University of La Verne

Climate Survey of Classified Employees

November 4, 2009



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Executive Summary

The purpose of the climate survey of classified employees was to obtain actionable information about how to make improvements within the culture and climate of the University of La Verne to promote a more satisfying and productive work environment.

The survey was jointly organized and conducted by the Classified Committee and the Educational Effectiveness Committee in the Spring of 2009. All 184 classified employees received the survey and 128 returned it for a 70% return rate. The demographic breakdown was comparable to the University census. The survey had 43 items and one open-ended question requesting comments. It covered five domains: General, Communication, Administrative Process and Systems, Conditions and Attitudes in Department, Diversity in the workplace. A 4-point Likert-type scale was used with the following response options: Disagree Strongly, Disagree, Agree, and Agree Strongly. Agree and Agree Strongly responses were combined to report the summary statistics of the endorsement of items.

The findings were summarized for the total sample, as well as disaggregated by gender, years of service, and ethnic background. In the total sample, items that showed agreements (Agree Strongly and Agree) by equal to or greater than 67% of respondents were considered strengths, needing to be maintained and nurtured. Items with fewer than 67% agreement (Agree Strongly and Agree) were considered needing attention (Percentages of negatively states items were reversed for categorization). Some exceptions to these criteria were made (See Appendix G for a summary Chart).

Examples of strengths include the following:

- Feel respected by co-workers (88%) and supervisors (85%)
- Ethnic and cultural diversity is respected (87%)
- Participate in pro-environment efforts (86%)
- Treated fairly (80%)
- Satisfied with classified hiring process (77%)
- Feel empowered to resolve problems (70%)

Example of items needing attention include the following:

- Spirit of teamwork and cooperation (66%)
- Satisfied with new employee orientation (62%)
- Receive praise and acknowledgement (54%)
- Satisfied with internal hiring opportunities (49%)
- Comfortable making formal complaints (45%)

- Considered leaving (43%)
- Satisfied with promotion opportunities (41%)
- Satisfied with evaluation of performance (42%)
- Satisfied with professional development (48%)
- Satisfied with processes for solving workplace problems (41%)
- Satisfied with internal salary equity (33%)
- Report experiencing retaliation (23%)
- Report experiencing discrimination (19%)

Disaggregation of the responses showed discrepancies in the endorsement of the items by women and men, by recent and earlier employees, and by different ethnic groups. Of special note in the ethnic group differences are: Amount of praise and recognition received (Item 9), satisfaction with performance evaluation processes (Item 17), and satisfaction with the process to solve workplace problems (Item 21).

Action Recommendations: The Classified Committee considered the findings and made the following suggestions for action in no particular order of priority: (a) Human Resources department should provide supervisor training to address issues related to listening skills, team work (not job sharing), giving specific praise, and dealing with difficult employees (items 1,4,9,15,21 and 39); (b) Create more opportunities for professional development in technology areas (Item 20); (c) Revise policy for tuition waiver for classified employees (Item 20); (d) Create a handbook for classified employees to include procedures for grievance, promotion, etc, specific to classified employees (Items 11, 20, and 39); (e) Mandate diversity training for all employees similar to harassment training (Items 42); and (f) Provide on-going stress management workshops during lunch hour (Item 26). The Human Resources department and other appropriate units may suggest other action recommendations base on the findings.

Purpose

The purpose of the climate survey of classified employees was to obtain actionable information about how to make improvements within the culture and climate of the University of La Verne to promote a more satisfying and productive work environment.

Method

Participants

All 184 full-time and part-time classified employees of the University of La Verne received the survey, including those on the Main Campus, the Regional Campuses, and the College of Law. The total number of responses was 128, a 70 percent return rate, which is outstanding, and allows for appropriate generalization. Table 1 presents the breakdown of the demographic information of the sample as well as of the total university classified employees. The sample percentages are comparable to that of the total population in terms of gender, ethnic background, employment status, age, years of service and location.

Table 1. University of La Verne classified staff climate survey **demographic** responses in Spring 2009 (N=128)

Item			
	Sample	Total ULV (2008)	
	(N = 128)	(N = 184)	
1. Gender			
Women	70%	69%	
Men	26%	31%	
Unreported	4%		
2. Age	Mean Age: 43.31 years	42.85 years	
	Range: $21 - 66$ years	20-68 years	
	Median: 45 Years	44 Years	
3. Ethnic Background			

African American	3%	9%
Asian	7%	9%
White	38%	47%
Latino/Hispanic	25%	32%
Other groups	6%	3%
Unreported	21%	-
4. Employment Status		
Full time	91%	92%
Part time	9%	8%
5. Years of service at the University	of La Verne	
	Mean years: 6.18 years	6.59 years
	Range: 1-25 years	1-32 years
		5 years
(I agatian	Median: 4 years	3 years
6. Location	0-01	0.00
Main Campus	87%	93%
Off Campus	13%	7%
Ontario Law School	13%	
Regional Campus	80%	
Other	7%	

7. Number of miles traveled one way to work

Mean miles: 12.56 miles Range: 1 -62 miles Median: 9.00

Survey

The survey questions were developed in several stages. First, classified employees were asked to anonymously identify issues that need to be covered in the survey. Second, the literature on such surveys was consulted. Third, survey items were composed and sent to the Classified Committee and the Educational Effectiveness Committee members for input and suggestions. The director of Human

Resources also provided feedback about the items. The final survey was composed of 43 items, an open-ended comment section at the end, and demographic questions (See Appendix A). Items were rated on a 4-point Likert-type scale: Disagree Strongly, Disagree, Agree, and Agree Strongly. The items were grouped under the following five domains:

- I. General (8 items)
- II. Communication at University of La Verne (5 items)
- III. Administrative process and systems at University of La Verne (8 Items)
- IV. Conditions and attitudes in own department at University of La Verne (13 items)
- V. Diversity in the workplace at University of La Verne (9 items)

The domain names were not identified on the survey form distributed to the classified employees. The copy in Appendix A identifies the domains.

Procedure of data collection

The survey was distributed in two ways during the spring semester of 2009: (1) At the town-hall meeting of Classified Employees, and (2) by e-mail, where employees who had not already filled it out at the town-hall meeting were asked to download the survey, complete a hard copy, and mail it anonymously to a post office box number in the mail room through internal mail within two weeks of receiving the e-mail. A reminder was sent after one week. Instructions on the survey indicated that this was an anonymous survey, and that departmental managers and administrative staff will not have access to individual responses.

