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.