



# TURNOVER ANALYSIS

## SEPARATIONS, RETENTION, AND HIRING STATISTICS

FOR  
REGULAR EMPLOYEES

October 31, 2017 - October 31, 2018

April 1, 2019  
UMS Office of Human Resources

## Table of Contents

	Page
Methodology	3
Turnover Highlights	4
<b>Separations and Hiring by University</b>	
Regular Employees - Average Headcount and Percent By Campus	6
Separations by Reason - Count	7
Separations by Reason - Percent	8
Separation Rate - Resignations and Total Separations as Percent	9
Separation by Type as a Percentage of Average Population	9
Average Years of Service Prior to Separation	9
Comparison Trend line between Bureau of Labor Statics and UMS	9
Retention by University as Percent of Campus Population	11
New Hires and Rehires by Number and Percent of Campus Population	11
New Hires and Rehires by University	11
Internal Hires and Transfers by University	11
<b>Separations and Hiring by Bargaining Unit</b>	
Regular Employees - Average Headcount and Percent by Bargaining Unit	12
Separations by Reason by Bargaining Unit - Count	13
Separation Rate - Resignations and Total Separations Graph	14
Average Years of Service by Separation Reason by Bargaining Unit	14
Separations by Bargaining Unit as Percentage of Total Separations	15
Retention by Bargaining Unit by Number and Percent	16
New Hires and Rehires by Percent of Bargaining Unit Population	16
Internal Hires and Transfers by University	16

## Methodology

This report includes only regular staff and primary position records for employees in an active, leave with pay or leave without pay status. Regular staff in the Part-Time Faculty bargaining unit are included; temporary staff in the Part-Time Faculty unit are excluded.

The report covers the period from October 31, 2017 through October 31, 2018.

The population is determined by averaging the number of staff active, on leave, or on leave without pay on October 31, 2017 and October 31, 2018.

Resignations, voluntary retirements, failure to return from leave, death, and disability are considered voluntary separations. All other separation reasons are considered involuntary separations. Separations due to death or disability were included with involuntary terminations in reports prior to 2014.

New hires are hired from outside the University and do not include staff who are already employees. The new hire and rehire statistics do not include employees who have taken a secondary job or transferred within the University System. Rehires include employees moving from temporary to regular positions and/or have had a separation from the University of Maine System. Internal hires and transfers are isolated and included for reference.

### Key to bargaining groups:

AFUM - Associated Faculties of the Universities of Maine, MEA/NEA

UMPSA - Universities of Maine Professional Staff Association, MEA/NEA

COLT - Associated C.O.L.T. (Clerical, Office, Laboratory and Technical) Staff of the Universities of Maine, MEA/NEA

Service & Maintenance - Teamsters Union Local #340

University Supervisors

Police - Teamsters Union Local #340

Non-Represented Hourly

Non-Represented Salaried

Non-Represented Faculty - Includes Law Faculty, Chairs at some Universities

PATFA - Part-Time Faculty Association, MFT/AFT, AFL-CIO

## Turnover Highlights

- From October 31, 2017 through October 31, 2018 the number of employee separations for all reasons was 10.3% of the average population of regular employees. Of this, voluntary resignations made up 5.8%, and retirements accounted for 2.6%. The remaining 1.9% involuntary separations resulted from end of term appointments, layoff, and termination.
- The turnover rate reported for all education services by the Bureau of Labor Statistics shows an increasing trend of total annual separations levels. The University of Maine System separations has been trending downward since peaking in 2015.
- The number of separations due to position elimination/staff reduction is 3. This is 8 less than last year for the same period.
- The rate of voluntary separations as a percent of the total University of Maine System population is 6.0%.
- 83.8% of the 469 total separations are due to voluntary resignations and retirements. Retirements alone account for 25.2% of the 469 total separations.
- Separation rates vary among universities from a high of 13.3% for University of Maine Machais to 7.3% at the University of Maine Presque Isle.
- The average years of service for resignation is 4.6 years, 25.3 years for voluntary retirements, and 2.4 years for involuntary separations.
- The average years of service for voluntary separations in the UMPSA unit is 3.7 years, and in the COLT unit 3.7 years. The average years of service for retirements in the UMPSA unit is 22.4 years, and in the COLT unit, 26.0 years.
- The percent of separations for the represented and non-represented as a percentage of the bargaining unit vary with a high of 38.0% in the PATFA unit to 0% in the Law Faculty unit. Separation rates in other represented bargaining units are: AFUM - 7.1%, UMPSA - 10.7%, COLT - 11.8%, S&M - 12.0%, University Supervisors - 7.3%, Police - 8.9%, NR Hrly - 1.7%, NR Sal - 13.4%, NR Fac - 7.1%.