Findings

The overall summary data for the total sample is presented in Table 2 in Appendix B. The data are disaggregated by gender (Table 3), years of service (Table 4), and ethnic background (Table 5), and can be found in Appendix C, D, and E, respectively. Unfortunately, because of small sample sizes African American (5%), Asian American (9%) and Other ethnic groups were combined. The "Agree Strongly" and "Agree" responses were combined in reporting the summary of the data in all tables. Such combination of response categories makes reporting and reading of the data easier. In the total sample, items that showed agreements (Agree Strongly and Agree) by equal to or greater than 67% of respondents were considered strengths, needing to be maintained and nurtured. Items with fewer than 67% agreement (Agree Strongly and Agree) were considered needing attention (Percentages of negatively states items were reversed for categorization). Some exceptions to these criteria were made.

Overall Sample

The list below groups the items into two categories: (a) items that are strengths and need to be nurtured, and (b) items that need attention. Discrepancies in disaggregated data are highlighted later.

Strength that need to be nurtured (=> 67% Agree Strongly and Agree)

I. General

- 2. I actively participate in community building events (70%)
- 3. I am treated fairly here (80%)
- 6. I am aware of pro-environment efforts (80%)
- 7. I am satisfied with pro-environment efforts (82%)
- 8. I actively participate in pro-environment efforts (86%)

II. Communication

- 12. I am aware of what is expected of me as described in my PDQ (85%)
- 13. Culture of the University upholds ethical behavior on the part of everyone (67%)

III. Administrative process and systems

- 14. I am satisfied with the process for hiring classified employees (77%)
- 19. I am satisfied with opportunities to interface with employees from other departments (70%)

IV. Conditions and attitudes

- 22. I am treated with respect by my supervisor (85%)
- 23. I am treated with respect by my coworkers (88%)
- 24. I am treated with respect by faculty (87%)
- 25. I am treated with respect by students (87%)
- 27. I feel comfortable, valued, and included by my colleagues (85%)
- 28. I would encourage someone to work in my department (79%)
- 29. I am encouraged to provide suggestions on ways to improve the workflow (76%)
- 30. I feel empowered to resolve problems (70%
- 31. I have received the necessary training to do high quality work (69%)
- 34. My workload is light and I am able to do more work (16%)

V. Diversity in the workplace

- 35. ULV provides a welcoming environment for all employees (80%)
- 37. Ethnic and cultural diversity is respected at ULV (87%)

- 40. Discrimination has affected my ability to work at ULV (8%)
- 41. I have experienced sexual harassment at ULV (1%)
- 43. The process for resolving complaints about sexual harassment and discrimination is effective (79%)

Items that require attention for improvement

I. General

- 1. I have a voice about things that affect me (61%)
- 4. There is a spirit of teamwork and cooperation (66%)
- 5. I have considered leaving my job in the past year (43%)

II. Communication

- 9. I am satisfied with the amount of praise I get for doing good work (54%)
- 10. My immediate supervisor keeps me up to date on workplace issues (65%)
- 11. I would feel comfortable making a formal complaint or grievance (45%)

III. Administrative processes and systems

- 15. I am satisfied with the promotional opportunities for classified employees (41%)
- 16. I am satisfied with the hiring opportunities from within the institution (49%)
- 17. I am satisfied with the evaluation of performance (49%)
- 18. I am satisfied with the process for orienting new employees (62%)
- 20. I am satisfied with the opportunities for professional development (48%)
- 21. I am satisfied with how workplace problems are solved (41%)

IV. Conditions and attitudes

26. Pace and pressure in my department have a negative influence on my personal or family life (26%)

V. Diversity in the workplace

- 36. My salary is equitable with my peers and colleagues at ULV (33%)
- 38. I have heard employees making inappropriate jokes about people at ULV (32%)
- 39. I have experienced retaliation at ULV (23%)
- 42. I have experiences discrimination at ULV (Total one or more type, 19%)
 - Based on Age (8%)
 - Based on Ethnicity (11%)
 - Religion (6%)
 - Sexual orientation (2%)
 - Disability (6%)
 - Gender (10%)

Gender Comparison

Altogether 70 percent of the sample was women (n=91) and 26% was men (n=35), and 4% did not report gender. The results are summarized in Table 3 in Appendix C. On most of the items the responses are very comparable. However, several of the differences are statistically significant (difference of 18% and greater). The following larger discrepancies regardless of being statistically significant are worth noting:

- Higher proportion of men (51%) than women (38%) indicated they have considered leaving their job in the past year (Item 5).
- Higher proportion of men (68%) than women (49%) are more satisfied with the amount of recognition and praise they get for doing good work (Item 9).
- Higher proportion of men (61%) than women (40%) feel comfortable making a formal complaint or grievance (Item 11).
- Higher proportion of men (52%) than women (38%) are satisfied how workplace problems are solved (Item 21).
- Lesser proportion of men (10%) than women (28%) feel that their workload is light and are able to do more work (Item 34).

Years of Service Comparison

The mean years of service was 6.18 years. For comparison purposes two groups were identified using the median of 4 years as a splitting point: Recent employees, 1-4 years of service (n=66) versus earlier, 5 years and more years of service (n=55). The results are summarized in Table 4 in Appendix D. Again the responses are comparable. Several of the differences were statistically significant (Differences of 18% and over). The following larger differences regardless of being statistically significant are worth noting:

- Higher proportion of recent (51%) than earlier (35%) employees are satisfied with the promotional opportunities at the ULV for classified employees (Item 15).
- Higher proportion of recent (50%) than earlier (32%) employees are satisfied with the process of evaluation of performance (Item 17).
- Higher proportion of recent (50%) than earlier (34%) employees are satisfied with how workplace problems are resolved (Item 21).
- Lesser proportion of recent (63%) than earlier (81%) employees indicate having received the necessary training to do high quality work (Item 31).
- Higher proportion of recent (20%) than earlier (9%) employees indicate their workload is light and are able to do more work (Item 34).
- Higher proportion of recent (45%) than earlier (24%) employees feel their salary is equitable with their peers and colleagues at ULV (Item 36).
- Fewer proportion of recent (13%) than earlier (31%) employees report experiencing retaliation at ULV (Item 39).

