

Staff Survey

May 2008

University of Houston-Downtown

UH-System Staff Survey 2008

1. Communication / Information Sharing							
	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A	Rating Average	Response Count
I have a good working relationship with my supervisor.	48.9% (115)	42.1% (99)	6.8% (16)	1.7% (4)	0.4% (1)	3.39	235
I have a good working relationship with my peers/co-workers.	45.7% (106)	48.7% (113)	4.3% (10)	0.4% (1)	0.9% (2)	3.41	232
I have a good working relationship with my subordinates.	43.2% (101)	41.9% (98)	0.9% (2)	0.0% (0)	14.1% (33)	3.49	234
My supervisor allows me to participate in decisions that affect my job.	41.5% (97)	44.4% (104)	7.7% (18)	5.1% (12)	1.3% (3)	3.24	234
I am informed of decisions that affect my job.	30.5% (71)	49.8% (116)	13.3% (31)	5.6% (13)	0.9% (2)	3.06	233
The information I need to conduct my work is available on the university's website.	12.2% (28)	50.9% (117)	19.6% (45)	7.8% (18)	9.6% (22)	2.75	230
I am aware of and know how to contact the Ombudsperson.	12.8% (29)	30.8% (70)	28.2% (64)	13.7% (31)	14.5% (33)	2.50	227
Overall, I am satisfied with the quality of information I receive.	19.9% (46)	60.2% (139)	14.7% (34)	3.9% (9)	1.3% (3)	2.97	231
						Comments	26
						answered question	236
						skipped question	2

2. My preference for receiving university communications is: (Mark all that apply)

		Response Percent	Response Count
E-Mail	<input type="checkbox"/>	98.3%	230
Mail	<input type="checkbox"/>	12.0%	28
Voice Mail	<input type="checkbox"/>	15.0%	35
Text Message	<input type="checkbox"/>	7.7%	18
answered question			234
skipped question			4

3. Performance Evaluation Process





	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A	Rating Average	Response Count
I understand the university's e-appraisal system.	24.7% (54)	63.5% (139)	7.8% (17)	1.8% (4)	2.3% (5)	3.14	219
I have had an opportunity to attend a training session on the e-appraisal system.	40.3% (87)	52.8% (114)	2.3% (5)	0.9% (2)	3.7% (8)	3.38	216
The e-appraisal system is fair.	12.8% (27)	53.1% (112)	16.1% (34)	7.6% (16)	10.4% (22)	2.79	211
My supervisor and I met to discuss my e-appraisal performance evaluation.	27.1% (58)	39.7% (85)	7.9% (17)	3.3% (7)	22.0% (47)	3.16	214
My e-appraisal performance evaluation was completed last year.	32.7% (71)	40.1% (87)	2.3% (5)	1.4% (3)	23.5% (51)	3.36	217
I felt that my last evaluation accurately reflected my job performance.	23.0% (50)	37.3% (81)	10.1% (22)	7.8% (17)	21.7% (47)	2.96	217
I understand the university's grievance/appeals procedure (PS 02.B.01).	16.4% (35)	50.9% (109)	21.5% (46)	6.1% (13)	5.1% (11)	2.82	214
My current job duties have changed significantly from the time I was hired in my current position.	25.0% (54)	23.6% (51)	35.2% (76)	11.6% (25)	4.6% (10)	2.65	216
I spend much of my time performing tasks related to my official job	30.2% (65)	58.6% (126)	6.5% (14)	4.2% (9)	0.5% (1)	3.15	215

duties/description.							
I spend much of my time performing tasks unrelated to my official job duties/description.	8.8% (19)	17.1% (37)	51.9% (112)	19.4% (42)	2.8% (6)	2.16	216
Overall, I am satisfied with the e-appraisal system.	14.9% (32)	50.7% (109)	13.5% (29)	9.8% (21)	11.2% (24)	2.80	215
						Comments	44
						<i>answered question</i>	219
						<i>skipped question</i>	19

4. Compensation / Benefit	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A	Rating Average	Response Count
I understand the university's policies and procedures regarding staff pay increases.	11.9% (23)	39.7% (77)	34.5% (67)	11.3% (22)	2.6% (5)	2.53	194
My pay is comparable to other UH-Downtown employees who perform the same job.	4.1% (8)	40.9% (79)	25.9% (50)	9.3% (18)	19.7% (38)	2.50	193
I have been compensated for additional duties/responsibilities outside my official job duties.	3.1% (6)	18.2% (35)	35.9% (69)	16.7% (32)	26.0% (50)	2.11	192
Staff pay increases are distributed fairly.	2.6% (5)	27.5% (53)	33.2% (64)	19.7% (38)	17.1% (33)	2.16	193
Merit raises should be tied to the e-appraisal system.	17.9% (35)	52.6% (103)	16.3% (32)	4.6% (9)	8.7% (17)	2.92	196
The university should offer administrative leave for exceptional performance.	17.8% (34)	35.1% (67)	26.2% (50)	9.9% (19)	11.0% (21)	2.68	191
I am knowledgeable about the job reclassification review procedure.	8.8% (17)	39.7% (77)	33.5% (65)	15.5% (30)	2.6% (5)	2.43	194
I have the necessary equipment, technology, tools to perform my job well.	28.7% (56)	55.9% (109)	11.3% (22)	4.1% (8)	0.0% (0)	3.09	195
I am knowledgeable about the benefit plans offered at the university.	15.9% (31)	71.3% (139)	9.2% (18)	2.1% (4)	1.5% (3)	3.03	195
I am knowledgeable with the	11.3%	55.4%	25.6%	6.7% (13)	1.0% (2)	2.72	195