- The UMPSA bargaining unit is 32.2% of the population and accounts for 33.5% of the separations; 82.8% of UMPSA separations are voluntary resignations.
- The percent of new hires/rehires at Universities as a percent of Campus population varies among the campuses with a high of 14.9% at University of Maine at Fort Kent to 6.7% at University of Maine Machias.
- The percent of new hires/rehires in represented and non-represented units vary from a high of 23.8% in NonRep Hourly to a low of 0% in the Law Faculty and PATFA units.
- Retention of employees at all Universities is 89.6%, the lowest retention rate among bargaining groups is PATFA at 61.1%.

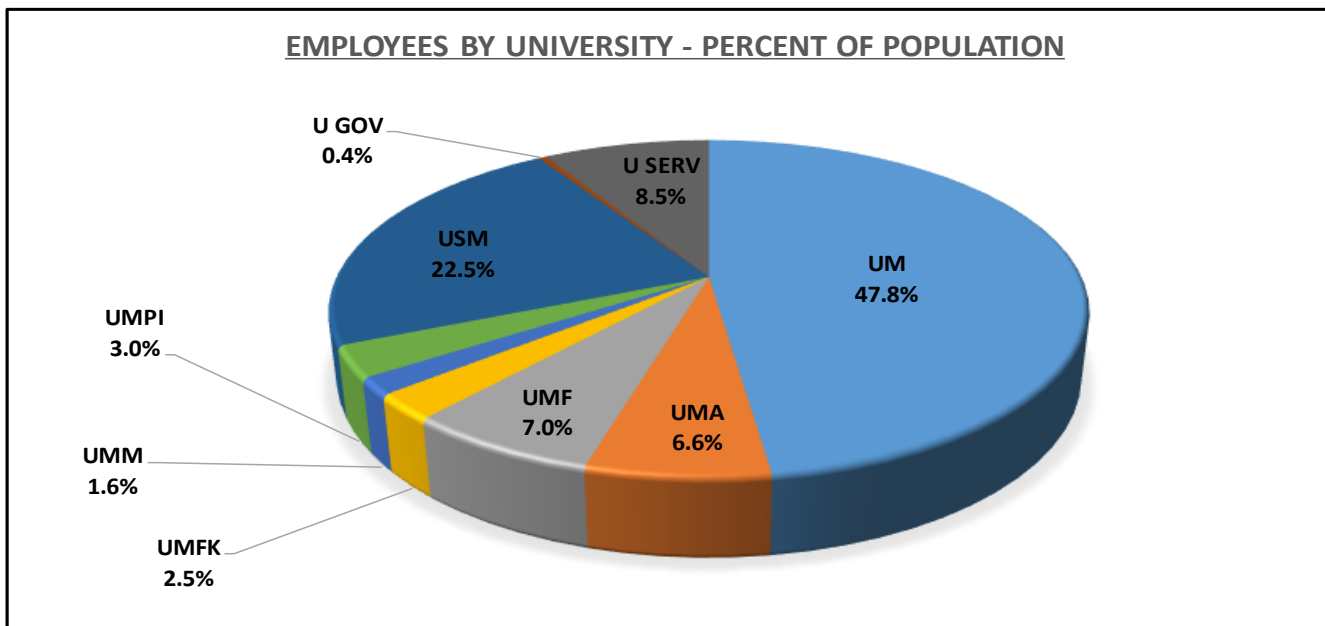
### Average Headcount - Regular Staff by University

UM	UMA	UMF	UMFK	UMM	UMPI	USM	U GOV	U SERV	TOTAL
Num	Num	Num	Num	Num	Num	Num	Num	Num	Num
2,179	303	320	114	75	138	1,026	17	388	4,558

Headcount is an average of the number of regular staff on October 31, 2017 and October 31, 2018.