Ethnic Group Comparison

Respondents self-identified their ethnic background in an open-ended question. Of the total 21% (n=26) did not respond to the question and were not included in the comparison. Unfortunately, because of low sample sizes some ethnic backgrounds had to be combined (African American, Asian and Others); For comparison analysis, 49 were classified as White American, 32 as Latino/a American, and 21 were placed in the Combined group. Test of statistical significance did not yield significant differences with small sample sizes being an issue. However, a number of large discrepancies are worth noting.:

- Higher proportion of Latino/a Americans (93%) than White Americans (82%) or the Combined group (80%) reported being treated fairly at ULV (Item 3).
- Lesser proportion of White Americans (65%) than Latino/a Americans (81%) or the Combined group (80%) felt that there was a spirit of teamwork and cooperation (Item 4).
- Lesser proportion of White Americans (90%) than Latino/a Americans (82%) or the Combined group (70%) were satisfied with the pro-environment efforts at ULV (Item 7).
- Lesser proportion of White Americans (54%) than Latino/a Americans (62%) or the Combined group (75%) were satisfied with the amount of recognition or praise for doing good work (Item 9).
- Lesser proportion of White Americans (44%) and Latino/a Americans (46%) than the Combined group (62%) were satisfied with the process for evaluation of performance (Item 17).
- Lesser proportion of Latino/a Americans (58%) than White Americans (73%) or the Combined group (75%) were satisfied with the process for orienting new employees (Item 18).
- Lesser proportion of Latino/a Americans (63%) than White Americans (72%) or the Combined group (85%) were satisfied with opportunities to interface with employees in other departments (Item 19).
- Lesser proportion of White Americans (80%) than Latino/a Americans (97%) or the Combined group (90%) feel comfortable, valued, and included by their colleagues (Item 27).
- Higher proportion of the Combined group (89%) than White Americans (76%) or Latino/a Americans (71%) feel they have the necessary tools to do high quality work efficiently (Item 32).

Comments by respondents

The comment section of the survey yielded a number of observations and suggestions. Appendix F includes all the comments (with no corrections for mechanical errors) and identifies several general themes that emerged. The following are the general themes:

- Human Resources could be more effective in dealing with employee issues, complaints and grievances.
- Morale is affected by difficult managers, unsatisfactory reward and recognition processes, and by low pay.
- Faculty are favored over classified employees.

- Work ethic and oversight has room for improvement.
- Some concern about anonymity and the format of the response options.

Action Recommendations

The Classified Committee considered the findings and made the following suggestions for action in no particular order of priority: (a) Human Resources department should provide supervisor training to address issues related to listening skills, team work (not job sharing), giving specific praise, and dealing with difficult employees (items 1,4,9,15,21 and 39); (b) Create more opportunities for professional development in technology areas (Item 20); (c) Revise policy for tuition waiver for classified employees (Item 20); (d) Create a handbook for classified employees to include procedures for grievance, promotion, etc, specific to classified employees (Items 11, 20, and 39); (e) Mandate diversity training for all employees similar to harassment training (Items 42); and (f) Provide ongoing stress management workshops during lunch hour (Item 26). The Human Resources department and other appropriate units may suggest other action recommendations base on the findings.

Appendix A

Classified Employee Climate Survey Form with Domains identified

Climate Survey of Classified Employees

Instructions for Survey

This is a climate survey of Classified Staff at the University of La Verne planned jointly by the Educational Effectiveness Committee and the Classified Committee. It is part of the periodic assessments for WASC every several years, and is intended to improve the effectiveness of the way the University functions. It will also help the University better support Classified Staff. This is an anonymous survey, so please do not place your name on the survey. You may skip any question you choose to or not respond to the survey at all. The information gathered here will only be used in summary form. Department Managers and administrative staff will not have access to individual responses.

Demographic Information
1. Gender:
Male
Female
Other
2. A go:
2. Age:
3. Ethnic Background:
4. Employment Status:
Full-time
Full-time Part-time
5. Years of service at the University of La Verne:
6. Location:
Main Campus
Off Campus:
Ontario Law School
Regional Campus
Other
7. Number of miles traveled one way to work:
Domain 1: General

1.	I have a voice about the thin Disagree Strongly	ngs that affect me Disagree	e Agree	Agree Strongly
2.	I actively participate in con Disagree Strongly	nmunity building Disagree	events such Agree	as the annual picnic, bowling night, holiday events, etc. Agree Strongly
3.	I am treated fairly here Disagree Strongly	Disagree	Agree	Agree Strongly
4.	I feel that there is a spirit of Disagree Strongly	f teamwork and co Disagree	ooperation Agree	Agree Strongly
5.	I have considered leaving n Disagree Strongly	ny job in the past Disagree	year Agree	Agree Strongly
6.	I am aware of the pro-envir	ronment (e.g. recy Yes No	cling, energ	y saving, etc.) efforts at the University of La Verne
7.	I am satisfied with the pro- Disagree Strongly	environment (e.g. Disagree	recycling, e	energy saving, etc.) efforts at the University of La Verne Agree Strongly
8.	I actively participate in the Disagree Strongly	pro-environment Disagree	(e.g. recycli Agree	ng, energy saving, etc.) efforts at the University of La Verne Agree Strongly
Doma	in 2: Communication at Ur	niversity of La V	erne	
9.	I am satisfied with the amo Disagree Strongly	unt of recognition Disagree	or praise I Agree	get for doing good work Agree Strongly
10	. I feel that my immediate su Disagree Strongly	pervisor keeps m Disagree	e up to date Agree	on workplace issues Agree Strongly

11. I would feel comfortable making a formal complaint or grievance Disagree Strongly Agree Strongly Disagree Agree 12. I am aware of what is expected of me as described in my position description Disagree Strongly Disagree Agree Strongly Agree 13. I feel that the culture of the University upholds ethical behavior on the part of every employee Disagree Strongly Disagree Agree Agree Strongly Domain 3: Administrative processes and systems at University of La Verne 14. I am satisfied with the process for hiring Classified employees Disagree Strongly Agree Strongly Disagree Agree 15. I am satisfied with the promotional opportunities at the University of La Verne for Classified Employees Disagree Strongly Agree Strongly Disagree Agree 16. I am satisfied with the hiring opportunities from within the institution for Classified employees Disagree Strongly Disagree Agree Strongly Agree 17. I am satisfied with the process for evaluation of performance Disagree Strongly Agree Strongly Disagree Agree 18. I am satisfied with the process for orientating new employees Disagree Strongly Agree Strongly Disagree Agree 19. I am satisfied with the opportunities to interface with employees in other departments Agree Strongly Disagree Strongly Disagree Agree 20. I am satisfied with the opportunities for professional development Disagree Strongly Agree Strongly Disagree Agree 21. I am satisfied with how workplace problems are solved

