

Glossary

5- Point Rating Scale (5 point scale)- A wider assessment range used in the evaluation process to more precisely summarize an employee's overall performance contribution and accomplishments during the primary performance evaluation period. It allows for a better distinction between varying levels of performance than the Classified state system's 3-point scale.

Administrative and Professional Faculty (A&P Faculty)- Non-tenure track faculty who perform a mixture of academic and administrative duties to support the institution's primary missions of instruction, research, and public service.

Alternative Work Schedules- A schedule that differs from the standard 40-hour work week, particularly with regard to starting and departure time, but without altering the total number of hours worked in a work week. Examples include flextime, compressed schedules (i.e. 4x10-hour days), and rotational or fixed shifts.

Annualized Salary- A calculation determining what a part-time or nine-month position salary would be if it were a full-time-equivalent paid over 12 months. This salary rate is used for comparison purposes against market survey data as well as other internal comparisons and reporting.

Base Salary- Pay received for work performed for a given period of time.

Benefits-Eligible- A salaried employee working at least 20 hours a week.

Bonus- A one-time payment that is not part of the employee's base pay. Bonuses can be used to recognize employees for acquiring new skills, demonstrating outstanding performance, or achieving specific project target results according to a pre-approved project-based incentive plan.

Career Paths- Information on capabilities needed to be successful along the stages of UVA career paths, including functional skills (what you do, or technical competencies), adoptive skills (how you do it, or behavioral competencies), education and experience guidelines, and examples of typical work performed by employees in the paths. Career path guides integrate education, training, career planning, and job search information within the career paths.

Classified Staff- Salaried non-faculty, non-professional research staff hired prior to July 1, 2006 who do not elect to participate in the University Staff Human Resources Plan.

Compensation Management- A management process for determining an employee's base pay, salary increases, bonuses, incentives, and other rewards. It consists of eight major components: (1) market-based pay ranges; (2) competitive starting pay; (3) merit increases; (4) promotion pay; (5) reward and recognition; (6) supplemental/differential pay; (7) exceptional recruitment, retention, and project-based incentive options; and (8) strategic compensation alignment.

Competitive Starting Pay- The base pay offered to candidates accepting a University position. The competitive starting pay is determined by review of factors such as the relevant market-based pay range, employee skills and competencies, and other related factors.

Development Plan- A component of the Performance Management process that supports employee career development by identifying and documenting the employee learning and career development goals and achievements during the performance period.

Executive/Senior Administrative Staff- University staff employees on limited term appointments having significant administrative responsibilities and duties and exercising considerable independent discretion, and having the ability to commit the University to a long term course of action. This category includes the following:

- University Executive officers, including Vice Presidents and the Director of Athletics, but excluding academic administrators (whose primary responsibility is administrative but who oversee an academic or academic support unit of the institution) such as the Provost, Deans, University Librarian, and VP Research
- Members of the President's professional staff (e.g. Chief of Staff, Chief Audit Executive, Director, Equal Opportunity Programs, etc.)
- Senior administrative officers with a direct reporting line to any of the above-named executives, academic administrators, or Presidential professional staff. This includes Associate or Assistant Vice Presidents, Associate or Assistant Deans with administrative responsibilities, Vice Provosts with administrative responsibilities, Executive Directors, Directors, or other key senior staff.

Exempt- A designation in the Federal Fair Labor Standards Act (FLSA) meaning employees in these types of jobs are not subject to minimum wage, overtime, and time-keeping requirements of the act. Exempt positions have the following:

- executive, administrative, or professional responsibilities requiring significant professional and advanced knowledge in a particular area
- a primary duty of management, regularly exercising discretion and judgment, customarily and regularly direct the work of two or more other employees

- authority to hire or fire or make suggestions and status for other employees

All A&P Faculty are exempt. Classified and University Staff positions can be either exempt or non-exempt. Employees may check their timesheets if they are unsure of their current status.

Incentives- Exceptional Recruitment, Retention and Project-based- Additional pay to recognize critical recruitment and retention issues and/or achieving project specific results. Incentive options may include sign-on bonuses, retention bonuses, project based incentives, compensatory leave, and annual leave.

Job Sharing- Part-time employees share the responsibility for one full-time position between them. Some employees prefer to work fewer hours in exchange for part-time salary and benefits.

Limited Term Appointment- Executive and Senior Administrative Staff have terms of employment for a defined period of time renewable for successive terms, usually ranging from one to three years. Limited term appointments greater than three years require approval by the President.

Management Agreement- The agreement between the University of Virginia and the Commonwealth, authorized by the Restructuring legislation, detailing the institution's obligations in exchange for increased autonomy from the Commonwealth.

Managerial and Professional Staff- University staff employees who manage a division or subdivision of a major academic or administrative unit and/or exercise significant knowledge, discretion, and independent judgment gained through advanced education or experience. This category includes coaches and assistant coaches on individually negotiated contracts. M&P Staff are typically exempt employees under the provisions of the Fair Labor Standards Act, and therefore are not eligible for overtime.

