

**Q: What steps are being taken by UMBC to remain competitive with other local institutions when it comes to recruiting and retaining employees?**

A: The importance of leveraging data and understanding what is going on in the community and nationally is extremely important and our team is continuously working to set some benchmarks to see how we stack up in this area. We have also realized that there is opportunity for us to provide more outreach for targeted areas and partner with leadership and management to improve retention efforts.

For more information on some things that we are doing to improve retention and how the UMBC community can contribute to this effort, please watch “The Leader’s Role in Retention: Best Practices to Retain Our Best,” session facilitated by Kelly Coleman and Jill Wardell. Click [here](#) to access the recording.

**Q: In order to retain long-term employees, ensuring compensation remains competitive is key. Does UMBC have a process to periodically review compensation and make adjustments to market rates?**

A: Yes. We have many resources to ensure our employees are falling within range of the market rates. We have three methods in place to effectively look at this. First is re-classification requests. This involves our Classification/Compensation team taking a deep dive into the position description and making sure that what is documented matches the core duties that the employee performs along. The team will also provide compensation recommendations for the role. Second, is making sure that position descriptions are updated and salaries are at market value for vacant and new positions. And lastly, we want focus on securing a partnership with managers and leadership. If something has changed with an employee’s duties or a manager just wants to evaluate their own employee’s positions to assure that their salary is accurate, please reach out to us. We are always happy to help assist. This type of partnership, helps us retain our employees and ensures they feel valued.

**Q: Dr. Sheares Ashby has indicated that increasing faculty and staff diversity will be a priority. Within the Provost's Office, there is the STRIDE initiative to support diverse faculty hiring practices. What sorts of tools/practices can be developed to support diverse staff hiring?**

A: We want to ensure that we are sourcing candidates and provide training for team members that serve on our search committees. It is imperative that employees serving on these committees are trained in how to properly evaluate potential candidates. Our team has also hosted trainings on topics such as

Unconscious Bias, which allows individuals to really think about how they view others and to be more aware of how they may but up barriers or have stereotypes they are unaware of. Keeping conversations like this going as well as partnering with OEI and other internal partners aids in continuous improvement in our hiring practices.

**Q: When ready, how should I prepare for retirement? Are medical benefits included?**

A: Every situation is unique and our Benefits team is ready to assist employee that are ready for retirement. For specific questions, please send an email to: [hrbenefits@umbc.edu](mailto:hrbenefits@umbc.edu)

**Q: Has there been any consideration of examining the PMP process for modifications (in particular the categories and ratings)? If so, is there anything you can share about what changes have been considered and will you be including members outside of HR for suggestions?**

A: Yes, we are continuously looking at the PMP process and seeking ways to streamline the process for managers and employees. In the future we will be holistically evaluating the process as well as the tool and engaging the UMBC community to get feedback. Once we gather the feedback we will engage a cross collaborative task force to implement the improvements recommended

**Q: Are new leaders required to take any training in legal areas such as ADA, HIPAA, Maryland labor laws, etc.?**

A: Currently there are no required trainings related to these areas, however, we are looking forward to working with our internal partners to create a training program that focuses on these areas. Please stay tuned for future updates on this.

**Q: What is the plan for ensuring that UMBC remains market-competitive for talent?**

A: We utilize internal data as well as regional and national data thanks to our partnership with organizations such as CUPA-HR. A huge piece of this process is working internally with each other and also leveraging our external partners for support.

To learn more about what HR is doing to help UMBC remain market-competitive, watch the playback of the HR Meet & Greet where our CHRO, Lynne Adams, discusses this topic in greater detail. Click [here](#) to access the recording.