Disagree Strongly Disagree Agree Strongly

Domain 4: Conditions and attitudes in your department at University of La Verne

22. I am treated with respect by my supervisors

Disagree Strongly Disagree Agree Strongly

23. I am treated with respect by my coworkers

Disagree Strongly Disagree Agree Strongly

24. I am treated with respect by faculty

Disagree Strongly Disagree Agree Strongly

25. I am treated with respect by students

Disagree Strongly Disagree Agree Strongly

26. I feel that the pace and pressure in my department have a negative influence on my personal or family life

Disagree Strongly Disagree Agree Strongly

27. I feel comfortable, valued, and included by my colleagues

Disagree Strongly Disagree Agree Strongly

28. I would encourage someone to work in my department

Disagree Strongly Disagree Agree Strongly

29. I am encouraged to provide suggestions on ways to improve the work flow

Disagree Strongly Disagree Agree Strongly

30. I feel empowered to resolve problems

Disagree Strongly Disagree Agree Strongly

31. I feel that I have received the necessary training to do high quality work

Disagree Strongly Disagree Agree Agree Strongly 32. I feel that I have the necessary tools to do high quality work efficiently Disagree Strongly Disagree Agree Agree Strongly 33. I feel that my workload is just right Disagree Strongly Disagree Agree Agree Strongly 34. I feel that my workload is light and I am able to do more work Disagree Strongly Disagree Agree Strongly Agree Domain 5: Diversity in the Workplace at University of La Verne 35. I feel that the University of La Verne provides a welcoming environment for all employees Disagree Strongly Agree Agree Strongly Disagree 36. I feel that my salary is equitable with my peers and colleagues at the University of La Verne Disagree Strongly Disagree Agree Strongly Agree 37. I feel that ethnic and cultural diversity is respected at the University of La Verne Disagree Strongly Agree Strongly Disagree Agree 38. I have heard employees making inappropriate jokes about people at the University of La Verne Disagree Strongly Agree Strongly Disagree Agree 39. I have experienced retaliation at the University of La Verne Disagree Strongly Disagree Agree Strongly Agree 40. I feel that discrimination has affected my ability to work at the University of La Verne Disagree Strongly Disagree Agree Agree Strongly 41. I have experienced sexual harassment at the University of La Verne

Yes	No
1 58	100

42. I have experienced discrimination at the University of La Verne based on:

- a. Age Yes No
- b. Ethnicity Yes No
- c. Religious intolerance Yes No
- d. Sexual orientation Yes No
- e. Disability Yes No
- f. Gender Yes No

43. I feel that the process for resolving complaints about sexual harassment and discrimination is effective Disagree Strongly Disagree Agree Strongly

Comments

We welcome any comments you have that have not been covered by any of the survey questions.

Appendix B

Table 2: Responses of the total sample of classified employees

Table 2. University of La Verne classified staff climate survey responses in Spring 2009 by the **total sample** (N=128; Not everyone answered all the questions)

Item	N	% Agree and Agree Strongly	
Domain I: General			
1. I have a voice about the things that	126	61	
affect me.	122	70	
2. I actively participate in community	122	70	
building events such as the annual picnic,	bowling night,	holiday events, etc.	
3. I am treated fairly here.	122	80	
4. I feel that there is a spirit of teamwork and cooperation	125	66	
5. I have considered leaving my job in the past year.	127	43	
6. I am aware of the pro-environment (e.g. recycling, energy saving, etc.) effort	128 s at the Univer	89 % Yes sity of La Verne	
7. I am satisfied with the pro-environment (e.g. recycling, energy s	122 aving, etc.) eff	82 forts at the University of La Verne.	
8. I actively participate in the pro-environment (e.g. recycling, energy s	126 aving, etc.) eff	86 forts at the University of La Verne.	

Domain II: Communication at University of La Verne

9. I am satisfied with the amount of 128 recognition or praise I get for doing good work.

10. I feel that my immediate supervisor keeps me up to date on workplace issues.	127	65
11. I would feel comfortable making a formal complaint or grievance.	126	45
12. I am aware of what is expected of me as described in my position description.	128	85
13. I feel that the culture of the University upholds ethical behavior on the part of ever	122 ry employee.	67
D. L. TITL A. I. L.	T	T 7
Domain III: Administrative processes an		
14. I am satisfied with the process for hiring classified employees.	122	77
15. I am satisfied with the promotional opportunities at the University of La Verne	120 for classified employees.	41
16. I am satisfied with the hiring opportunities from within the institution for	112 classified employees.	49
17. I am satisfied with the process for evaluation of performance.	118	42
18. I am satisfied with the process for orientating new employees.	119	62
19. I am satisfied with the opportunities to interface with employees in other departs	123 ments.	70
20. I am satisfied with the opportunities for professional development	118	48

21. I am satisfied with how workplace problems are solved.	123	41
Domain IV: Conditions and attitudes in	your department at Universi	ity of La Verne
22. I am treated with respect by my supervisors.	124	85
23. I am treated with respect by my coworkers.	125	88
24. I am treated with respect by my faculty.	125	87
25. I am treated with respect by students.	126	87
26. I feel that the pace and pressure in my department have a negative influence or	124 n my personal or family life.	26
27. I feel comfortable, valued, and included by my colleagues.	125	85
28. I would encourage someone to work in my department.	119	79
29. I am encouraged to provide suggestions on ways to improve the work f	125 low.	76
30. I feel empowered to resolve problems.	124	70

31. I feel that I have received the necessary training to do high quality work.	121	69
32. I feel that I have the necessary tools to do high quality work efficiently.	121	70
33. I feel that my workload is just right.	120	63
34. I feel that my workload is light and I am able to do more work.	118	16
Domain V: Diversity in the workplace at 35. I feel that the University of La Verne provides a welcoming environme	121	80
36. I feel that my salary is equitable with my peers and colleagues at the University of	113 of La Verne.	33
37. I feel that ethnic and cultural diversity is respected at the University of L	123 a Verne.	87
38. I have heard employees making inappropriate jokes about people at the University	122 versity of La Verne.	32
39. I have experienced retaliation at the University of La Verne.	124	23
40. I feel that discrimination has affected my ability to work at the University of La V	122 Verne	8
41. I have experienced sexual harassment at the University of La Verne.	124	99% No

42. I have experienced discrimination at the University of La Verne based on:

a. Age	120	92% No
b. Ethnicity	121	89% No
c. Religious Intolerance	118	94% No
d. Sexual Orientation	119	98% No
e. Disability	118	94% No
f. Gender	121	90% No
43. I feel that the process for resolving complaints about sexual harassment and of	93 discrimination is effective.	79%

Appendix C

Table 3: Comparison of responses by women and men

Table 3. University of La Verne classified staff climate survey responses in Spring 2009 by Women and Men

Item	N	Men % Agree and Agree Strongly	N	Women % Agree and Agree Strongly
Domain I: General 1. I have a voice about the things that	35	59 me.	89	65
2. I actively participate in comm	35 unity bu	65 ailding events such as the ann	88 ual picn	73 ic, bowling night, holiday events, etc.
3. I am treated fairly here.	35	77	88	82
4. I feel that there is a spirit of te	35 amwork	70 and cooperation	88	66
5. I have considered leaving r	35 ny job i	51 n the past year.	90	38
6. I am aware of the pro-environm	35 ent(e.g	88% yes recycling, energy saving, etc.	91 c.) effort	90% Yes at the University of La Verne
7. I am satisfied with the pro-enviror	35 nment (73 e.g. recycling, energy saving,	86 etc.) ef	86 forts at the University of La Verne.
8. I actively participate in the pro	34 o-enviro	84 nment (e.g. recycling, energ	90 y saving	, etc.) efforts at the University of La Verne.

