

University Human Resources

HR Policy Updates

UI Staff Council

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Overview

- HR Policy Review Process
- Policies updated during AY2021-22
- Currently pending policy revision

HR Policy Review Process

- Periodic reviews of all HR Policies – Ops Manual III
 - Annual review for non-substantive updates
 - Substantive reviews every 5 or 10 years
 - As needed, based on legislative changes or other circumstances

- Drafting/Approval Process
 - Include key stakeholders in review/drafting process
 - Stakeholder feedback
 - Shared governance review
 - President's final approval
 - Submission to Operations Manual



Policies Updated in AY2021-22

Work Arrangements Policy, OM III-24

- Changes effective 7/1/2021
- Updates to terminology
- Clarified process
 - Criteria
 - Out of state and international remote work
 - Self-service application developed

❖ *Pandemic*

❖ *Future of Work project*

Blood, Bone Marrow, Living Organ Donation Policy, OM III-22.12

- Changes effective 10/1/2021
- Added blood donor paid leave – 2 hours, 4x/year
- Does not reduce paid leave accruals
- FMLA leave may apply, hours count toward FMLA maximum
- Documentation is required

❖ *Iowa Senate File 336; Iowa Code 70A.39*

Temporary P&S Furlough Policy, OM III-3.1.I

- New policy effective 2/1/2022
- Emergency practice during pandemic, AY2020-21
 - Option to cut costs without eliminating jobs or reducing salaries
- Key provisions
 - Non-organized P&S staff
 - 25 workdays or 200 hours/year max
 - Furlough plans require university approval
 - 30 days notice
 - Based on employee category and classification

❖ *Pandemic*

Human Rights Policy, OM II-3

- Changes submitted for publication
- Terminology updates
- Eliminated “specific and credible” language
- Eliminated “any other classification that deprives the person of consideration as an individual”
- Allows interim actions
- 60 business days for investigations
- Non-Discrimination Statement updated accordingly

❖ *Employment Practices Review*



Policy Update in Progress

Relationship of P&S Staff Members to the UI, OM III-3.1

- Benchmarking
- Review committee (2019-2021)
 - ✓ Staff Council representation
 - ✓ Senior HR Leaders including UI Healthcare
 - ✓ Subject matter experts
- Drafting committee (Fall 2021)
 - ✓ Staff council representation
 - ✓ General Counsel's Office
 - ✓ UI Healthcare
 - ✓ Subject matter experts

❖ *Scheduled Review*

P&S Policy: Key Changes

- Probationary periods
- Furlough notice periods and benefits
- Term status
- Temporary status
- Terminology: Furlough vs. Layoff

Probationary Status

- New hires = 12 month probation
- Transfers = 12 month probation

Term Status

- Establish probation following same rules as probationary status
 - New hires = 12 months
 - Transfers = 12 months
- Remove 6 year maximum

Furlough/Layoff Notice Periods

➤ At Will: 3 months

➤ All others:

- 1st year: 3 months
- After 1st year: 6 months

➤ Implementation

- Honor notice periods already communicated
- For two years, continue to provide 9 or 12 months notice to employees who currently qualify for longer notice periods

Furlough/Layoff Resources

- All employees to have the same resources
 - Priority status to be interviewed for positions at current pay level or below (12 months)
 - Furlough networking program, even after a search has started (12 months)
 - Furlough resume database (12 months)
 - Career development advising (12 months)
 - EAP (3 months)

Furlough/Layoff Lump Sum Option

- Available option regardless of employee status
- Payment = 3 months' salary
- Departure in 45 days unless employee requests earlier date, but no less than 30 days from notice

Temporary Status

- Allow temp status for up to 1560 hours/fiscal year (30 hrs/week)
- For up to 2 years
- Automatic notifications when temp employee approaching hours limit

Questions??

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