

IOWA

University Human Resources

HR Update August Staff Council

**Budget Reduction Options and Process
Update on Return to Campus**



For Modeling Purposes Only

Cost Savings Options – Staff

- **Change of shift to control overtime**
- **Hiring Freeze**
- **Flexibility in timing of annual increase**
- **Temporary layoff/reduction in effort/furlough**
- **Voluntary Salary Reduction**
- **Mandatory Salary Reduction**
- **Permanent Reduction in Force**

Suite of Options

Appendix A – COVERSHEET – DATE

Highlight Which Cost Saving Strategies Your Org is Planning to Implement. The X indicates which option is available based on employee category.

Organization: _____

Senior HR leader: _____

	Control OT	Hiring Freeze	No Annual Increase	VAC Giveback (UIHC Only)	Voluntary Percent Reduction in Effort	Temp Voluntary Salary Reduction	Temporary Mandatory Salary Reduction	Temporary Mandatory Layoff/ Furloughs (May be eligible UEI)	Separation (eligible UEI)	Contract Terms – non renewals	High Level Estimated Cost Savings
Faculty											
Tenure		x	x	x		x	x			x	
TT		x	x	x		x	contract			x	
Research		x	x	x		x	contract			x	
Clinical		x	x	x		x	contract			x	
Instructional		x	x	x		x	contract			x	
P & S Staff											
Exempt		x	x	x		x	x	(25 days/200)	x		
<u>Non exempt</u>	x	x	x	x		x	x	(25 days/200)	x		
Merit	x	x	contract	contract		contract		(25 days/200)	Layoff plan		
SEIU	x	x	Contract	contract		contract		X (30 days)	???		

Separation (Permanent) - P & S

- At-Will and Term @ 1-3 months
- Career Status @ 6-12 months
- Probationary @ 1-3 months

Voluntary request for a temporary percent reduction in effort. Currently available to colleges/divisions. Follow standard process: written consent by individual and processed through the HR transaction system.

Examples

- **UI Athletics reducing salaries and compensation across the department.**
- **University Housing and Dining temporarily laying off 112 Merit staff.**
- **University of Iowa Hospitals & Clinics requiring employees to take unpaid time off or give back vacation hours.**
- **The College of Liberal Arts and Sciences not renewing the contracts of 10 Instructional Track faculty and Assistants in Instruction.**
- **The College of Engineering issued notices to four staff members permanently eliminating their positions and freezing salaries.**

Flow of information – Employment Impact

Senior HR leaders work with college/unit leadership to develop a suite of options for FY20/FY21

Colleges - Submit initial plan to provost for approval (Kregel)

- Assesses impact on academic mission
- Ensures alignment with faculty policies
- Ensures consistency
- Reviews plans for college-level internal communication

Submit initial plan to Mike Worthington for HR Employment Coordination Committee Meeting

HR subject matter experts conduct initial disparate impact analysis and review of plan's rationale

Plan submitted to HR Employment Coordination Committee

- Ensures consistent HR practices
- Reviews disparate impact analysis
- Reviews rationale
- Reviews implementation & internal communications plans

Review and advance by HR Employment Coordination Committee

Communication to BoR

Implementation and internal communication begin

COVID-19 HR Employment Coordination Committee

Deans and VP's would have decision making authority based on the suite of options.

Purpose

Review College/Unit plans to ensure the following:

- Consistent HR practices
- Disparate Impact Analysis
- Review Risk & Rationale
- Review Implementation Plans
- Coordinate Communication

Members

- University HR – C. Reardon
- General Counsel – M. Lukas
- Provost – L. Geist
- F&O – S. Klatt
- Health Care (pending)
- Strategic Communication A. Bassett
- Employee Relations – T. Rent
- HR leader with Orgs – J. Troester
- Talent Acquisition – K. Becker

Board of Regents Office - Prior to notification of staffing change for all P&S, Adjunct and Faculty

P&S Extension

- 1) Provides an additional benefit for P&S employees who are in their furlough (post termination) period at any time between 7/1/2020 and 12/31/2020.
- 2) Extends furlough period by three months for career status and specified term employees with at least two years of service.
- 3) Provides a three month furlough period for At Will, probationary and specified term employees with less than two years of service.