Domain II: Communication at University of La Verne						
9. I am satisfied	35	68	91	49		
with the amount of re	cognition or pra	aise I get for doing goo	od work.			
10. I feel that	35	68	90	63		
		oo ip to date on workplac		03		
my minieurate superv	isoi keeps ille t	ip to date on workplac	e issues.			
11. I would feel	34	61	91	40		
comfortable making a	formal compla	nint or grievance.				
10 1	2.5	0.5	0.1	0.6		
12. I am aware of	35	. 85	91	86		
		in my position descrip				
13. I feel that the	35	70	86	66		
culture of the Univers	sity upholds eth	ical behavior on the pa	art of every emp	ployee.		
Domain III: Admini	strative proces	sses and systems at U	niversity of La	<u>Verne</u>		
14. I am satisfied	35	73	85	78		
with the process for l	hiring classified	l employees.				
•	C	1 7				
15. I am satisfied	34	43	84	43		
with the promotional	opportunities a	t the University of La	Verne for class:	ified employees.		
1	11	J		1 3		
16. I am satisfied	33	54	78	48		
	unities from wi	thin the institution for	classified empl	lovees.		
<i>C</i> 11			1	3		
17. I am satisfied	33	48	84	39		
with the process for e						
The process for evaluation of performance.						
18. I am satisfied	33	72	84	60		
		· —	01	00		
with the process for orientating new employees.						
19. I am satisfied	34	78	88	68		
	_	• •		00		
with the opportulities	with the opportunities to interface with employees in other departments.					

20. I am satisfied with the opportunitie	33 s for profession	45 al development	83	48			
21. I am satisfied with how workplace	34 problems are so	52 olved.	88	38			
Domain IV: Conditi	ions and attitu	des in your departme	ent at Universi	ty of La Verne			
22. I am treated with respect by my so	34	76	88	88			
23. I am treated with respect by my co	35 oworkers.	88	88	89			
24. I am treated with respect by my fa	35 aculty.	79	88	90			
25. I am treated with respect by stude	35 nts.	100	89	97			
26. I feel that the pace and pressure in	35 my department	27 have a negative influe	87 nce on my pers	25 sonal or family life.			
27. I feel comfortable, valued,	35 and included b	83 y my colleagues.	88	85			
28. I would 35 74 83 79 encourage someone to work in my department.							
29. I am encouraged to provid	35 e suggestions o	68 on ways to improve the	89 workflow.	78			

30. I feel empowered to resolve	35 e problems.	71	88	70
31. I feel that I have received the	34 ne necessary tra	75 iining to do high qualit	85 y work.	68
32. I feel that I have the necessar	34 ary tools to do	69 high quality work effic	85 iently.	72
33. I feel that my workload is just ri	35 ight.	64	84	63
34. I feel that my workload is light	35 and I am able to	10 o do more work.	82	28
Domain V: Diversity	in the workpl	lace at University of I	La Verne	
35. I feel that	35	74	85	81
the University of La V	Verne provides	a welcoming environm	nent for all emp	loyees.
36. I feel that	32	37	80	33
my salary is equitable	with my peers	and colleagues at the	University of L	a Verne.
37. I feel that ethnic and cultural div	35 versity is respec	84 cted at the University o	86 of La Verne.	88
38. I have heard employees mak	33 ing inappropria	36 ate jokes about people	87 at the Universit	31 y of La Verne.
39. I have experienced retaliatio	35 n at the Univer	27 sity of La Verne.	87	20

40. I feel that	34	13	86	5				
discrimination has affected my ability to work at the University of La Verne								
41. I have	34	100% No	88	98% No				
experienced sexual i	narassment at th	e University of La Ver	me.					
42. I have experienc	ed discrimination	on at the University of	La Verne based	d on:				
a. Age	33	93% No	85	90% No				
b. Ethnicity	34	91% No	85	88% No				
c. Religious Intolerance	32	90% No	84	96% No				
d. Sexual Orientation	33	97% No	84	98% No				
e. Disability	32	94% No	84	95% No				
f. Gender	33	93% No	86	89% No				
43. I feel that	31	80	61	80				

the process for resolving complaints about sexual harassment and discrimination is effective.

Appendix D

Table 4: Comparison of classified employees by years of service

Table 4. University of La Verne classified staff climate survey responses in Spring 2009 by years of service

Item		Years of	Service	
	N	1-4 Years % Agree and Agree Strongly	N	5 years & Beyond % Agree and Agree Strongly
Domain I: General 1. I have a voice about the things that	65	68 me.	54	57
2. I actively participate in comm	62 unity bu	65 uilding events such as the ann	54 nual picn	77 ic, bowling night, holiday events, etc.
3. I am treated fairly here.	62	83	54	77
4. I feel that there is a spirit of tea	64 amworl	72 and cooperation	54	61
5. I have considered leaving r	65 ny job i	37 in the past year.	55	42
6. I am aware of the pro-environm	66 ent(e.g	86% Yes s. recycling, energy saving, et	55 c.) effort	92% Yes s at the University of La Verne
7. I am satisfied with the pro-environ	64 ment (79 e.g. recycling, energy saving	51 , etc.) eff	87 Forts at the University of La Verne.
8. I actively participate in the pro	66 enviro	86 onment (e.g. recycling, energ	54 v saving	86, etc.) efforts at the University of La Verne.

Domain II: Communication at University of La Verne9. I am satisfied 66 60

9. I am satisfied 66 60 55 50 with the amount of recognition or praise I get for doing good work.

10. I feel that my immediate superv	66 visor keeps me	67 up to date on workplac	54 ce issues.	66				
11. I would feel comfortable making	65 a formal compl	44 aint or grievance.	54	49				
12. I am aware of what is expected of n	66 ne as described	82 in my position descrip	55 otion.	93				
13. I feel that the culture of the Univer	64 sity upholds etl	74 nical behavior on the pa	52 art of every em	60 ployee.				
Domain III: Admin	istrative proce	sses and Systems						
14. I am satisfied with the process for h	64	82	52	76				
15. I am satisfied	61	51	53	35				
	with the promotional opportunities at the University of La Verne for classified employees.							
16. I am satisfied	57	53	49	49				
with the hiring oppor	tunities from w	ithin the institution for	classified emp	loyees.				
17. I am satisfied	61	50	51	32				
with the process for e	with the process for evaluation of performance.							
18. I am satisfied with the process for o	63 orientating new	61 employees.	50	68				
19. I am satisfied	64	64	53	76				
with the opportunities to interface with employees in other departments.								

