

**The University of Texas at Brownsville
and
Texas Southmost College**



Employee Advisory Council

Best Practices

May 2005

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Retention

Sub-Committee: Retention

Title of Program: Academic Affairs Division - Employee Recognition Program

Contact Person (Phone & Email): Paula Garcia, paula.garcia@utb.edu, ALERT
Committee Chair, (956) 882-7326

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: This program honors the most outstanding full-time employees in the Academic Affairs Division. The GEM Award is a peer-to-peer recognition program in the Division of Academic Affairs designed for employees to recognize each other for professional behavior as well as the pursuit of excellence in their daily activities. The Busy Bee award honors work-study and direct wage employees. The program not only spotlights the shining stars amidst our ranks, but most importantly, sets up an environment conducive for professional growth through peer mentoring which in of itself reinforces the positive traits such as professionalism, tact, customer service, and patience essential for our organization's continued success.

Awards presented include:

- ★MOE (Most Outstanding Employee) Award
 - A Certificate of Appreciation
 - One eight-hour day off with pay
 - A small gift, which is subject to change each year – For 2004/2005, it was a clear cube paperweight inscribed with the following information:
honoree's name, Most Outstanding Employee, Corresponding Semester and year (i.e., Spring 2005), UTB/TSC.
- ★ GEM (Greatest Employee of the Month) Award
 - \$20 Gift Certificate to a local restaurant
 - Pin (to be defined by the current committee) Current pin: GREAT JOB!
- ★Busy Bee
 - Certificate of appreciation
 - \$50.00 gift certificate

Estimated Cost (Include Staff Hours): Approximately \$150.00 and the cost of one person taking a day off of work.

Measures of Success: A formal survey is pending.

Adaptability of Program to Other Components: Without a doubt, the program could easily be adapted and implemented by other components. The program is a cost effective recognition alternative, with the potential to return huge dividends in the form of intangibles such as loyalty, professionalism, and esprit de corp.

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

Additional Information: Further information can be obtained at:
<http://blue.utb.edu/alert/>

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Arts and Entertainment Season - Discounted Tickets

Contact Person (Phone & Email): Peter Ruiz, Director, Fort Brown Memorial Center, (956) 882-7945, pruiz@hp.utbtsc.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose:

Estimated Cost (Include Staff Hours): University employees saved 35% off of the season ticket price for the A&E season. Based on the location of their seating they saved from \$48.00 to \$120.00.

Measures of Success: Employees were able to attend shows that they might not have been able to afford, had they not been given the discount.

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information: Employees were able to have the cost of their season ticket deducted over eleven months through payroll deduction.

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Business Affairs Division - Employee Recognition Program

Contact Person (Phone & Email): Jose Luis Quezada, Employee Recognition Award Program Chair, (956) 882-7852, jquezada@hp.utbtsc.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: It is the explicit purpose of this program to recognize and award employees as well as departments within the Business Affairs Division for their exceptional performance. Exceptional performance is defined within the context of an office environment, as those work-related actions, duties, and or tasks performed (by the employee or department) consistently above what is normally expected or required for the completion of their pre-assigned job related responsibilities.

Awards presented include:

- ★ Best All-around Department (BAD)
Engraved glass award inscribed with the department name and award year is given to the department. In addition, a plaque is housed in the VPBA Office Suite.
- ★ Shining Stars/Support Star/Team Shining Star
Six month parking permit and \$10.00 gift certificate for full-times
\$10.00 gift certificate for part-time, supporting star
\$5.00 gift certificate for each team member
- ★ Making a Difference
Plaque engraved with: "Making a Difference- Every little thing we do makes a big difference."
- ★ Above and Beyond
Writing pen and pencil set engraved with: "BAD-Above and Beyond! Award"
- ★ Valuable Person
Etched crystal tower with "VP" - VALUABLE PERSON AWARD (name and date)
- ★ Smiley Award
Key ring with "Smiley Face" imprinted with "UTB/TSC BAD We love to see you SMILE!"
- ★ Birthday Recognition
Card personally signed by the Vice President for Business Affairs
- ★ "Bueno Bye" Recognition
Award based on years of service:

Period of Service	Corresponding Memento
Six months to One year	Card
One to Two years	Personalized Mug
Three to Five years	\$30.00 gift certificate
Five to Ten years	\$40.00 gift certificate
Ten to Fifteen years	\$50.00 gift certificate and Party
Fifteen plus years	Party and Jewelry

- ★ Completing Probation Recognition
Business Affairs Cup filled to capacity with an assortment of confections accompanied by a personal card.
- ★ Life Saver Award
Printed certificate and “Life Saver” candies.
- ★ Rising Star Award
Brass paperweight in the shape of a star inscribed with the UTB/TSC logo and “Rising Star” “Business Affairs Division.

