

Retention

Sub-Committee: Retention

Title of Program: Brown-Bag Lunch Seminars

Contact Person (Phone & Email): Krista Hawley, 817-272-7035, khawley@uta.edu

Component: University of Texas at Arlington

Program Overview/Purpose: Once each month we hold a brown-bag lunch seminar for our own department members on a Human Resources subject of interest. Topics presented include Employment Law, How to Conduct an Employee Relations Investigation, Professional Writing, Diversity, etc. Speakers are our own staff members and are chosen based on level of expertise or they have recently been to training and are bringing back information. A presentation precedes a question and answer period. Some people bring their own lunches; others share a pizza order. The atmosphere is informal. We welcome members from all areas of our department. These seminars provide an opportunity for our staff members to increase and maintain an awareness of current issues and topics in the Human Resources arena. The sessions enrich the knowledge level of our Human Resources staff.

Estimated Cost (Include Staff Hours): There is no cost. Savings occur as we use our internal expertise instead of hiring outside trainers.

Measures of Success: Enthusiastic attendance measures success. Although the information may not be directly related to the area in which the employee works, it helps build a broader foundation of the human resources function. The brown bag seminars also have a positive financial impact since we save money by sending one to two incumbents to training instead of sending three to four.

Adaptability of Program to Other Components: Adaptable to all components.

If a one-time program would you repeat it? N/A

Additional Information:

Completed By: Krista Hawley, Assistant Director

**The University of Texas System Employee Advisory Council
Compensation Sub-Committee
Best Practice**

Retention

Sub-Committee: Retention

Title of Program: Administrative Professionals Day

Contact Person (Phone & Email): Colin Sanor, 817-272-3461, colinsanor@uta.edu

Component: The University of Texas at Arlington

Program Overview/Purpose: This is a day of recognition for employees in the Administrative Professional job titles i.e. Administrative Assistant, Secretary, Administrative Specialist, etc. This celebration recognizes the hard work and dedication that these Staff members put forth each year.

All eligible employees and their Department Heads are mailed invitations. (Invitations are unique to each group.) Registration takes place on our secure website database. To discourage walk-ins, registrants are emailed location information one week prior to the event.

The entire planning process takes about four months. Some speakers are booked one year prior to the event. Two months prior, the project manager (usually the Training Coordinator) holds a Focus Group luncheon with employees who have varying years of service with the University. Their ideas, plus the previous year's evaluations, help determine this year's theme.

The event begins with a 15 minute meet-and-greet. Next, a University official welcomes the group, and then lunch is served. The formal program begins 30 minutes after lunch being served with recognition for years of service, information on the International Association of Administrative Professionals (IAAP), a professional organization, entertainment provided by a Faculty or Staff member, and door prize giveaway.

The prizes are provided by sponsors who are recognized from the podium, and given credit on the back of our program. We adhere to the \$50 gift limit as set by the State.

Estimated Cost (Include Staff Hours): Cost consists of the following: (based on 200 people)

Meal - \$2,866

Decorations - \$250

Room - \$135

Printing - \$250

Gifts for Presenters - \$75

TOTAL - \$3576

**The University of Texas System Employee Advisory Council
Compensation Sub-Committee
Best Practice**

Measures of Success: Participants complete an evaluation form after the event. This event consistently ranks at 4.0-4.7 on a 5-point scale. Employees frequently tell us that they look forward to the event each year.

Adaptability of Program to Other Components: Adaptable to all components

If a one time program would you repeat it? N/A

Additional Information: This event has a 10 year history of success.

Completed By: Colin Sanor, Training Coordinator

**The University of Texas System Employee Advisory Council
Compensation Sub-Committee
Best Practice**

Retention

Sub-Committee: Retention

Title of Program: Boss' Day

Contact Person (phone/email): Colin Sanor, 817-272-3461, colinsanor@uta.edu

Component: The University of Texas at Arlington

Program Overview/Purpose: This day of recognition is for employees who supervise others. The celebration recognizes the hard work and dedication that these leaders put forth each year.

Estimated Cost (Include Staff Hours): Cost consists of the following: (based on 70 people)

Printing- \$100

Event-Breakfast- \$600

Gifts for Presenters - \$75

TOTAL-\$775

Measures of Success: Participants complete an evaluation form after the event. This event consistently ranks 4.0-4.7 on a 5-point scale. We see new faces at the event each year. The event is growing each year.

Adaptability of Program to Other Components: Adaptable to all components

If a one time program would you repeat it? N/A

Additional Information: This event has been celebrated at UTA since 2001.

Completed By: Colin Sanor, Training Coordinator