### Turnover Formula

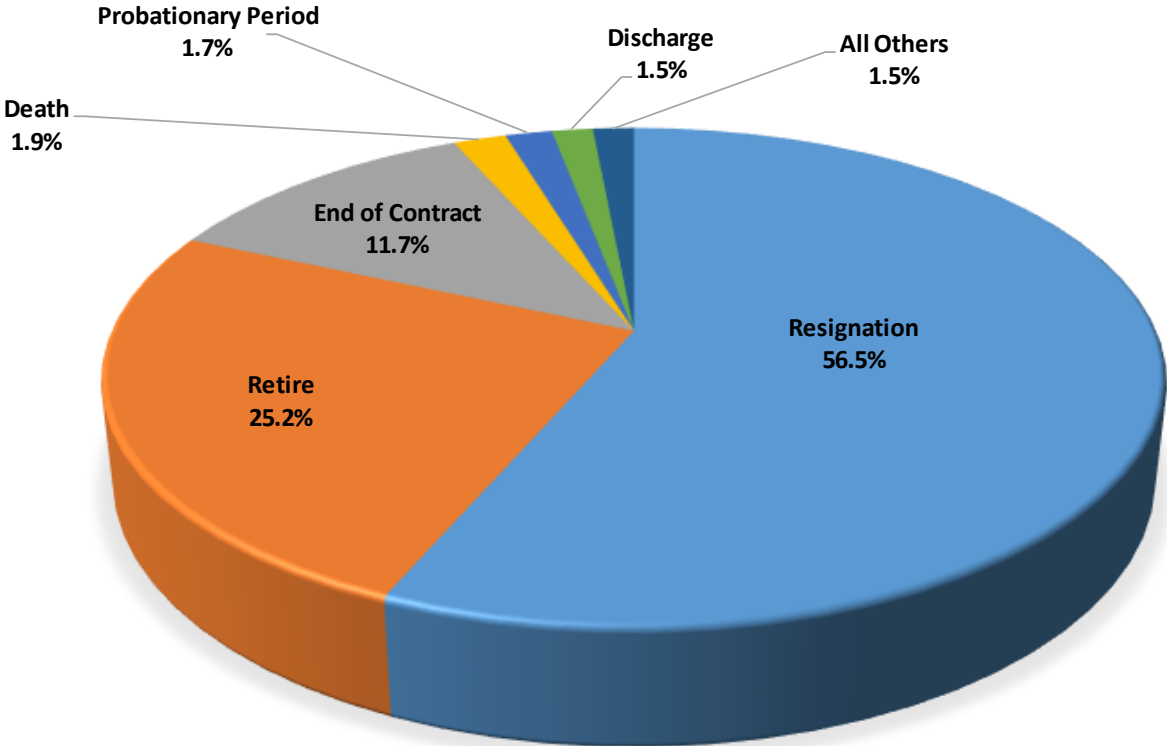
$$\frac{\text{\# of separations}}{\text{average employee population}} \times 100 = \frac{469}{4558} = 10.3\%$$



**Separations by Reason  
by University**

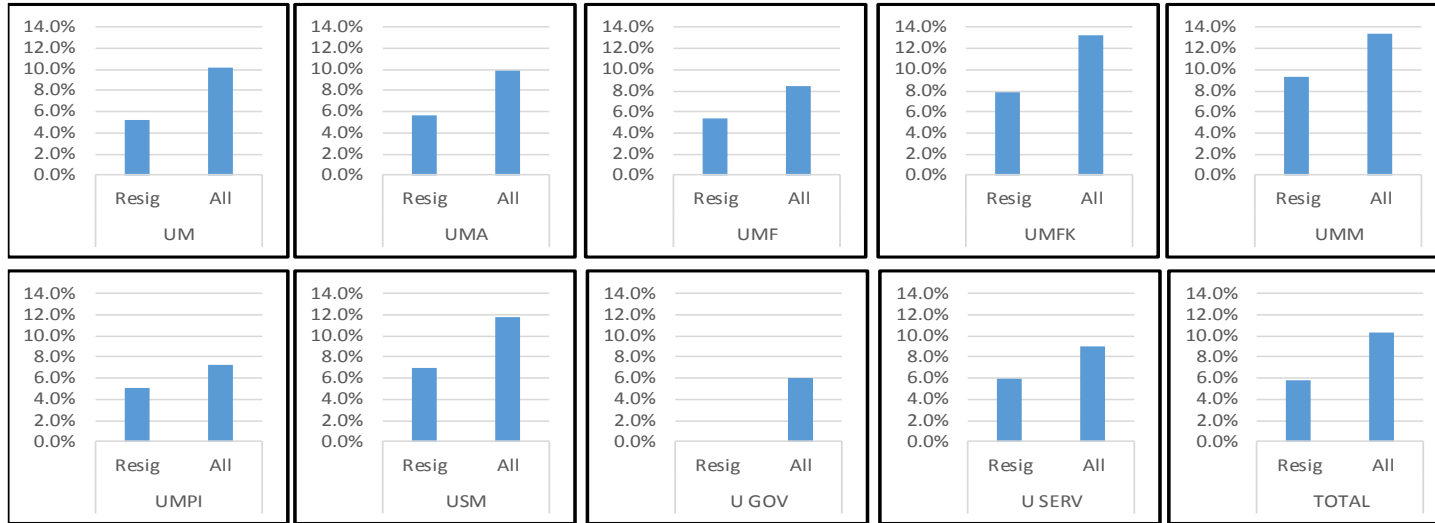
	Death	Discharge	End of Appointment / Contract	Failure to Return from Leave	Non-Reappointment	Probationary Period	Resignation	Retire	Soft Money Discontinuance	Staff Reduction / Position Elimination	Total
<b>UM</b>	4	3	35			4	114	56	2	2	<b>220</b>
<b>UMA</b>	4			1		2	17	6			<b>30</b>
<b>UMF</b>	1	1	3			1	17	4			<b>27</b>
<b>UMFK</b>			3				9	3			<b>15</b>
<b>UMM</b>			3				7				<b>10</b>
<b>UMPI</b>							7	3			<b>10</b>
<b>USM</b>		3	10		1		71	35		1	<b>121</b>
<b>U GOV</b>			1								<b>1</b>
<b>U SERV</b>						1	23	11			<b>35</b>
<b>TOTAL</b>	<b>9</b>	<b>7</b>	<b>55</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>265</b>	<b>118</b>	<b>2</b>	<b>3</b>	<b>469</b>

