University Human Resources

HR Update

Jan Waterhouse
Assistant VP – Employee Relations and Inclusion
Topics

➢ P3 Merit Employee Experience
➢ HR Policy Updates
P3 Merit Experience & Retention Project
Project Priorities

ONBOARDING AND ORIENTATION

PEER MENTORS OR CAREER PATHWAYS

SUPERVISOR TRAINING
Pilot Departments

- Dental Assistants – College of Dentistry/Hospital Dentistry
- Animal Caretakers – OVPR
- Food Service Workers – Hillcrest Marketplace, DSL
Year 1 Goals

- Hire 1 FTE Project Coordinator
- Form advisory committee
- Develop program materials
  - Onboarding
  - Peer mentors
  - Career pathways
  - Supervisor training
- Begin implementation – late spring/summer 2024

https://hr.uiowa.edu/recognizing-recruiting-and-retaining-merit-staff
HR Policy Updates in AY2022-23
Criminal Background Check Policy
OM III-9.3

➢ Effective 8/1/2023
➢ Clarified process
  • Timing of background check
  • Parties involved in reviewing

❖ Legal guidance
Sick Leave Policy
OM III-22.3 and 22.1

➢ Effective 8/1/2023
➢ Aligned definition of sick leave with Iowa Code
➢ Clarified that mental illness qualifies for sick leave
➢ Preventive care also covered
➢ Family Caregiving Leave aligned with sick leave definition

❖ Request from Staff Council
Pregnant Workers Fairness Act

➢ Effective 8/1/2023
➢ Human Rights Policy, OM II-3
➢ Disability Protection Policy, OM II-7
➢ Parental Leave and Accommodation Policy, OM III-22.8

✓ Add accommodation for known limitations related to pregnancy, childbirth and related medical conditions
✓ Accommodations will be managed through FSDS/LDA

❖ Federal law
P&S Policy, OM III-3.1
effective 7/1/2023
P&S Policy: Key Changes

➢ Probationary periods
➢ Specified term status
➢ Temporary status
➢ Furlough/Layoff notification and benefits
Probationary Status

Former
- New hires = 2 years
- Transfers = 1 year

New Policy
- New hires = 1 year
- Transfers = 1 year
Specified Term Status

**Former**
- No probation
- 6 year maximum, then move to career status

**New Policy**
- Probation
  - New hires = 1 year
  - Transfers = 1 year
- Remove 6 year maximum
# Temporary Status

**Former**
- 1 year maximum, if
- 1040 hours/year (20 hours/week) or more

**New Policy**
- 2 year maximum, if
- 1560 hours/fiscal year (30 hours/week) or more
Furlough Terminology

**Former**
- No temporary furlough
- Furlough = permanent job elimination

**New Policy**
- Temporary reduction = furlough
- Permanent job elimination = layoff

*Note: Temporary Furlough Policy, OM III-3.1(k)*
Layoff Notice Periods

**Former**
- At Will: 1 or 3 months
- Probationary: 1 or 3 months
- Term Status: 1 or 3 months
- Career Status: 6, 9, or 12 months

**New Policy**
- At Will: 3 months
- All others:
  - 1st year: 3 months
  - After 1st year: 6 months
# Layoff Resources

## Former
- Resources vary based on status

## New Policy
- All employees have the same resources

## Resources
- Priority status to be interviewed for positions at current pay level or below (12 months)
- Layoff networking program, even after a search has started (12 months)
- Layoff resume database (12 months)
- Career development advising (12 months)
- Employee Assistance Program (3 months)
Survey Responses

❖ FSDS and Disability Accommodations
  • Advocate for fair process
  • Facilitate an outcome that meets needs of employee and department

❖ Functional and Administrative Supervisors
  • Administrative – hiring, performance reviews, salary decisions
  • Functional – day-to-day work assignments, provide input
  • Secondary – dual reporting relationships
Questions??

Jan Waterhouse
Assistant VP, Employee Relations & Inclusion
jan-waterhouse@uiowa.edu