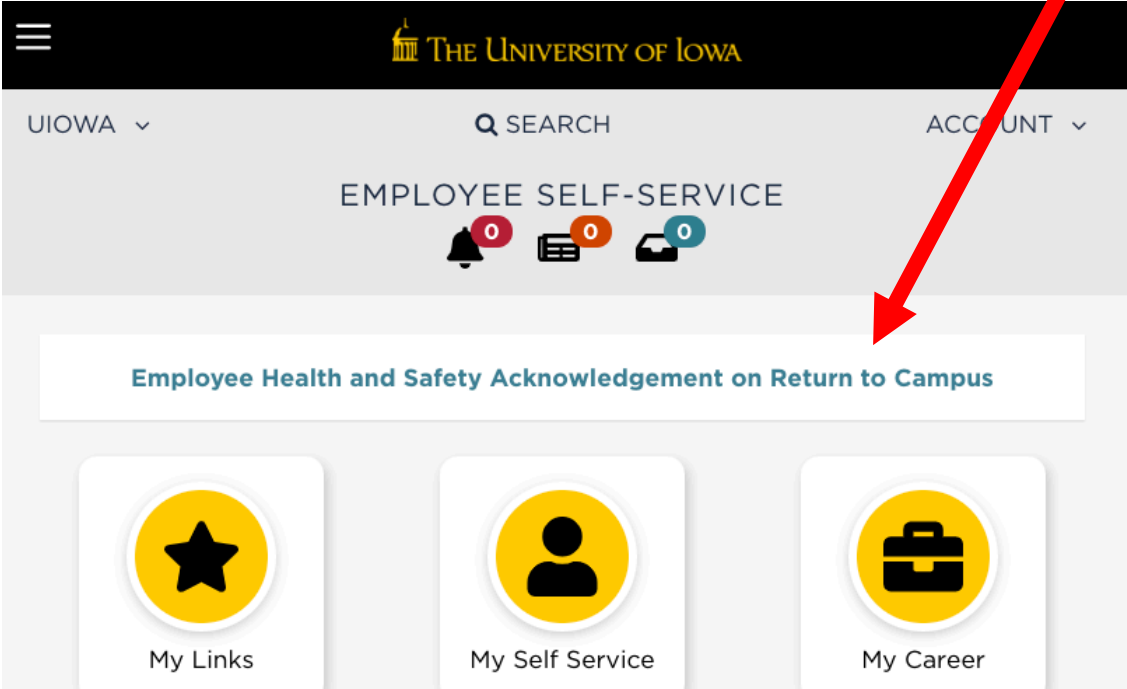
Employee Safety Training

- All Non-Health Care Employees
- Online ICON Course



Employee Acknowledgement

- All employees will be asked to acknowledge their agreement



Phase Three Workflow forms

1 BizCont**	2 Comms	3 Empl/HR	4 Facilities	5 Classrm	6 IT	7 PE/Clean	8 Storage	9 Students	10 Training	11 Flow/Circ	12 Virt Inst
Green	Green	Green	Yellow	Green	Green	Yellow	Green	Green	Yellow	Green	Green
Yellow	Yellow	Yellow	Yellow	Green	Yellow	Yellow	Yellow	Green	Green	Yellow	Green
Green	Green	Yellow	Yellow	Green	Green	Yellow	Yellow	Green	Yellow	Green	Green
Green	Green	Yellow	Yellow	Green	Green	Yellow	Yellow	Green	Yellow	Green	Green
Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Green
Yellow	Green	Green	Yellow	Yellow	Green	Yellow	Green	Green	Yellow	Yellow	Green
Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Green
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Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Yellow	Green	Green	Yellow	Green
Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Yellow	Green	Green	Yellow	Green
Green	Yellow	Yellow	Red/OK	Yellow	Yellow	Yellow	Yellow	Green	Green	Yellow	Green
Yellow	Green	Yellow	Yellow	Yellow	Green	Green	Green	Yellow	Green	Green	Green
Yellow	Green	Yellow	Yellow	Yellow	Yellow	Yellow	Red/OK	Yellow	Yellow	Yellow	Green

	My college/organization is fully ready
	My college/organization has a plan and we are confident in our ability to be ready by the Fall term
	We need additional assistance (you will be contacted)

Support for Employees

- One stop Webpage with mental health resources - <https://mentalhealth.uiowa.edu/>
- On-going Workshops - Resilience, Coping, and Stress Management
- Employee Assistance Program – individual and family counseling

Survey to Parents of School-Age Children

- 3700 Health Care parents or caregivers of school-aged children (5-12 years)
- 1,300 Academic Campus non-UI Health Care parents or caregivers of school-aged children (5-12 years) will receive survey
- The survey objective to help us better understand how families plan on approaching these challenges, and how UI can best support them during this time.
- Survey was sent out in early August

Family Services Team – currently analyzing data

Extreme Weather Policy

22.3 Attendance During Extreme Weather Conditions

- Missed time due to weather to be taken as vacation (P&S) time or comp time (Merit)
- May be authorized for remote work (if possible)
- For non-exempt employees, the time should be made up within the same work week
- For exempt employees, supervisors may offer more flexibility but the time should be made up within a reasonable amount of time

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