OVPR&ED
Administrative Support Staff Meeting

Monday, January 26, 2015
1:30 p.m. – 3:30 p.m.
UCC-IP-1117
Annual Goals and Performance Reviews

- New P & S staff should enter goals into My UI Careers as soon as possible
- Supervisors should be planning upcoming Performance Review meetings by Mid-February
  Best practice – log progress in My UI Careers
- For planning purpose, performance reviews Jan-March 2015
What to Expect During the Meeting

- 3 days prior to your review meeting, please complete and submit your self evaluation
- At the review meeting, a collaborative conversation about your performance/goals/universal competencies
- Review of last year’s performance
- Setting goals for the upcoming year
Step 1
Log into Self Services

Step 2
Under My UI Career Performance Review

Step 3
2014-2015 Performance Review
Complete 3 sections:
• Universal Competencies,
• 2014-15 Accomplishments
• 2015-2016 Goals Plan
Tier Project Update

RFP for Sourcing and Procurement for all 3 universities:
- Huron Consulting Group

RFP for IT, HR, & FIN
- Proposals from the 3 universities accepted along with Chazey Partners to act as assistants/consultants during implementation.
  - HR Project – 2 years
  - IT & FIN – 3 years

RFP for academic review due by Feb 9th to BOR.

RFP’s for all found on the BOR website:
http://www.regents.iowa.gov/TIER/implementationrfps.html

More to come as we move forward in the implementation process. We will keep an open mind to the ideas for change.
Proposed Early Incentive Retirement Program (ERIP)

Key Dates
- Board of Regents must approve at February 5 meeting.
- Application will open for 1400 eligible employees Feb 6th and close at midnight on March 6th (no late entries). UIHC/CCOM not eligible. Information will be mailed to employee’s home address and emailed.
  - Must be 57 by January 31, 2015 and have worked at UI for 10 years.
  - Must separate by June 30, 2015
  - No reappointment to regular position at UI for 5 years
  - Reemployment on temporary basis restricted to 320 hours for duration of 5 years.
- February 16th final reminder sent to eligible staff to apply.
- March 27th Org Level review deadline.
- April 1, employees who are denied must be notified.
- April 14th, review by VP or HR must be completed

Approval Route
- Unit Director (Unless a candidate for ERIP)
- Cheryl Reardon (Org denial letter will come from CHR).
- VP Dan Reed (Dan will sign off before form goes to VP of HR if approved. He can deny or approve which could be different from Unit Director or CHR).
- Only approved forms go to VP/HR for final approval.
Proposed Early Incentive Retirement Program (ERIP)

Key Principles

- **Fairness for employees**
  - No discussing with employees unless they come to you with questions about the process.
  - We cannot ask if anyone is considering this option or speculate on approval/denial.
  - This is not a “right” for employees (no grievance if denied).
  - Comments in Workflow form will eventually be visible to employee.

Demonstrated cost saving

- Must show significant cost savings.
- If 50/50 appointment with Health Care, Non HC department will incur 100% of cost.

Incentives

- Accrued vacation payout
- Accrued sick leave payout up to $2000
- TIAA- CREF contribution 15% for 3 years, then 10% for 2 years.
- Eligible for health insurance contribution until Medicare eligible.
  - UI will contribute $476 (same contribution as now for single) and the retiree has to pay the remaining $105 for the cost of the retiree health plan $587.
Quarterly SHPE Training Due March 31st
  - Wendy Loney will send out reminders and monitor for the org.

FSDS Contact is Nathan Stucky 335-2663
  - Please continue to use the Case Referral form for new medical leave cases: https://uiowa.qualtrics.com/SE/?SID=SV_0ivyNMbQPOph1Ln

TDR Reconciliation/WHO Key Clean-up

Coming in Spring 2015

New Time & Attendance System
  - Will be demonstrated at the February HR Unit Reps meeting.
  - More details to come but going to be moving toward more consistency and accountability with time records
FMLA Recertification 2015

Start

Has the employee with intermittent FMLA in 2014 used intermittent FMLA since July 1, 2014?

Yes

Is the employee eligible for FMLA beginning on January 1, 2015?

No

Complete and send to employee the FMLA Notice of Eligibility and Rights & Responsibilities indicating not eligible for FMLA.