Estimated Cost (Include Staff Hours): \$3,000.00

Measures of Success: There is not an established method to tangibly quantify the success of the program. However, employees like to be recognized by their peers.

Adaptability of Program to Other Components: Other institutions within the system could easily adapt this program to fit their needs.

If a one time program would you repeat it? On going program

Additional Information: For more details please navigate to the web site below
<http://www.utbtsc.edu/web/everybodycounts/employee-rec/>

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Child Care Services

Contact Person (Phone & Email): Marisela Nava, Child Care Center Manager, (956) 882-8887, marisela.nava@utb.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: Program provides onsite child care services for students, staff and faculty of the University through their Early Childhood Education Center.

Estimated Cost (Include Staff Hours): The cost is \$73.75 per month per child. There is also a \$15.00 registration fee each semester. The center accepts children from the age of two weeks to pre-k age five.

Measures of Success: Employees like having their children close by so that they can check on them throughout the day. This provides a feeling of security for the parents.

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information: This program also provides child care for non UTB/TSC employees and students.

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Field Day

Contact Person (Phone & Email): Dr. Zelma Mata, Chair/Associate Professor, Kinesiology, (956) 882-8291, zelma.mata@utb.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: This traditional afternoon of fun is held during the Fall semester. The purpose is to bring employees together to meet and visit with one another outside the office. Participants are divided into four teams. Employees then participate in such games as: egg toss, tug-a-war, paper plate toss, javelin (toothpick) toss, paper airplane flying, over-under basketball, hoola-hoop, and volleyball. Everyone is then invited to a barbecue where individual ribbons are given to each winning team member. An overall team award is also given. Lots of fun is had by all.

Estimated Cost (Include Staff Hours): \$3,000.00

Measures of Success: Employees look forward to this day and enjoy competing against the employees from other offices.

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information:

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Leadership Texas Membership

Contact Person (Phone & Email): Rosemary R. Martinez, Vice President for Business Affairs, (956) 882-8240, rmartinez@hp.utbtsc.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: One woman is selected to be a member of this premier statewide women's leadership program. This program focuses on enhancing their leadership skills and knowledge of the state so they are prepared to seize greater leadership opportunities.

Estimated Cost (Include Staff Hours): \$3,500.00

Measures of Success: Increased number of women in leadership roles.

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information:

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Scholarship Tuition Assistance

Contact Person (Phone & Email): Lynne Depeault, Development Manager, Human Resources, (956) 882-6530, ldepeaul@hp.utbtsc.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: This is a career development program. UTB/TSC offers assistance in three areas: lower division, upper division, and graduate tuition. Assistance is open to all full-time employees who have successfully completed their probationary period. Lower lever recipients are allocated funds to cover one, three-hour credit class per semester. Upper level and graduate level students receive \$400.00.

Estimated Cost (Include Staff Hours): Based on FY 05, the following cost analysis is submitted. Budget constraints will ultimately determine amount of funding available to this program, thus the costs will vary.

★Fall 2004	58 employees	\$24,309.48	
★Spring 2005	61 employees	\$25,844.16	
★Summer 2005	63 employees	<u>\$26,810.28</u>	(estimated)
	TOTAL	\$76,963.92	

Measures of Success: More employees are receiving degrees and are able to utilize their degrees to move into better positions.

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information: Supervisors may allow employees to spend a portion of the workday in class. This is dependent on the ability to cover the office during this time. Circumstances may require that the employee make-up the working time spent in class. Generally, an employee should not plan to take more than one course during working hours.