university retirement program.	(22)	(108)	(50)				
I know how to utilize the Employee Assistance Program (EAP).	9.8% (19)	55.7% (108)	25.8% (50)	5.7% (11)	3.1% (6)	2.72	194
Overall, I am satisfied with the compensation package.	8.9% (17)	53.7% (102)	27.4% (52)	4.7% (9)	5.3% (10)	2.71	190
Overall, I am satisfied with the benefit programs.	11.6% (22)	59.8% (113)	19.0% (36)	5.8% (11)	3.7% (7)	2.80	189
						Comments	26
						<i>answered question</i>	196
						<i>skipped question</i>	42

5. Salary increases should be divided as follows:

		Response Percent	Response Count
25% merit, 75% across the board		32.2%	57
50% merit, 50% across the board		49.2%	87
100% across the board		10.2%	18
100% merit		8.5%	15
		Other (please specify)	15
		<i>answered question</i>	177
		<i>skipped question</i>	61

6. Training / Development / Professional Growth

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A	Rating Average	Response Count
The University provides the training required to perform my job.	12.2% (23)	59.6% (112)	16.5% (31)	7.4% (14)	4.3% (8)	2.80	188
As my job duties change, the university provides me with the appropriate training to do my job.	11.8% (22)	43.5% (81)	23.7% (44)	9.1% (17)	11.8% (22)	2.66	186
My supervisor allows time for me to attend job related training programs.	35.6% (67)	51.1% (96)	7.4% (14)	1.6% (3)	4.3% (8)	3.26	188
My supervisor allows time for me to attend self-development programs on campus (e.g. stress management, time management, etc.).	34.6% (65)	50.5% (95)	5.3% (10)	2.1% (4)	7.4% (14)	3.27	188
My supervisor encourages and supports my pursuit of continuing education opportunities.	32.8% (61)	48.4% (90)	7.5% (14)	3.2% (6)	8.1% (15)	3.20	186
The university offers opportunities for career advancement.	9.1% (17)	40.6% (76)	28.9% (54)	10.2% (19)	11.2% (21)	2.55	187
I have discussed opportunities for career advancement with my supervisor.	8.0% (15)	33.7% (63)	30.5% (57)	7.0% (13)	20.9% (39)	2.54	187
My supervisor allows me 3 hours during the regular work schedule to attend classes at the university (PS 02.B.12).	15.1% (28)	23.7% (44)	8.6% (16)	3.8% (7)	48.9% (91)	2.98	186
I am aware of the university Staff Education Reimbursement program.	25.5% (48)	43.1% (81)	18.6% (35)	6.4% (12)	6.4% (12)	2.94	188
I am aware of the Fitness Release Program.	34.0% (64)	58.5% (110)	4.8% (9)	0.5% (1)	2.1% (4)	3.29	188
My supervisor allows me 3 hours during the regular work schedule for fitness release time.	19.3% (36)	31.6% (59)	10.2% (19)	2.7% (5)	36.4% (68)	3.06	187
I am aware of the Staff Council Edge Award program.	18.1% (34)	35.1% (66)	25.5% (48)	16.5% (31)	4.8% (9)	2.58	188
My supervisor allows me to volunteer my time to support University programs and activities	22.3% (42)	37.2% (70)	12.8% (24)	3.2% (6)	24.5% (46)	3.04	188

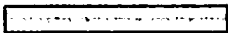
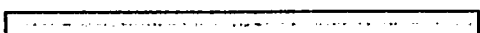
without use of personal/leave time.

Overall, I am satisfied with the training offered.	15.5% (29)	61.0% (114)	13.4% (25)	5.9% (11)	4.3% (8)	2.90	187
Overall, I am satisfied with opportunity for professional growth.	16.3% (30)	47.8% (88)	22.8% (42)	7.6% (14)	5.4% (10)	2.77	184
						Comments	23
						<i>answered question</i>	189
						<i>skipped question</i>	49











7. Miscellaneous

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A	Rating Average	Response Count
The university is a good place to make a career.	24.3% (45)	57.3% (106)	12.4% (23)	2.2% (4)	3.8% (7)	3.08	185
I would recommend the university as a great place to work.	26.7% (50)	54.0% (101)	13.9% (26)	2.1% (4)	3.2% (6)	3.09	187
I am aware of the university's mission and goals.	31.4% (58)	57.3% (106)	9.2% (17)	1.1% (2)	1.1% (2)	3.20	185
I am aware of the nominating process for the Staff Merit Awards.	17.6% (33)	47.1% (88)	23.5% (44)	8.0% (15)	3.7% (7)	2.77	187
I am aware of Staff Council Events on campus.	19.8% (37)	59.9% (112)	15.5% (29)	2.7% (5)	2.1% (4)	2.99	187
Overall, I am satisfied with my job.	23.8% (44)	59.5% (110)	10.3% (19)	1.6% (3)	4.9% (9)	3.11	185
						Comments	21
						<i>answered question</i>	187
						<i>skipped question</i>	51

