

Sub-Committee: Recruitment

Title of Program: STARS – Streamlined Applicant Referral System

Contact Person (Phone & Email): Ron Golenski, 210-458-4255,
ronald.golenski@utsa.edu

Component: UT at San Antonio

Program Overview/Purpose: To attract and refer qualified applicants to departments for review, interview and hiring.

Estimated Cost (Include Staff Hours): Yearly maintenance fee for the on-line recruiting system and staff to administer system.

Measure of Success: Increased number of qualified applicants and increased diversity in applicant pools.

Adaptability of Program to Other Components: Very high.

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

Additional Information: The applicant recruiting system is an on-line program through PeopleAdmin. There are other components that can be added to this system that are being explored at this time.

Completed By: Sarah Gonzales

Sub-Committee: Retention

Title of Program: Summer Flex Schedule

Contact Person (Phone & Email): Sarah Gonzales, 210-458-4254,
sarah.gonzales@utsa.edu

Component: UT at San Antonio

Program Overview/Purpose: To allow a flexible work schedule during the summer months.

Estimated Cost (Include Staff Hours): None

Measure of Success: Not measured.

Adaptability of Program to Other Components: High for non-medical components.

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

Additional Information: For departments who have enough staff to provide adequate coverage, employees are allowed to flex their schedules by working their 40 weekly hours over 4 days, 4 ½ days or other combinations. Departments are required to ensure a continuation of service and managers are responsible for overseeing scheduling and service.

Completed By: Sarah Gonzales

Sub-Committee: Retention

Title of Program: Staff Excellence and Service Awards

Contact Person (Phone & Email): Maria Ramos, 210-458-7891,
maria.ramos@utsa.edu

Component: UT at San Antonio

Program Overview/Purpose: To recognize and reward employees with excellent performance and those who have dedicated years of service to the University.

Estimated Cost (Include Staff Hours): The total budget for our ceremony in April of 2005 was \$11,000. This includes \$5,000 for performance awards. Staff hours are hard to determine. Our Employee Relations Department does the planning and coordination and uses the assistance of the Staff Council and the help of volunteers from other areas of the University to make things easier.

Measure of Success: Feedback from employees on how much they enjoy the ceremony, as well as the prestige associated with winning an award. Staff receive pins denoting years of service and they are worn throughout campus by many of the recipients.

Adaptability of Program to Other Components: Very High

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

Additional Information: There are five awards established for outstanding performance: Rising Star, Leadership, Team Spirit, Extra Mile, and The Order of the Roadrunner. Staff are nominated for awards by co-workers and a committee meets to determine the recipient. A ceremony is hosted by the President and Provost and awards of \$1,000 plus a plaque are given to the winners. At the same ceremony, awards are given to employees with service in 5 year increments.

Completed By: Sarah Gonzales

Sub-Committee: Merit & Pay Administration

Title of Program: Merit Pay

Contact Person (Phone & Email): Sarah Gonzales, 210-458-4254,
sarah.gonzales@utsa.edu

Component: UT at San Antonio

Program Overview/Purpose: To provide a yearly salary increase as a reward for performance.

Estimated Cost (Include Staff Hours): Dependent upon legislative approval, but generally 3% of total UTSA salaries and wages.

Measure of Success: Retention of high performing employees.

Adaptability of Program to Other Components: Very high.

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

Additional Information: This is generally a discretionary fund received by administrators and allocated by managers to best reward and motivate employees.

Completed By: Sarah Gonzales