with multiple postings. Position review will show that, in some cases, compensation varies due to institutional experience; however, staff in the same role, arriving at the same time, should have close, if not the same, salaries.

## **5. CAREER ROADMAP/CAREER PROGRESSION**

- a. We ask for the development of clear career roadmaps. A clear career roadmap provides a vehicle for both staff and supervisors to earmark opportunities and timelines for staff to learn and grow
- b. It has been reported that staff feel unsupported when exploring opportunities outside of their current department/division. We would like to see HR providing clear support for internal job transitions, without fear of compromising current position.