

1994

## 1994 UNOPA To Bruce Currin & Jim Yankech from Jeanette Fisher, Survey Results

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April 22, 1994

TO: Bruce Currin  
Jim Yankech

FROM: Jeanette Fisher, UNOPA Employee Concerns Director

The summarized results of the UNOPA 1993-94 Employee Concerns Committee survey of office/service employees at UNL is provided on the following pages. I have also included comments that pertain to Human Resource issues you may be interested in reviewing.

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TOTAL SURVEYS RECEIVED = 461

1. Are you currently an active member of UNOPA?      25%    Yes                      75%    No
  
2. If your answer is no, would you be interested in joining UNOPA?    29%    Yes                      71%    No
  
3. Have you ever previously belonged to UNOPA and are not currently a member?  
20%    Yes                      80%    No
  
4. Have you ever found it necessary to use more than 5 consecutive leave days for illness or injury to a family member?  
30%    Yes                      70%    No  
  
    If your answer is yes, were you able to use sick leave at the time?  
93%    Yes                      7%    No
  
5. Are you currently involved in, or do you anticipate in the next 5 years, care of an elderly relative?  
32%    Yes                      68%    No

Identify for us, please, areas of concern relating to elder care that you would like to have more information:

Caregiver support groups, retirement homes or other options, services to elderly (e.g. transportation, grocery shopping), leave options to care for elderly.

6. As UNL's Employee Assistance Program (EAP) continues to expand its program offerings, list the topics or idea you would like to see offered in educational workshops or programs to UNL employees:  
Stress, assertiveness, parenting/family workshops, support groups.
  
7. Would you support part-time employees taking classes at a cost according to their appointment. Example: A person in a half-time position would pay half the required tuition rate to take classes.  
92%    Yes                      8%    No

8. If reduced rates in taking classes were made available to spouse and children would you use it?  
83% Yes      17% No      30% Possibly  
36% Now      34% Within the next 5 years
9. If you return to campus outside regular working hours (i.e., classes, sporting events, workouts at campus recreation center, performance, artistic display/events), do you feel safe?  
70% Yes      30% No
10. Does your office use flex-time? 71% Yes      29% No
11. Are you aware of the University's reduction in force policies? 46% Yes      54% No
12. Do you feel your immediate workplace is environmentally safe, i.e., asbestos free, good air ventilation and quality?  
53% Yes      47% No  
 If your answer is no, please explain.  
Poor ventilation, temperature control, small office space, asbestos.
13. Do you work with or near hazardous materials? 14% Yes      86% No  
 If you work with hazardous materials, were you provided adequate training?  
65% Yes      35% No  
 Are the procedures and policies for handling these materials clear to you? 76% Yes      24% No
14. Do you feel training procedures for operating equipment are adequate as they pertain to your particular work assignment?  
87% Yes      13% No  
 If your answer is no, please explain.  
Defensive driving, need up-to-date computer training, have to master new techniques on our own, students handling heavy equipment not given adequate training.
15. Were you given the opportunity in the past year to submit a written evaluation of your immediate supervisor(s)?  
58% Yes      42% No  
 If your answer is yes, did you complete and submit the evaluation?  
73% Yes      27% No  
 If not, why?  
Confidentiality in small offices is a problem. Didn't know it could be done. Forms not given out.

16. Do you feel there is opportunity for advancement in the University system?

50% Yes                      50% No

If not, why?

Classifications take too long. Department doesn't have funds to reclass position. Upper office/service positions in short supply. Always hire off campus so they get by with hiring cheaper. Should promote from within before advertising outside. Budget cuts limit available jobs.

17. Are you able to take advantage of the opportunity to participate in the workshops and seminars offered by Human Resources, Employee Assistance Program, University Association for Administrative Development, University of Nebraska Office Personnel Association, Computing Resource Center or others?

79% Yes                      21% No

If not, why?

Lack of department support (time, interest, financial). Inadequate support coverage for office.

18. Where do you look for information on campus issues, activities, and upcoming events?

<u>1</u>	The Scarlet	<u>7</u>	e-mail	<u>2</u>	Daily Nebraskan
<u>5</u>	specialized newsletter	<u>6</u>	local newspapers	<u>4</u>	friends/other employees
<u>3</u>	seminar/workshop announcements				

19. Do you have any topics of interest you would like to see at future University of Nebraska Office Personnel Association workshops or meetings. Please list:

(Suggestions will be forwarded to Professional Growth Director.)

20. When is the best time to schedule workshops for you to attend?

(Suggestions will be forwarded to Professional Growth Director.)

21. Please list specific concerns you would like to have the University of Nebraska Office Personnel Association Employee Concerns Committee address in the future.

Open forum for comments. Salary, ergonomics, career enhancement, gender equity.

Additional comments:

The U is a good place to work overall - benefits, etc. There are just some inequities that need to be addressed.

Salary levels in general.

Thank you for your concern.

Better communication between bosses & employees.

Parking.

Thanks for the opportunity to evaluate supervisors. A positive step.

Thank you - we are now smoke free in our building.