**SEPARATIONS BY REASON AS PERCENT OF TOTAL SEPARATIONS**

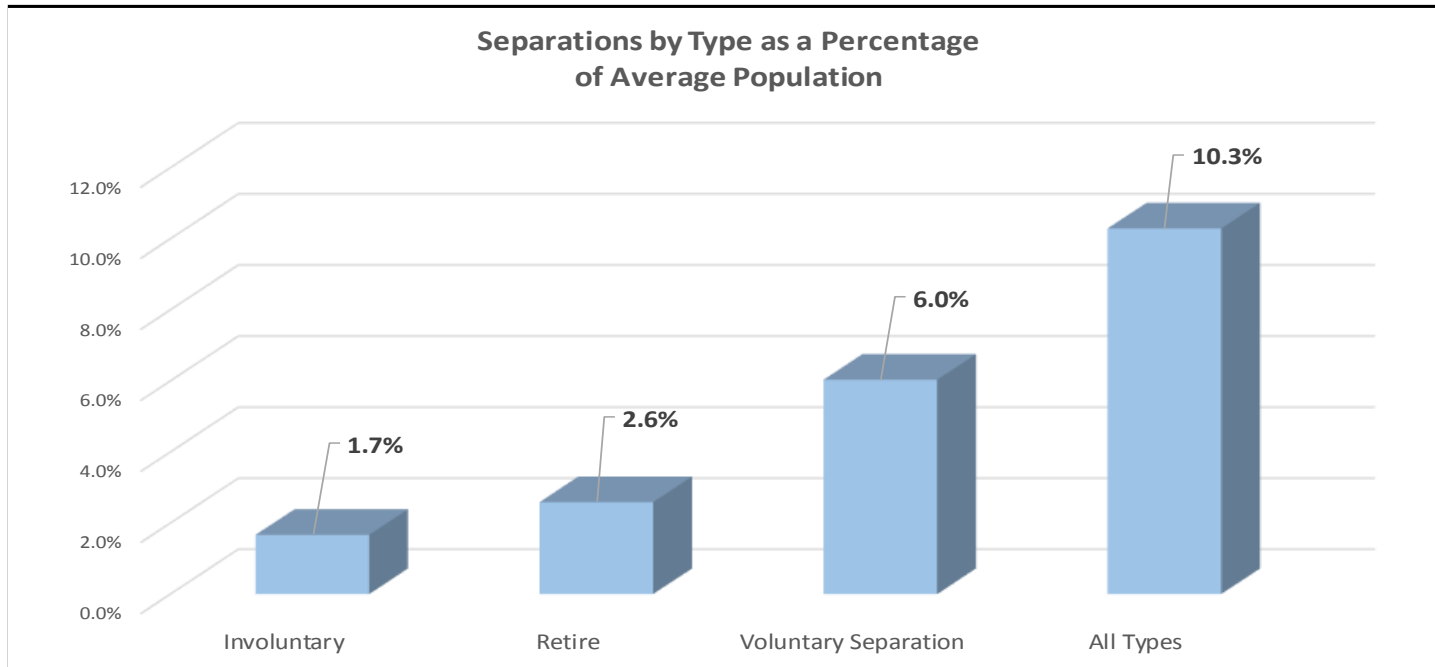




### Separation Rate - Resignations and Total Separations As A Percent of University Population

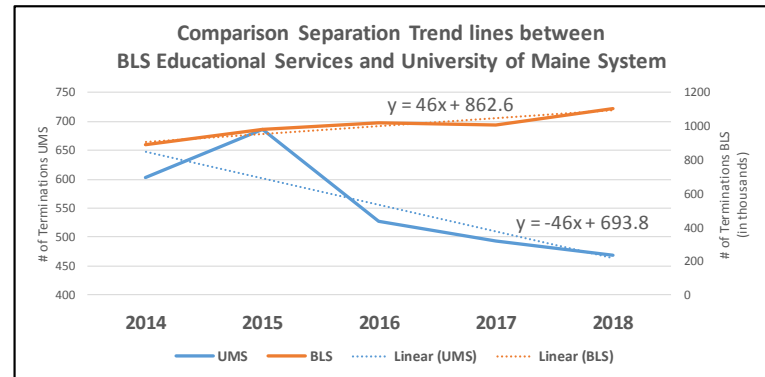
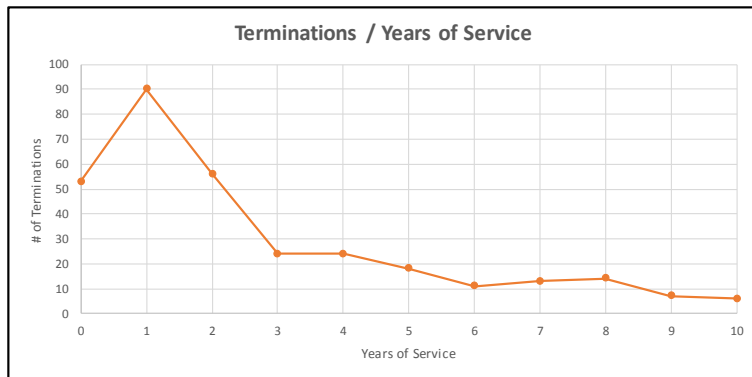


### Separations by Type as a Percentage of Average Population



**Average Years Service Prior to Separation  
by University**

	UM Yrs	UMA Yrs	UMF Yrs	UMFK Yrs	UMM Yrs	UMPI Yrs	USM Yrs	U GOV Yrs	U SERV Yrs	Total Yrs
<b>Involuntary Separation</b>	2.4	0.3	2.3	2.8	1.3		2.9	0.2	0.5	2.4