Market Range- The market-based salary range for a position used as a guideline for managers in determining University Staff salaries. Market Ranges are developed using market pay surveys which reflect both the higher education industry, as well as other industries from which the University recruits talent. These surveys capture the local, regional, and national markets from which the University recruits. The Market Range for a specific job is determined by identifying comparable jobs in the relevant market which have similar duties and responsibilities.

Merit Increases- Base salary increases to a University Staff employee's salary, which vary according to the employee's overall performance contribution as measured by the annual performance evaluation. If an employee's base pay is above the pay range, the merit amount may be provided as a one-time bonus payment, rather than as a base pay adjustment.

Non-Exempt- A designation in the Federal Fair Labor Standards Act (FLSA) meaning employees in these types of jobs are subject to minimum wage, overtime, and time-keeping requirements of the act. These positions are entitled to minimum wage provisions, overtime pay, and must (by law) maintain accurate records of the hours they work in a day. Employees may check their time card if they are unsure of their current status.

Operational and Administrative Staff- University Staff employees performing the following:

- office, laboratory, student and library support
- building construction and maintenance
- equipment services
- public safety
- other operational responsibilities

O&A Staff Employees are typically non-exempt employees under the provisions of the Fair Labor Standards Act, and therefore are eligible for overtime.

Optional Retirement Plan (ORP)- A defined contribution retirement plan in which retirement benefits are based on contributions plus earnings on your account balances over the course of your working years. Benefits depend on a number of factors, including the timing and earning rate of contributions. This plan is portable when an employee moves to other higher education institutions. Employees in UVA's ORP also participate in a six-month short-term disability plan.

"Pay Action" (PA) Salary Approach- The University's approach to making informed salary decisions. It assists managers in making salary decisions by systematically considering seven key factors, including history, length of service, qualifications (education, experience, unique skills), job content, performance, and internal pay relationships.

Pay Band- Terminology used by the Commonwealth of Virginia's Department of Human Resources Management to define pay ranges associated with groupings of job titles.

Probationary Period- The period of initial employment that provides the employee and the University an opportunity to assess whether the employee is suited for the position. This period is typically 12 months but can be extended for an additional six months in exceptional circumstances.

Promotion- Recognition of an employee's advancement in applied skills and/or responsibilities, typically acknowledged by an accompanying salary increase (promotion pay).

Promotion Pay- A base salary adjustment reflecting an employee's skill application or a significant change in duties.

Restricted Position- A University Staff position that has a designated end date which is established at the time of hire or as extended.

Restructuring- The process authorized by the Commonwealth's General Assembly in the Restructured Higher Education Finance and Administrative Operations Act, passed in July 2005, giving increased autonomy and flexibility to universities in Virginia in exchange for meeting certain goals. Restructuring impacts several administrative areas, including procurement, construction, finance, IT, and human resources. UVA's participation in restructuring is governed by a management agreement.

Reward and Recognition- Bonuses, non-monetary awards, and recognition leave (up to 40 hours for a fulltime employee) provided to employees in recognition of their contributions to overall objectives of the University. These rewards are typically provided to employees in recognition of teamwork, special project completion, identification/implementation of new or modified business practices, exemplary effort, employee appreciation, and skill acquisition.

Strategic Compensation Alignment- A base pay adjustment provided to retain employees critical to the work of the University, or when an employee's pay level is significantly less than similarly situated employees in similar jobs, whether internal or external to the University.

Supplemental Benefit Credit- A \$450 credit applied to full-time and part-time benefit-eligible University Staff whose annualized salary is equal to or less than \$42,000/yr, to use to offset pre-tax benefit deductions – including the UVA Health Plan, Davis Vision Insurance, supplemental life insurance, Aetna Long-Term Care (LTC), or CIGNA Accidental Death and Dismemberment (AD&D). This benefit may also be applied to Intramural-Recreational Sports membership and parking, but these deductions will be after taxes, unlike the other benefits listed above that are pre-tax. See the University Staff Human Resources Plan for more details on the use of this credit.

Supplemental Pay- Additional pay provided to a specific position for a temporary assignment, such as covering a vacancy or handling a special project, for a limited period of time. Supplemental pay is not part of an employee's base pay.

Telecommuting- A work arrangement in which employees perform their usual job duties away from their central workplace.

University Staff- Those salaried, non-faculty employees, non-professional research staff hired on or after July 1, 2006, and those salaried non-faculty employees, non-professional research staff, and

administrative and professional faculty electing to participate in the University Staff Human Resources Plan established by the Board of Visitors under the authority granted by the Higher Education Restructuring Act and the Management Agreement. The term "University Staff" includes all three categories of University Staff employees (Operational and Administrative, Managerial and Professional, and Executive and Senior Administrative) described elsewhere in this glossary.

University's Standard Hours of Work and Workweek- The standard hours of work are 8:00 a.m. to 5:00 p.m., including a one-hour lunch period each Monday through Friday. The standard workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.

Virginia Retirement System (VRS)- On behalf of the Commonwealth of Virginia, VRS administers a defined benefit plan, a group life insurance plan, a deferred compensation plan and a cash match plan for Virginia's public sector employees, as well as an optional retirement plan for selected employees and the Virginia Sickness and Disability Program for state employees.