

Professional and Scientific Council Year-End Standing Committee Report 2019-2020

Professional and Scientific Council Committee: **Compensation and Benefits Committee**

Committee Function (Professional and Scientific Council Rules and Bylaws):

The Compensation and Benefits Committee is composed of at least five representatives, one of whom shall be the chair as designated by the president. The committee shall work to ensure a fair and equitable financial reward system, including salaries and benefits, for Professional and Scientific employees. The committee's responsibility shall be to assess the effectiveness of, and develop and recommend revisions to, the university's classification and compensation system. The committee shall also advise the Council regarding the university's annual budgeting process, and prepare, for consideration by the Council, recommendations to university administrators regarding salaries, salary distribution, adjustments to the pay structure, employee benefits, and other compensation concerns. The chair shall serve on the University Benefits Committee. If for any reason the chair is not able to serve, the president will appoint a designee, with preference given to current members of the Compensation and Benefits Committee.

Committee Scope (Professional and Scientific Council Website):

This Professional and Scientific Council Compensation and Benefits (C&B) Committee works to assure a fair and equitable financial reward system for Professional and Scientific employees. The C&B Committee's responsibility is to assess the effectiveness of the university's classification and compensation system. They develop and recommend revisions to the plan as well as provide counsel to the Professional and Scientific Council in the university's annual budgeting process pertaining to issues such as budget requests for salary, salary distribution, adjustments to the pay structure, and other compensation concerns. The committee also assesses and recommends action on issues dealing with staff benefits including leaves, professional development, insurance, and retirement.

Expectations of Committee Members:

- Attend and actively participate in meetings
- Be willing to work individually or with a group on individual issues

2019-2020 Committee Membership (P&S Council Website):

Council Members:

John Odenweller, chair
Tim Ashley
Charles (Jeff) Hartwig
Maricel Lloyd
Barry McCroskey
Barb Wollan, UBC representative

Non-Council Members:

Emma Mallarino-Houghton (ex officio)
Ed Holland (ex officio)

Schedule of Ongoing Tasks:

- Salary
 - a) Advocate for prioritized salary adjustments
 - b) Recommend salary adjustment's based on performance
 - c) Monitor total compensation and recommend alternative options
 - d) Monitor Iowa Board of Regents "Comprehensive Human Resources Report"
- Monitor health and dental insurance coverage and Employee Wellness Program (with P&S representation on the University Benefits Committee)
- Leave
 - a) Monitor usage found in the Comprehensive Human Resources Report
 - b) Monitor policy regarding different types of leave.
- Employee training and development
 - a) Encourage employee leadership and continued learning opportunities

Issues Addressed This Year with Year-End Status:

- Salary

The committee prepared the [2020 Compensation and Benefits Report](#), which was accepted by the Council at the January 2020 meeting and forwarded to administration. Included with the report was the committee's recommendation that salary adjustments be tied to performance and cover a minimum of .5% increase above inflation for meeting expectations and up to 2% above inflation for exceeding expectations. This recommendation was adopted by the council during the January 2020 meeting and forwarded the recommendation to administration.
- Classification and Compensation Review

The committee recommended that the University proceed with its findings and implementation plan of the [Classification and Compensation Review](#) which the Council accepted at the January 2020 meeting. On March 2nd, 2020, President Wintersteen announced that the University would proceed with implementation of the P&S Classification & Compensation Structure.
- Leave

The committee looked into leave benefits regarding adoption leave policies at Iowa State University. It was determined that some issues were outside the capacity or influence of the committee
- Travel Reimbursement

The committee reviewed the policy on Reimbursement of Travel Expenses for employees. It was determined that the University was already in the process of addressing this issue. The [University](#) has made plans to follow GSA standards for reimbursement policies.

Issues Carried Forward To Next Year:

- All items listed in the "Schedule of Ongoing Tasks"
- Further research into different types of performance appraisals

- Advocate for P&S benefits to remain during budget cut discussions caused by the COVID-19 Pandemic and shrinking legislative budget allocations.
- Further research into and advocating for consistent policies across the University