<b>Retirement</b>	26.3	31.0	20.3	31.8		24.8	22.7		25.2	25.3
<b>Voluntary Separation</b>	4.3	7.6	4.0	5.1	1.4	3.3	4.4		5.1	4.6
<b>Total</b>	9.5	11.8	6.1	10.0	1.4	9.8	9.5	0.2	11.3	9.4



$$\text{Retention} = \frac{\text{final \# of employees}}{\text{initial \# of employees}} \times 100$$

**Retention by University  
as Percent of Campus Population**

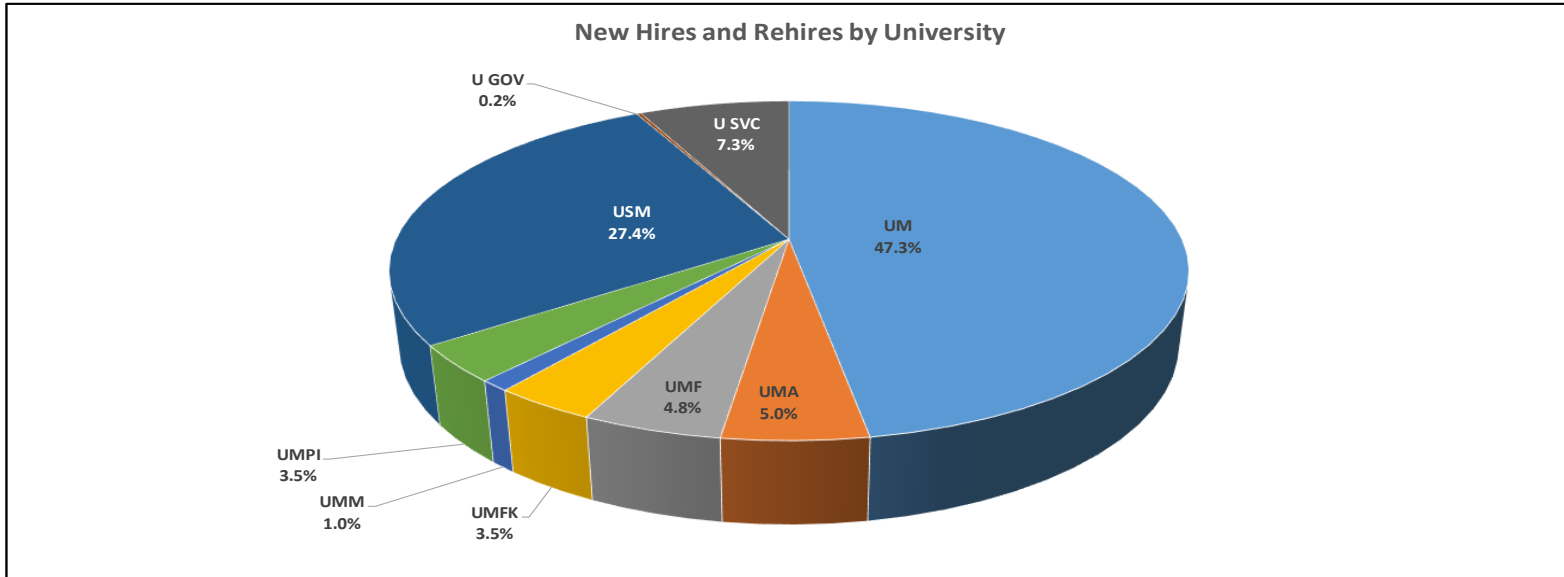
UM		UMA		UMF		UMFK		UMM		UMPI		USM		U GOV		U SERV		TOTAL	
Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%
1,927	88.4%	270	90.0%	294	91.6%	96	86.5%	67	87.0%	124	92.5%	881	87.9%	15	93.8%	353	91.0%	4,027	89.6%

