

Shaping the Workplace Initiative Update

February 2021



Salary

- Job reviews and initial market matching to be completed in coming weeks
- Concurrently working on new University job codes and nomenclature
- Calibrating job reviews across the entire system
- Costing and development of recommended salary structure to begin by external consulting group



Benefits

- Various programmatic updates, benchmarking, data review, and more have taken place for time off, health, retirement, and education benefits
- Continuing to work on program for diverting retirement savings contributions to student loan debt payments
- Implemented [emergency sick day bank](#), with continued consideration of maintaining the program post-pandemic
- Completed implementation of optional programs for [legal services](#) (via MetLife) and [student loan debt assistance](#) (via Savi/TIAA)



Work-Life Balance

- Flex/remote work policy revision is underway
- In response to COVID-19, lifted the [vacation accrual cap](#), made adjustments to the [sick leave policy](#), provided staff time off, and provided flexible parking and transportation resources
- Implemented and supported a variety of [child and dependent care resources](#) for employees
- Continuing review of needs and opportunities for space usage and parking/permits
- Continuing employee support and development through programs and services, such as Supervisor Support Chats, PittCollab, and Life Solutions



Performance Review and Talent Development

- Ensuring 100% compliance of staff performance appraisal process, following University policy
- Currently developing a more accessible and user-friendly appraisal process for pilot launch in FY21 and for full University use in FY22
- Developed and launched pilot of Supervisor Essentials @ Pitt program in fall 2020, which addresses needs identified in earlier initiative sessions and that are encountered in human resources work, and will be required for all individuals that supervise the work of others
- Based on pilot, continuing to adjust program with plans to introduce to larger University audience in summer 2021



Climate, Culture, and Work Environment

- Developing strategic and educational partnerships with the Office of Equity, Diversity, and Inclusion and University community to create enhanced workforce development initiatives, drive engagement, and improving recruiting efforts
- Creating a recruitment diversity statement and toolkits for recruiting best practices
- Implemented access to data dashboards to support recruitment and retention analysis