20. I am satisfied with the opportunitie	61 s for profession	46 al development	50	52
21. I am satisfied with how workplace	65 problems are so	50 olved.	52	34
Domain IV: Conditi	ions and attitu	des in your departme	ent at Universi	ty of La Verne
22. I am treated with respect by my so	63 upervisors.	81	55	88
23. I am treated with respect by my co	64 oworkers.	83	54	93
24. I am treated with respect by my fa	66 aculty.	90	52	84
25. I am treated with respect by stude	65 ents.	98	54	98
26. I feel that the pace and pressure in	64 my department	27 have a negative influe	53 nce on my pers	22 sonal or family life.
27. I feel comfortable, valued,	64	86	55	83
28. I would encourage someone t	61 o work in my d	76 lepartment.	52	82
29. I am	65 le suggestions d	81 on ways to improve the	54 workflow	70
30. I feel empowered to resolv	65	73	53	69
31. I feel	64	63	51	81

that I have received the necessary training to do high quality work.							
32. I feel that I have the necess	61 sary tools to do	73 high quality work efficient	54 ciently.	73			
33. I feel that my workload is just i	63 right.	71	51	57			
34. I feel that my workload is light	61 and I am able	20 to do more work.	51	9			
Domain V: Diversit	y in the workp	lace at University of	La Verne				
35. I feel that	62	80	52	82			
the University of La	Verne provides	a welcoming environ	ment for all em	ployees.			
26 I fool that	57	45	49	24			
36. I feel that		s and colleagues at the		 -			
my salary is equitable	e with my peer	s and concagues at the	Offiversity of I	La Verne.			
37. I feel that	62	89	54	86			
ethnic and cultural diversity is respected at the University of La Verne.							
38. I have	63	28	53	39			
neard employees ma	king inappropri	ate jokes about people	at the Universi	ity of La Verne.			
39. I have	64	13	53	31			
experienced retaliation	on at the Univer	rsity of La Verne.					
40. I feel that	64	8	52	6			
discrimination has at	discrimination has affected my ability to work at the University of La Verne						
41. I have	62	97% No	53	98% No			
	-	e University of La Ver		20,0110			
•		ž					

42 I have	experienced	discrin	nination:	at the	University	of La	Verne	hased	on.
72. I Have	CADCITCHCCU	uisciiii	iiiiauoii (at tiic	Omversity	UI La	V CITIC	vascu	OII.

a. Age	63	95% No	50	90% No
b. Ethnicity	63	93% No	51	84% No
c. Religious Intolerance	63	95% No	48	97% No
d. Sexual Orientation	63	98% No	49	100% No
e. Disability	63	96% No	48	93% No
f. Gender	64	92% No	50	90% No
43. I feel that	43	83 laints about sexual harassi	44 ment and discriminat	77

the process for resolving complaints about sexual harassment and discrimination is effective.

Appendix E

Table 5: Comparison of ethnic groups

Table 5. University of La Verne classified staff climate survey in Spring 2009 by **ethnic background** (N=102; 26 individuals did not respond to the question)

Item			Ethn	ic Background		
		White		Latino	Com	bined
					(Excludes no responses) rican American, Asian, Other groups)	
	N	% Agree and Agree Strongly	N	% Agree and Agree Strongly	N	% Agree and Agree Strongly
Domain I: Genera 1. I have a voice about the things tha	49	67 me.	32	68	20	60
2. I actively participate in comm	47 nunity b	69 uilding events such as the ann	30 nual picn	73 nic, bowling night, holiday eve	21 ents, etc.	80
3. I am treated fairly here.	48	82	30	93	21	80
4. I feel that there is a spirit of te	49 eamworl	65 c and cooperation	29	81	21	80
5. I have considered leaving	49 my job i	38 in the past year.	32	37	21	28
6. I am aware of the pro-environm	49 nent(e.g	93% Yes s. recycling, energy saving, etc	32 c.) effor	84% Yes ts at the University of La Vern	21 ne	95% Yes
7. I am satisfied with the pro-environ	46 nment (90 e.g. recycling, energy saving,	30 , etc.) ef	82 Forts at the University of La V	21 Yerne.	70

8. I actively participate in the pro	48 -environment (93 (e.g. recycling, energy	32 saving, etc.) ef	71 forts at the University	20 of La Verne.	100
		niversity of La Verne				
9. I am satisfied with the amount of re	49 ecognition or p	54 raise I get for doing go	32 ood work.	62	21	75
10. I feel that	48	68	32	68	21	80
my immediate super	visor keeps me	up to date on workplace	ce issues.			
11. I would feel	49	46	31	47	21	52
comfortable making	a formal comp	laint or grievance.				
12. I am aware of	49	91	32	88	21	84
what is expected of r	ne as described	l in my position descrip	otion.			
13. I feel that the	47	67	31	80	21	70
culture of the University upholds ethical behavior on the part of every employee.						
Domain III: Admin	istrative proce	esses and systems at U	J niversity of L	a Verne		
14. I am satisfied	46	86	32	84	20	75
with the process for hiring classified employees.						
15. I am satisfied	47	44	31	51	20	40
with the promotional opportunities at the University of La Verne for classified employees.						
16. I am satisfied	45	55	30	53	17	63
with the hiring oppor	tunities from w	vithin the institution for	r classified emp	oloyees.		
17. I am satisfied	47	44	28	46	19	62
with the process for evaluation of performance.						