Have correspondence with the employee regarding his/her absence needs for 2015. For those employees who anticipate needing FMLA for 2015, does the department have a Health Certification form that is as recent as 2014?

Yes

Complete the FMLA Notice of Eligibility and Rights & Responsibilities and give to the employee along with the FMLA Health Certification Form(s) to be completed by the treating health provider.

No

Based on the most recent Health Certification form, along with the most recent year’s actual FMLA usage have a conversation with the employee to confirm frequency of needed FMLA. Develop the language for the designation based upon this conversation.

Complete and send the FMLA Designation Notice to employee.

Complete the FMLA Notice of Eligibility and Rights & Responsibilities.

No

Upon receipt of a complete and clear Health Certification Form, complete and send the FMLA Designation Notice to employee.

Yes

Is the employee eligible for FMLA beginning on January 1, 2015?

Yes

Have correspondence with the employee and provide notification that he/she is eligible for FMLA, but advise that since FMLA has not been used since July 1st FMLA will not be designated at this time. Indicate that if he/she needs FMLA for 2015, to notify you directly.

Document this correspondence in the employee’s Medical File.

No

Complete the FMLA Notice of Eligibility and Rights & Responsibilities Indicating FMLA ineligibility.

Click to Open FSDS Forms Page

Click to Open Guidance For Completing: FMLA Eligibility Notice

Click to Open Guidance For Completing: FMLA Designation Notice

Contact Faculty and Staff Disability Services With Any Questions

UI Faculty and Staff Disability Services, December 2014
Workplace Support Matrix


Please share with your departments!
# Workplace Support Matrix for Non-Organized UI Employees

## I have a concern about....

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
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<td><strong>Web resources</strong></td>
<td><strong>University policies (OM)</strong></td>
</tr>
<tr>
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<td>Ombudsperson</td>
<td>Educational Opportunity</td>
<td><strong>Other</strong></td>
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<td>Ombudsperson</td>
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**Revision Date 8/06/2014**
**Workplace Support Matrix for Non-Organized UI Employees**

### I want to....

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<th>File a Complaint</th>
<th>Improve My Work Situation</th>
<th>Find Support or Guidance</th>
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</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
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**My options include:**

- **Report Misconduct**
  - Unit HR Rep/Senior HR Leader
  - Supr/DEO/Administrator
  - Ombudsperson
  - Fac & Staff Svc/EAP / EOD
- **File a Complaint**
  - HR Reps, Administration, EOD
  - Sexual Misconduct Response Coord.
  - **Ombudsperson, F&S Svc/EAP, RVAP / WRAC**
- **Improve My Work Situation**
  - Unit HR Rep/Senior HR Leader
  - Supr/DEO/Administrator
  - Organizational Effectiveness
- **Find Support or Guidance**
  - Unit HR Rep/Senior HR Leader
  - Supr/DEO/Administrator
  - University HR

**People to talk to:**

- **Confidential resources**
  - Ethics Point (web/phone)
  - Ombudsperson
  - Faculty & Staff Svc/EAP Rape Victims Advocacy Program

**Web resources**

- Ethics and Conduct
  - Research Misconduct
  - Sexual Misconduct Response Coord.
  - Equal Opportunity & Diversity
- Administrative Review
  - Grievance Procedures (P&S/Merit Exempt)
- Learning and Development
  - My Quick Coach
  - Career Development Advising
- Learning and Development
  - Career Development Advising Family Services
- Univ. Relationship With P&S Conflict Mgmt. Resources
  - Ethics and Responsibilities
- Staff Council Member
  - Health Coach Service

**University policies (OM)**

- Financial Fraud / Human Rights
  - Acceptable Use of Technology
  - Research Misconduct
  - Anti-Harassment / Anti-Retaliation
  - Conflict of Interest

**Other**

- Criminal Activity: Department of Public Safety / 911

***These resources operate with confidentiality for staff.***

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**Revision Date 8/06/2014**
Resilience can be defined as the ability to effectively respond to challenges and move forward in a positive way.

- Training to be centered around Resilience in 2015
  - Business case for training and education:
    - Potential Budget Shortfalls
    - Implementation of proposed TIER study changes
    - Support change process in a positive way

- OE/Health and Productivity will begin developing training and materials specific to individual faculty/staff and those in leadership roles. More information to come as it becomes available.
Transparencies of results - VPRED will post survey results at early February and send out an org wide email.