**New Hires and Rehires  
by Number and Percent of Campus Population**

UM		UMA		UMF		UMFK		UMM		UMPI		USM		U GOV		U SERV		Total	
Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%
228	10.5%	24	7.9%	23	7.2%	17	14.9%	5	6.7%	17	12.3%	132	12.9%	1	5.9%	35	9.0%	482	10.6%

**New Appointments and Transfers  
by Number and Percent of Campus Population**

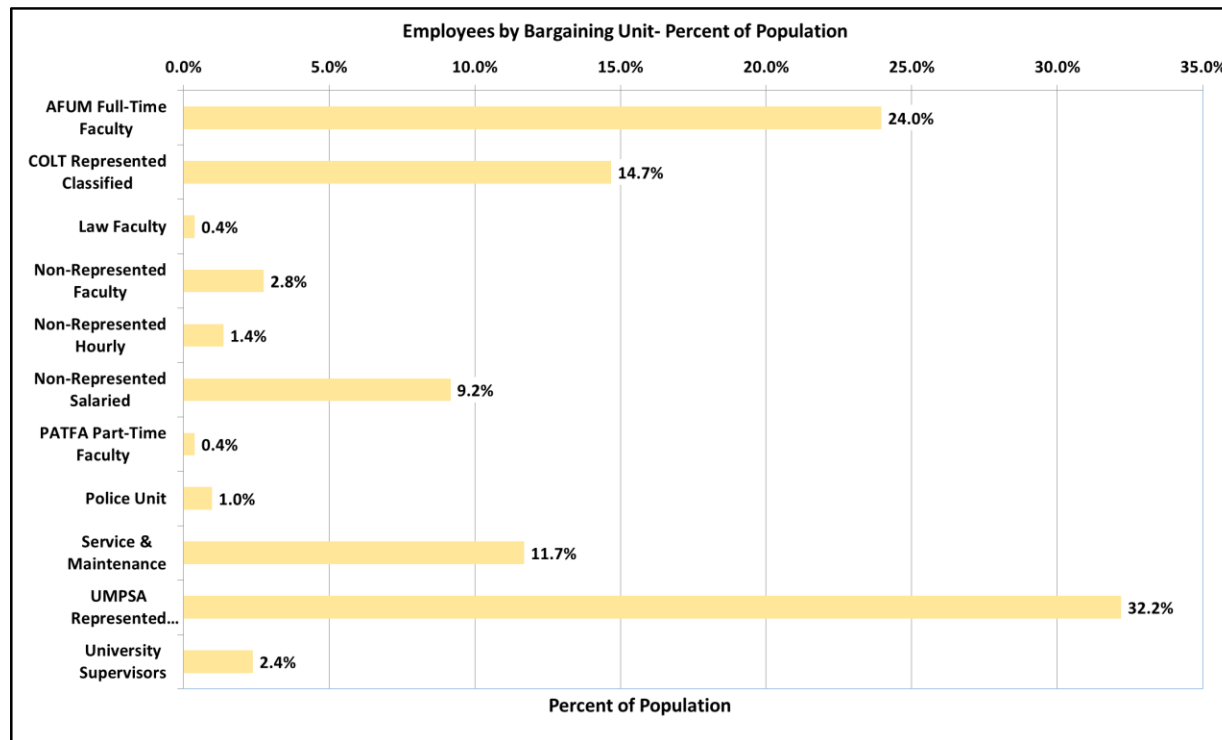
UM		UMA		UMF		UMFK		UMM		UMPI		USM		U GOV		U SERV		Total	
Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%	Num	%
31	1.4%	8	2.6%	1	0.3%	3	2.6%	1	1.3%	2	1.4%	29	2.8%	0	0.0%	2	0.5%	77	1.7%



### Average Headcount - Regular Staff By Bargaining Unit

	AFUM	UMPSA	COLT	Serv & Maint	University Superv	Police	NonRep Hourly	NonRep Salaried	Law Faculty	PATFA	Total	
Num	Num	Num	Num	Num	Num	Num	Num	Num	Num	Num	Num	
	1,092	1,467	669	533	109	45	63	418	126	18	18	4,558

