

University Human Resources

HR Update

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Topics

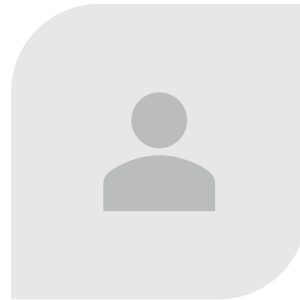
- P3 Merit Employee Experience
- HR Policy Updates

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>

IOWA



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
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- ✓ 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??

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