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Scorpion Body Shop

Contact Person (Phone & Email): Albert Martinez, Operational Services Manager, Student Affairs, (956) 574-5937, albert.martinez@utb.edu

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: The Scorpion Body Shop is a well outfitted, clean, safe, and friendly gym. It offers the latest state-of-the-art Nautilus equipment that employees can use to built strength, body-sculpt, or just provide resistance training. They offer cardiovascular machines including recumbent bikes, elliptical machines and treadmills. There is a multitude of different classes offered by well trained certified instructors. Trainers are available at all times to assist users.

Estimated Cost (Include Staff Hours): Cost is \$20.00 per month per employee. This gym operates on a month-to-month basis so no contracts have to be signed.

Measures of Success: Employees are able to get back on track to living a life full of energy, and watch their physique make a transformation into a better looking and feeling body. "Your body is your lifetime means of transportation.....maintain it!"

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information: The Shop is open M-F from 6:00 a.m. to 10:00 p.m., Saturday 10:00 a.m. to 3:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m.

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Staff Senate Book Allowance Scholarship

Contact Person (Phone & Email): Julio Ledezma, julio.a.ledezma@utb.edu, Staff Scholarship Committee chair, (956) 882-3834

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: These scholarships pay \$100.00 towards the purchase of textbooks essential to the staff member's course of study. Applicants must be full-time staff below the level of director and must have met and satisfied their probationary period. They must also have a minimum overall GPA of 2.0 and must provide a current Statement of Charges and an unofficial transcript. Recipients are selected by the Scholarship Senate Committee. Twenty awards of \$100.00 for the Spring/Fall and ten awards of \$100.00 for Summer Session I are awarded.

Estimated Cost (Include Staff Hours): \$5,000.00

Measures of Success: Tangibly immeasurable, but human psychology dictates that as a whole, the human race appreciates a helping hand when offered from the heart.

Adaptability of Program to Other Components: Highly adaptable. Other institutions can adapt this program by implementing some type of fundraising activity to defray the cost.

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

Additional Information:

- For more details please navigate to the web site below.
<http://blue.utb.edu/staffsenate/news/book-allowance/default.htm>

Completed By: Olga R. Garcia

Retention

Sub-Committee: Retention

Title of Program: Staff Service Recognition Awards

Contact Person (Phone & Email): Martie DiGregorio, Program Director for Special Events, martie.digregorio@utb.edu, (956) 882-7147

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: It is the purpose of this policy to recognize full-time staff members for their years of service to the University. Awards are presented for each five-year period of service by the President of the University at the Faculty and Staff meetings held at the start of the new fiscal year. Retiring staff with more than twenty years of service are given special recognition. Awards consist of: Pin for 5-years of service; Pin and Certificate for ten-years of service; Distinctive Pin and Certificate for fifteen-years of serve and a Distinctive Pin and Plaque for twenty-years of service.

Estimated Cost (Include Staff Hours): \$5000.00

Measures of Success: Emotional satisfaction with incentive to continue excelling at one's job.

Adaptability of Program to Other Components: Easily adaptable

If a one-time program would you repeat it? On going

Additional Information:

- Further information can be obtained at: <http://www.utbtsc.edu/hoop>

Completed By: Olga R. Garcia

Merit Administration

Sub-Committee: Merit/Bonus Plans

Title of Program: Staff Exceptional Merit Award

Contact Person (Phone & Email): Amanda Fuhro, Director of Human Resources,
afuhro@hp.utbtsc.edu, (956) 882-8205

Component: The University of Texas at Brownsville and Texas Southmost College

Program Overview/Purpose: To award full-time employees of the University of Texas at Brownsville and Texas Southmost College for exceptional performance. Exceptional performance is defined as those work-related actions, duties, or tasks performed by the employee consistently above what is normally expected or required in the performance of day to day responsibilities. Employees who were reclassified or promoted, and/or received a salary enhancement during the applicable period which resulted in a pay increase, are not eligible for Exceptional Merit. Award recipients will be slated for a percentage increase in their annual base salary. The percentage increase will be the same for all individuals receiving monetary compensation. Award recipients at the top of their pay range will not receive monetary compensation. Awards in this case may be in the form of professional development funding or other special recognition as determined by the President.

Estimated Cost (Include Staff Hours): \$100,000.00

Measures of Success: Increased employee retention of high performing employees.

Adaptability of Program to Other Components: Very adaptable.

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

Additional Information: A formal written policy has been established.

Completed By: Olga R. Garcia