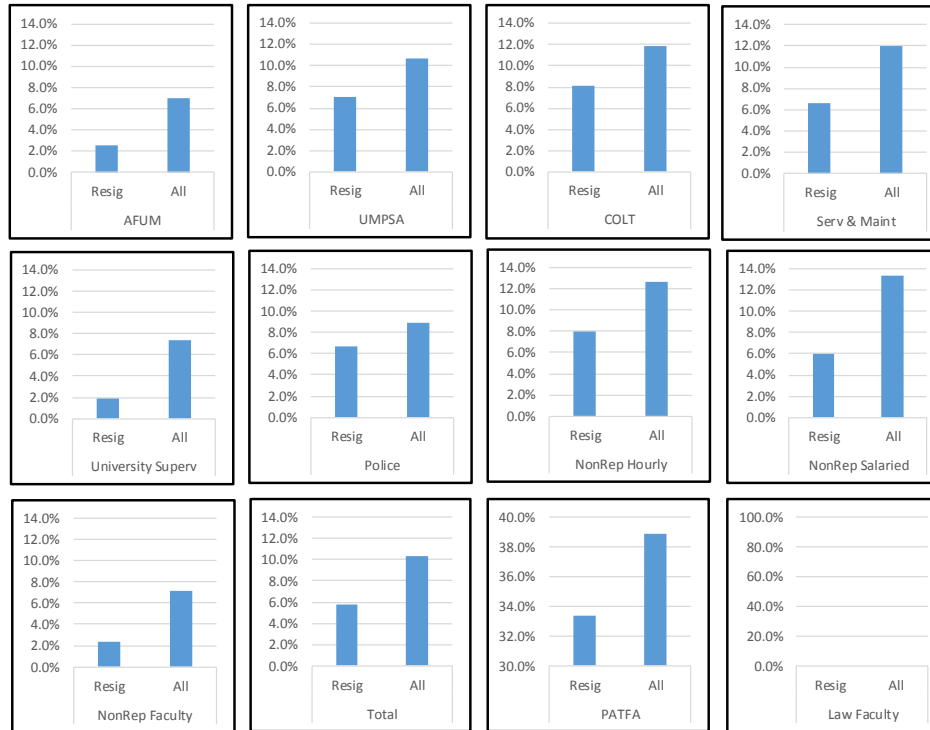
Headcount is an average of the number of regular staff on October 31, 2017 and October 31, 2018.



**Separations by Reason  
By Bargaining Unit**

	<i>Death</i>	<i>Discharge</i>	<i>End of Appointment / Contract</i>	<i>Failure to Return from Leave</i>	<i>Non-Reappointment</i>	<i>Partial/Total Disability</i>	<i>Probationary Period</i>	<i>Resignation</i>	<i>Retirement</i>	<i>Soft Money Discontinuance</i>	<i>Staff Reduction</i>	<i>Total</i>
<b>AFUM</b>	2		14		1			28	32			77
<b>UMPSSA</b>			20				3	104	26	2	2	157
<b>COLT</b>	2	1	5	1				54	15		1	79
<b>Service &amp; Maint</b>	3	5	3				4	35	14			64
<b>University</b>	1							2	5			8
<b>Police</b>			1					3				4
<b>Non-Rep Hourly</b>			2					5	1			8
<b>Non-Rep Salaried</b>	1	1	5				1	25	23			56
<b>Non-Rep Faculty</b>			4					3	2			9
<b>PATFA</b>			1					6				7
<b>Law Faculty</b>												0
<b>Total</b>	9	7	55	1	1	0	8	265	118	2	3	469