18. I am satisfied with the process for	46 orientating new	73 v employees.	29	58	20	75
19. I am satisfied with the opportunition	48 es to interface v	72 vith employees in other	30 r departments.	63	21	85
20. I am satisfied with the opportunitie	44 es for professio	58 nal development	29	48	19	47
21. I am satisfied with how workplace	48 e problems are s	43 solved.	30	39	21	67
Domain IV: Condit	tions and attit	udes in your departm	ent at Univers	sity of La Verne		
22. I am treated with respect by my s	48	87	31	83	21	80
23. I am treated with respect by my	47 coworkers.	89	32	90	21	100
24. I am treated with respect by my t	48 faculty.	89	31	86	21	90
25. I am treated with respect by stud-	48 ents.	100	31	100	21	94
26. I feel that the pace and pressure in	47 my departmen	31 t have a negative influe	31 ence on my per	17 sonal or family life.	21	14
27. I feel comfortable, valued	48 , and included b	80 by my colleagues.	32	97	21	90

28. I would encourage someone	48 to work in my o	78 lepartment.	29	89	20	80
29. I am encouraged to provide	49 le suggestions o	75 on ways to improve the	31 e work flow.	86	21	75
30. I feel empowered to resolv	48 ve problems.	72	31	70	21	75
31. I feel that I have received to	45 the necessary tr	74 aining to do high quali	30 ty work.	63	21	76
32. I feel that I have the necess	47 sary tools to do	76 high quality work effi	28 ciently.	71	21	89
33. I feel that my workload is just :	47 right.	69	30	60	21	70
34. I feel that my workload is light	46 and I am able	14 to do more work.	30	23	21	14
Domain V: Diversit	y in workplac	e at University of La	<u>Verne</u>			
35. I feel that the University of La	48 Verne provides	80 s a welcoming environ	29 ment for all em	89 ployees.	21	80
36. I feel that my salary is equitable	47 e with my peer	40 s and colleagues at the	28 University of I	50 La Verne.	18	22
37. I feel that ethnic and cultural d	49 iversity is respe	91 ected at the University	30 of La Verne.	90	21	85
38. I have heard employees ma	47 king inappropri	31 ate jokes about people	30 at the University	23 ity of La Verne.	21	27

39. I have experienced retaliation	48 ion at the Unive	20 ersity of La Verne.	31	19	21	18
40. I feel that discrimination has a	47 ffected my abil	2 ity to work at the Univ	31 versity of La Ve	6 erne	21	8
41. I have experienced sexual l	47 harassment at tl	100% No ne University of La Ve	31 erne.	96% No	21	100% No
42 I have experienc	ed discriminati	on at the University of	La Verne base	d on:		
a. Age	46	95% No	31	93% No	19	100% No
b. Ethnicity	45	97% No	30	90% No	21	85% No
c. Religious Intolerance	44	97% No	31	93% No	19	100% No
d. Sexual Orientation	45	100% No	31	100% No	19	100% No
e. Disability	44	100% No	31	90% No	19	100% No
f. Gender	45	97% No	31	90% No	20	95% No
43. I feel that the process for resol	37 ving complaint	80 s about sexual harassn	25 nent and discrin	80 nination is effective.	16	87

Appendix F

Comments by respondents

Comments of University of La Verne Classified Employees on the Climate Survey

Main Themes

- Human Resources could be more effective in dealing with employee issues, complaints and grievances.
- Morale is effected by difficult managers, unsatisfactory reward and recognition processes, and by low pay.
- Faculty are favored over classified employees.
- Work ethic and oversight has room for improvement.
- Some concern about anonymity and the format of the response options.

All Comments

- I have witnessed many discrimination issues
- I am not confident in human resources nor do I feel I am respected by them. If I have a complaint or issue I do not trust them to help nor keep my conversation the issues a secret. Rather than resolving the issues, it seems that things get swept under the rug! They do not have the best interest of student-staff in mind.
- I had no real opinion, one way or another on questions 14 through 16, 19, 20, and 43.
- People who have not been here longer than others shouldn't get paid more than the one that have been here for years, or if someone is demoted from his or her position should keep the wage that they were making because its not fair to the rest that have been here for longer and have done their job right.
- Verbal harassment by another employee
- The human resources dept. is ineffective and does not serve our employees well. We have too many vice presidents with high salaries. Classified employees are allowed to do exempt to work for little pay and no titles. We take advantage of the classified labor and managers are allowed to get away with it. Employees quit because of poor managers, it is apparent that within the first 6 months of employment what type of manager you are working for. When are we going to wake up and realize what kind of managers we have? The university wants professional employees with great ideas and passion, but we squash employee spirit with a beer budget, poor leadership, and the resistant to change. There are just a few observations.
- All harassment complaints should be reviewed by outside source. Many faculty feel they are valuable then classified which might be true with regard to being knowledgeable in field but all have value as employees and human beings as contributing members of ULV community
- Morale is an issue here due to workloads. Resources and pay. Turnover is significant. Classified have little voice in decisions in affecting them directly. A somewhat agreed option benefits my response on some questions than agree-disagree. The present options force more positive or negative responses.

- Why no question about whether my workload is too heavy? It is. And no question about whether my salary is equitable with others outside of ULV? It's not. My coworkers are wonderful but my supervisor is NOT! But because is tenure faculty I feel there is no recourse or avenue for complaint. There is little effective communication from upper administration about issues affecting the university and our jobs. We get a lot of rumors, but few facts. Need more opportunity funding for professional development. It feels like classified employees have little voice in campus governance. Well the events put on by the classified committee are fun, but the committee needs to be allowed to do more of substance to address employee issues, and a need to be taken seriously by senior management.
- Salary versus other institutions. Classified committee needs to be proactive to get more politically involved at university policies/governance. Better professional growth, like faculty support.
- Nepotism is ramped at ULV. Only friends of friends and relatives get promoted. Individuals doesn't have to have experience or knowledge tog et a promotion just as long as they know someone in senior management a position is created for them.
- As people either quit or move to other department or retire and due to the hiring freeze, many of us are overloaded with extra work and highly stressed
- My department is a shamble. The morale is at rock bottom, the worst in all my time at ULV and I feel it is directly due to my dept. managers. We are treated as children and not respected.
- I don't believe the university values classified staff as thinking, intelligent, people able to offer problem-solving solutions. As well, I fear that if I share my criticism openly, I will be ostracized.
- To me most people pick as employees of the year are a joke, they don't seem to be picked on their work abilities but by who they know.
- Some of the questions should have had a neither, agree, or disagree comment.
- I believe the university policy of having department chairs, and then the next person to report to is the dean, is an excellent process period. I am hoping that the supervisors or program chairs will never have the power to say if a classified employee should keep their job or not. There are some who intimidate and show no respect. I love working with most people here at the university of La Verne. I do think tenure should be abolished for all instructors. Once they make tenure, most act like they can treat anyone as bad as they want, with no regards to the people they work with or the students.
- Some of the questions I cannot answer. Do not have enough information.
- Would like to have more information on a regular basis given to employees (financial) so that as a community there is an understanding, of why or why not we are doing or able to do what we need to.
- Survey questions should be broken down to department level. For example, an employee may feel empowered at department level, but not at university level. Also, survey should be sent electronically. Saves time green initiative.
- There are great questions. It would be nice of people's feedback is analyzed is considered.
- As a part time employee I feel that while I receive praise and recognition within my dept. I am not eligible to receive praise I any other setting. I would like to be involved with the classified committee, but I cant, as I am part time. I understand why this

policy exists, but it prevents me from being more active with the La Verne Community. I also know that part time employees are not eligible for employee of the quarter nominations. I do not know the whole selection process, but I believe that being, at least, nominated would be nice. Other than that I love working here at La Verne, and I while part time does not earn as much as full time my family appreciates my time at home and I hope in years to come I stay here and hopefully advance.

