

Priority of Excellence

6 / Staff

Goal 1: Establish a staff development plan that gives each staff member the opportunity to advance professionally and earn increased compensation. There would be no guarantee of advancement; it would be up to each staff member to give evidence in a written statement proving to their supervisor that they deserve to advance. Staff members will gain a sense of professional pride and achievement if allowed to advance within their positions. We believe this will bring about increased enthusiasm and productivity among the staff.

Measure of Success: A structured staff development plan in place in which staff members may initiate a position reevaluation every 2-4(?) years and which will use an evaluation rubric.

Action/Initiative: Develop a staff advancement plan policy and rubric for attaining success.

Action/Initiative: Create promotional levels to the positions already established in the library (Senior Library Assistant would become Senior Library Assistant I, II, and III; Library Specialist would become Library Specialist I, II, and III).

Alignment with Objectives: Attract, develop, and retain an excellent and diverse staff; Foster a culture of excellence that empowers high-performing staff

Alignment with Planning Principles: Quality & Focus; Creativity: Arts & Innovation; Blue Sky

Goal 2: Create and support a staff lounge

Measure of Success: A staff lounge that is a welcoming place to take a break, eat lunch, and/or network with colleagues to include seating for 4 or more persons, a refrigerator with freezer, sink with hot water, microwave, and ADA compliancy

Action/Initiative: Find the space and set it up with complete amenities.

Alignment with Objectives: Attract, develop, and retain an excellent and diverse staff; Promote a healthy, safe, accessible, and sustainable campus

Alignment with Planning Principles: Quality & Focus

Goal 3: Incorporate exercise time (i.e. two hours per week) into work schedule independent of personal time usage or research hours

Measure of Success: Staff utilizing this allowed time for physical activity

Action/Initiative: Gain approval for incorporating exercise time into existing work schedules.

Alignment with Objectives: Promote a healthy, safe, accessible, and sustainable campus; Attract, develop, and retain an excellent and diverse staff

Alignment with Planning Principles: Quality & Focus; Hospitality & Community

Goal 4: Work with Human Resources to reassess library positions and update job descriptions in order to more accurately reflect the technical nature of library work. For example, most library employees currently fall within the EEO4 category (secretarial/clerical) and the current library positions would more accurately fall in the EEO5 category (technical/paraprofessional services) due to the nature of the work performed

Measure of Success: The out-dated job descriptions for library positions are updated and EEO categories changed

Action/Initiative: Compare current library position wage scales to the MDES 2012 Occupational Employment and Wage Estimates (for example: SOC CODE:25-9099 Education, Training, and Library Workers, All Other)

<http://www.mdes.ms.gov/Home/docs/LMI/Publications/OES/OES%20by%20Area/Mississippi/state.pdf>

Action/Initiative: Adjust position compensations accordingly to make sure the pay ranges are comparable to the labor market information.

Alignment with Objectives: Attract, develop, and retain an excellent and diverse staff; Align staff compensation and benefits with the University's peer group; Foster a culture of excellence that empowers high-performing staff

Alignment with Planning Principles: Quality & Focus; Beyond borders; Blue Sky

Goal 5: Adjust existing/current employees' wages accordingly when minimum pay ranges for new hire positions are increased or when minimum wage is increased across campus.

Measure of Success: Positions are continually increased accordingly over time instead of lump sum catch up increases

Action/Initiative: Develop a plan to increase existing employee wages by a certain percentage incrementally over a period of time to stay in line with designated new hire compensation ranges and to prevent further/future salary compression.

Action/Initiative: Communicate the nature of raises more effectively to achieve more transparency regarding the breakdown of what portions of increases are “adjustment” increases and which are merit increases.

Action/Initiative: Incorporate into the annual budget incremental increase percentage for all staff affected by creating a cyclical funding plan.

Action/Initiative: Set up a rubric to decide which staff should be evaluated for these adjustments first.

Alignment with Objectives: Attract, develop, and retain and excellent and diverse staff; Align staff compensation and benefits with the University’s peer group; Foster a culture of excellence that empowers high-performing staff

Alignment with Planning Principles: Quality & Focus

Goal 6: Provide bonus pay annually for employees and/or bonus leave days

Measure of Success: Employees will receive bonus pay or leave

Action/Initiative: Initiate a program to distribute bonus pay based on number of years of service (i.e. less than 1 year \$50, 2-5 years \$100, 5-10 years \$150, greater than 10 years \$200) during Winter holiday season.

Action/Initiative: During times of financial difficulty, when employee raises are not possible, employees are offered (x) number of leave days as a bonus in gratitude of their service.

Alignment with Objectives: Attract, develop, and retain an excellent and diverse staff; Align staff compensation and benefits with the University's peer group; Foster a culture of excellence that empowers high-performing staff