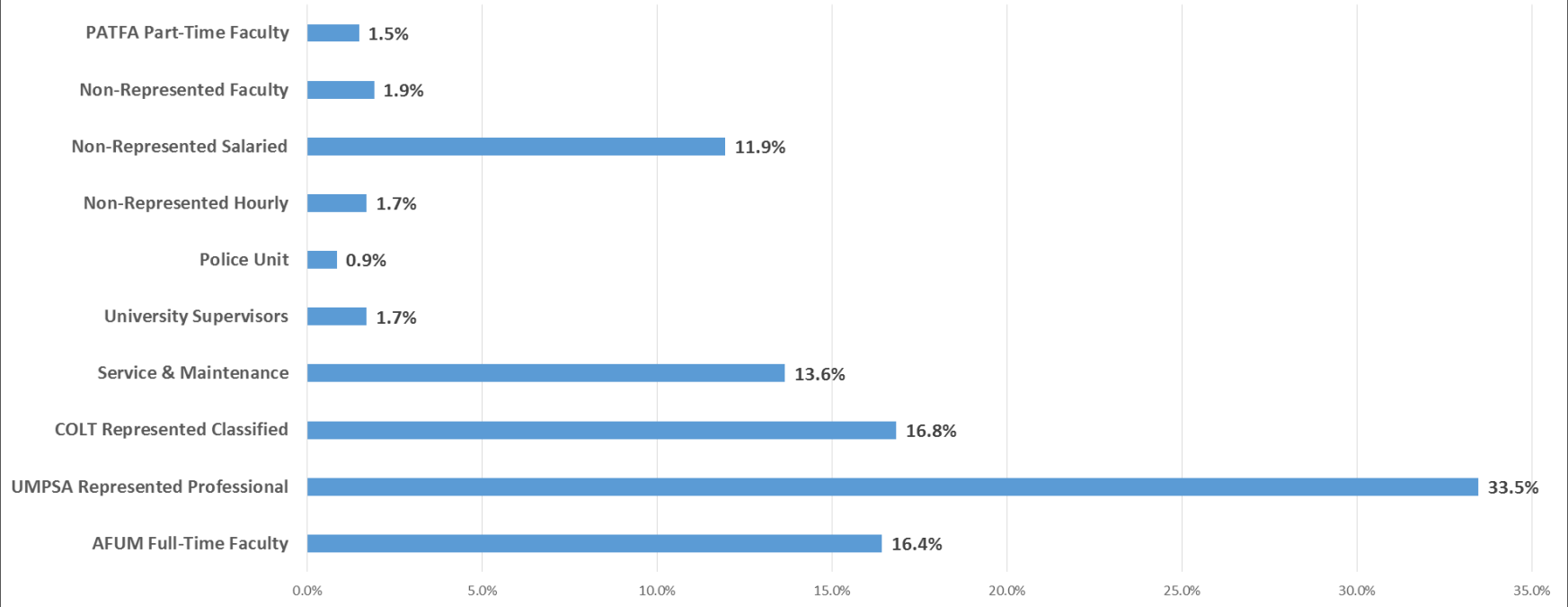
**Separation Rate - Resignations and Total Separations  
As Percent of Average Bargaining Unit Population**



**Average Years of Service by Separation Reason  
by Bargaining Unit**

	AFUM	UMPSA	COLT	Serv & Maint	University Superv	Police	NonRep Hourly	NonRep Salaried	NonRep Faculty	PATFA	Law Faculty
	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs	Yrs
<b>Involuntary</b>	3.4	2.5	2.3	2.8	0.0	0.3	0.0	0.6	2.3	0.3	0.0
<b>Retire</b>	27.9	22.4	26.0	22.0	35.8	0.0	43.4	22.8	29.4	0.0	0.0
<b>Voluntary</b>	5.6	3.7	3.7	5.5	5.8	4.6	6.1	7.2	1.7	6.0	0.0

### Separations by Bargaining Unit as Percentage of Total Separations



**Retention by Bargaining Unit  
by Number and Percent**

<i>AFUM</i>		<i>UMPSA</i>		<i>COLT</i>		<i>Serv &amp; Maint</i>		<i>University Superv</i>		<i>Police</i>		<i>NonRep Hourly</i>		<i>NonRep Salaried</i>		<i>NonRep Faculty</i>		<i>Law Faculty</i>		<i>PATFA</i>		<i>Total</i>					
Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT		
1,015	92.9%	1,310	89.3%	590	88.2%	469	88.0%	101	92.7%	41	91.1%	55	87.3%	362	86.6%	117	92.9%	18	100.0%	11	61.1%	4089	89.6%				

**New Hires and Rehires  
by Number and Percent of Bargaining Unit Population**

<i>AFUM</i>		<i>UMPSA</i>		<i>COLT</i>		<i>Serv &amp; Maint</i>		<i>University Superv</i>		<i>Police</i>		<i>NonRep Hourly</i>		<i>NonRep Salaried</i>		<i>NonRep Faculty</i>		<i>Law Faculty</i>		<i>PATFA</i>		<i>Total</i>							
Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT		
70	6.4%	200	13.6%	87	13.0%	60	11.3%	4	3.7%	4	8.9%	15	23.8%	31	7.4%	11	8.7%	0	0.0%	0	0.0%	0	0.0%	482	10.6%				

**New Appointments and Transfers  
by Number and Percent of Bargaining Unit Population**

<i>AFUM</i>		<i>UMPSA</i>		<i>COLT</i>		<i>Serv &amp; Maint</i>		<i>University Superv</i>		<i>Police</i>		<i>NonRep Hourly</i>		<i>NonRep Salaried</i>		<i>NonRep Faculty</i>		<i>Law Faculty</i>		<i>PATFA</i>		<i>Total</i>							
Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT	Num	PCT		
46	4.2%	20	1.4%	4	0.6%	4	0.8%	0	0.0%	0	0.0%	1	1.6%	2	0.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	77	1.7%		