- I love the University of La Verne, I love the campus, the students and our community and our culture. I love my job and feel very fortunate to be here, because I don't have a college background. However I sometimes feel as though my experience and my expertise and /or talents are not valued. I took a hug pay cut when I took my job here at La Verne, hoping that my working hard, my strong work ethic and talents would in time bring my salary up. I worry that may never happen especially how in this economic down turn. Despite everything I will always do my job to the best of my ability and will always be proud to work here. I am sure that there are a lot of people here that feel the same way I do. Thanks for listening.
- This is a great working environment. Sometimes I feel the university is too soft on its employees. Some get away with doing things that no other company I have worked for would allow. Tardiness and absences not recorded.
- The classification system is outdated and antiquated. Promotions should by experience as well as education. 40 yrs of experience should count or be as important as holding a degree. The lack of a degree should not keep a person from being promoted. All rules should apply to everyone. Classified staff is required to give a full 8 hour. All should have to work on full 8 hours as well. 11:00-12:00 lunch and leave at 2:00 is not a full day. You should be able to say no, if you feel like you are being taken advantage of without it being considered insubordination. HR should follow through on complaints and render a decision and not just let it drop. HR should not be bias. People who work in HR should not be part of the University. They should be a separate entity, so they can be impartial. The classification system leaves a lot to be desired. It is not always what you know it's who you know that determines whether you get a promotion.
- I would like to hear more about opportunities for professional development at ULV. I would like to see an opportunity for administrative professionals to become certified as a result of taking classes in that area.
- Next time, please include "not sure" or "not applicable" on survey. Some things fall into those categories. Also, why a hiring freeze only for staff and not faculty? Our jobs are crucial for the running of the institution. Our office has numerous high level faculty and staff, but limited support staff???
- I appreciate all your hard work and dedication to make the experience for classified employees a memorable one. My job situation is very important these days and to still have on is a blessing, so thank you.
- Some workers in certain department could improve on returning phone calls and email (within the dept.) Budget are small, but certain depts. Are expected to buy their own computers, and when they need service, we have to pay for that as well. Shouldn't those depts. Be given a larger budget to accommodate that? Or, they should be placed on the roll out schedule.
- Our main priority, goals is to give and impeccable service to all every students including their parents respectively. Its to shy to say that the majority of most students are complaining about their health status in pertains to their living conditions at their dorms (i.e. Brandt/Stu-han) in which is not on standard conditions (i.e heat, cool, smells, safety issues, etc.) To satisfy both

- parents/students are to project their complains/ to built new dormitory buildings will be the greatest efforts that would reflect outstanding revenues would greatly benefits the ULV.
- I feel that offering related course to job/ duties would benefit the university. At the moment an employee cannot receive training until 4 year without paying the cost. Suggestion: 1 course per semester or year from date of hire, as long as it is not taken during working hours.
- Because of the lack of a neutral answer or an N/A answer this survey will be unsound. Also, the amount of information gathered on the front page makes it possible to identify people and might result in a skew towards positive responses. If you put the ages into categories, t will be more anonymous. Also, next time there is a committee to balance the budget, make sure the faculty don't outnumber us so they don't get a raise and the rest of us suffer.
- Raises! Cost of living goes up all the time
- A good working environment for everyone
- I did not answer some of the questions because I did not agree or disagree. No neutral choice

Appendix G

Overall Sample-Classified Climate Survey-2009

The chart below groups the items in actionable categories under each domain using the data of the overall sample. Discrepancies in disaggregated data are highlighted later. Overall, 24 items fall under strengths, and 17 items fall under items for action.

Domains	Strength Need to continue to nurture	Items for Action
I. General	2. I actively participate in community building events (70%)	1. I have a voice about things that affect me (61%)
	3. I am treated fairly here (80%)	5. I have considered leaving my job in the past year (43%)
	6. I am aware of pro- environment efforts (89%)	4. There is a spirit of teamwork and cooperation (66%)
	7. I am satisfied with the pro-environment efforts (82%)	
	8. I actively participate in pro-environment efforts (86%)	
II. Communication at ULV	12. I am aware of what is expected of me as described in my PDQ (85%)	9. I am satisfied with the amount of praise I get for doing good work (54%)
	13. Culture of the University upholds ethical behavior on the part of every employee (67%)	10. My immediate supervisor keeps me up to date on workplace issues (65%) 11. I would feel comfortable making a formal complaint or grievance (45%)
II. Communication at ULV	12. I am aware of what is expected of me as described in my PDQ (85%)	9. I am satisfied with the amount of praise I get for doing good work (54%)
	13. Culture of the University upholds ethical behavior on the part of every	10. My immediate supervisor keeps me up to date on workplace issues (65%)

III. Administrative process and systems	14. I am satisfied with the process for hiring classified employees (77%) 19. I am satisfied with opportunities to interface with employees from other departments (70%)	15. I am satisfied with the promotional opportunities for classified employees (41%) 16. I am satisfied with the hiring opportunities from within the institution (49%) 17. I am satisfied with evaluation performance (42%) 18. I am satisfied with the process for orienting new employees (62%) 20. I am satisfied with the opportunities for professional development (48%) 21. I am satisfied with how workplace problems are solved (41%)
IV. Conditions and attitudes in your department	22. I am treated with respect by my supervisor (85%) 23. I am treated with respect by my coworkers (88%)	26. Pace and pressure in my department have a negative influence on my personal or family life (26%)

V. Diversity in the workplace	35. ULV provides a welcoming	36. My salary is equitable with my peers and
	environment for all employees (80%)	colleagues at ULV (33%)
	37. Ethnic and cultural diversity is	38. I have heard employees making
	respected at ULV (87%)	inappropriate jokes about people at ULV (32%)
	40. Discrimination has affected my ability	
	to work at ULV (8%)	39. I have experienced retaliation at ULV
		(23%)
VI. Discrimination	41. I have experienced sexual harassment	42. I have experienced discrimination at
	at ULV (1%)	ULV based on:
		• Age (8%)
	Note: Even one instance is too many	• Ethnicity (11%)
		• Religious intolerance (6%)
	43. The process for resolving complaints	• Sexual orientation (2%)
	about sexual harassment and	• Disability (6%)
	discrimination is effective (79%)	• Gender (10%)
		(Overall, 19% (n=24) have checked one or
		more types of discrimination; 11% (n=14)
		have checked only one type; 8% (n=10) have
		checked more than one type)