8. Gender:

		Response Percent	Response Count
Male		31.9%	59
Female		68.1%	126
Transgender		0.0%	0
answered question			185
skipped question			53

9. Age:

		Response Percent	Response Count
less than 20 years old		0.5%	1
21 - 25		7.0%	13
26-30		10.3%	19
31-35		11.4%	21
36-40		11.9%	22
41-45		11.9%	22
46-50		16.8%	31
51-55		11.4%	21
56-60		14.1%	26
Over 60		4.9%	9
answered question			185
skipped question			53

10. Race/Ethnicity Background (Select all that apply):

		Response Percent	Response Count
Caucasian/White	<input type="checkbox"/>	41.6%	77
African-American/Black	<input type="checkbox"/>	27.6%	51
Hispanic/Latino	<input type="checkbox"/>	23.8%	44
Native American/Alaskan	<input type="checkbox"/>	1.6%	3
Asian/Pacific Islander	<input type="checkbox"/>	9.2%	17
Biracial	<input type="checkbox"/>	2.7%	5
Multiracial	<input type="checkbox"/>	4.3%	8
		Other (please specify)	7
		answered question	185
		skipped question	53

11. Highest educational level:

		Response Percent	Response Count
Less than High School	<input type="checkbox"/>	1.1%	2
High School Diploma/GED	<input type="checkbox"/>	13.5%	25
Associate's Degree	<input type="checkbox"/>	9.7%	18
Bachelor's Degree	<input type="checkbox"/>	50.3%	93
Master's Degree	<input type="checkbox"/>	22.7%	42
Doctoral Degree	<input type="checkbox"/>	1.6%	3
Professional Degree	<input type="checkbox"/>	1.1%	2
		answered question	185
		skipped question	53

12. How many years have you been working for the University of Houston-Downtown?

	Response Percent	Response Count
less than 1 year	8.7%	16
1-2	18.5%	34
3-5	19.0%	35
6-10	25.0%	46
11-15	11.4%	21
16-20	8.7%	16
21-25	4.9%	9
26-30	3.3%	6
More than 30 years	0.5%	1
	answered question	184
	skipped question	54

13. Job Category:

		Response Percent	Response Count
Executive (Dean, Associate/Assistant VP, and higher)	<input type="checkbox"/>	3.8%	7
Director (Executive Director, Director, Associate/Assistant Director)	<input type="checkbox"/>	18.9%	35
Manager (Manager, Associate/Assistant Manager, Coordinator)	<input type="checkbox"/>	12.4%	23
Business Administrator (Division, College, Department)	<input type="checkbox"/>	6.5%	12
Professional (IT Specialist, Counselor, Academic Advisor, etc.)	<input type="checkbox"/>	26.5%	49
Administrative/Clerical (Office Assistant, Receptionist, Front Desk Clerk etc.)	<input type="checkbox"/>	28.6%	53
Skilled and Service Craft (Electrician, Groundskeeper, Custodian, etc.)	<input type="checkbox"/>	3.2%	6
		answered question	185
		skipped question	53

14. Supervisory Responsibilities:

		Response Percent	Response Count
Director/Manager	<input type="checkbox"/>	25.4%	47
Supervisor	<input type="checkbox"/>	18.9%	35
No Supervisory Responsibilities	<input type="checkbox"/>	55.7%	103
		answered question	185
		skipped question	53

15. Job Classification (check all that apply):

		Response Percent	Response Count
Exempt (Monthly) Staff	<input checked="" type="checkbox"/>	54.1%	100
Non-Exempt (Hourly) Staff	<input checked="" type="checkbox"/>	31.4%	58
Full-time	<input checked="" type="checkbox"/>	50.3%	93
Part-time	<input type="checkbox"/>	3.8%	7
<i>answered question</i>			185
<i>skipped question</i>			53

16. I am supervised by a/an:

		Response Percent	Response Count
Staff member	<input checked="" type="checkbox"/>	79.3%	134
Faculty member	<input type="checkbox"/>	3.0%	5
Administrative Faculty (Dean, Department Chair)	<input checked="" type="checkbox"/>	17.8%	30
Other (please specify)			19
<i>answered question</i>			169
<i>skipped question</i>			69

17. I have a dual reporting responsibility to both a faculty member and a staff supervisor.

		Response Percent	Response Count
Yes	<input type="checkbox"/>	7.7%	14
No	<input checked="" type="checkbox"/>	92.3%	169
<i>answered question</i>			183
<i>skipped question</i>			55

18. If yes, my e-appraisal performance evaluation was completed by a:

	Response Percent	Response Count
Staff member	77.3%	58
Faculty member	13.3%	10
both Staff and Faculty member	9.3%	7
Other (please specify)		16
	<i>answered question</i>	75
	<i>skipped question</i>	163