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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