Encourage unit directors to share results and engage employees.

Celebrate and build upon strengths, and develop strategies and action plans where there are opportunities for improvement.

DISCUSSION –

Themes

Conflict resolution and Staff Recognition

- Break into two groups
- Discuss creative ideas on how to address these two issues
Engagement, defined as:

“…employing and expressing your physical, mental and emotional energy” in your work. (Kahn, 1990)
Engagement = organizational Success

Recruitment and Retention
- Faculty
- Staff
- Students

Health and Productivity
- Quality of Life
- Ability to Work
- Effectiveness at Work

University Experience
- Students
- Patients
- Iowans
2014 Survey Participation (VPRED #s)

- 81% of over 480 eligible
- 69% of merit & 92% P&S
- Exceeds all previous surveys
2014 Survey Results

Agrees

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Campus</th>
<th>Research Administration</th>
<th>Oakdale/ED</th>
<th>SHL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00%</td>
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<tr>
<td>20.00%</td>
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<tr>
<td>60.00%</td>
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<tr>
<td>80.00%</td>
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<tr>
<td>100.00%</td>
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<tr>
<td>120.00%</td>
<td></td>
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</tr>
</tbody>
</table>

- Meaning Q1: I know my work expectations
  - Campus: 94.90%
  - Research Administration: 91.80%
  - Oakdale/ED: 100.00%
  - SHL: 92.90%

- Meaning Q8: My unit focuses on excellent service
  - Campus: 92.50%
  - Research Administration: 90.90%
  - Oakdale/ED: 100.00%
  - SHL: 92.30%

- Meaning Q16: Understand how job fits overall mission of UI
  - Campus: 94.50%
  - Research Administration: 96.40%
  - Oakdale/ED: 100.00%
  - SHL: 82.90%
2014 Survey Results

### Support Q2: I receive work feedback regularly
- Campus: 80.40%
- Research Administration: 85.40%
- Oakdale/ED: 100.00%
- SHL: 70.50%

### Support Q4: My supervisor acknowledges my good work
- Campus: 82.70%
- Research Administration: 85.90%
- Oakdale/ED: 92.90%
- SHL: 80.00%

### Support Q14: Supportive environment for diversity
- Campus: 89.10%
- Research Administration: 87.40%
- Oakdale/ED: 92.30%
- SHL: 85.50%
2014 Survey Results

Competence Q3: My supervisor's feedback is helpful
- Campus: 82.40%
- Research Administration: 83.50%
- Oakdale/ED: 92.90%
- SHL: 78.60%

Competence Q5: My professional development is encouraged
- Campus: 80.90%
- Research Administration: 82.20%
- Oakdale/ED: 84.60%
- SHL: 78.60%
## 2014 Survey Results

<table>
<thead>
<tr>
<th>Question Description</th>
<th>Campus</th>
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<th>SHL</th>
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</thead>
<tbody>
<tr>
<td>Respect Q6: My supervisor treats me with respect</td>
<td>90.10%</td>
<td>90.40%</td>
<td>92.90%</td>
<td>94.20%</td>
</tr>
<tr>
<td>Respect Q13: Civil and respectful coworkers</td>
<td>86.10%</td>
<td>85.30%</td>
<td>71.40%</td>
<td>87.50%</td>
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<tr>
<td>Respect Q19: The UI treats faculty/staff with respect</td>
<td>83.90%</td>
<td>83.90%</td>
<td>85.70%</td>
<td>89.00%</td>
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</table>
## 2014 Survey results

### Overall Q15: I say great things about working in my unit

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<td><strong>Agrees</strong></td>
<td>84.50%</td>
<td>76.60%</td>
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<td>78.30%</td>
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### Overall Q17: Recommend UI to friend seeking employment

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The University of Iowa
Each Department is expected to...

Share results broadly; acknowledge participation

Engage staff in dialogue

Identify strategic priorities to improve/prepare for the future
Analyzing results

Compare

Depts. to Org  Orgs to University

Consider

Turnover  Health/Absence

Link

Productivity Data  Customer Satisfaction Data
Civility and conflict management

- Identify one area of focus

Actions

- Supervisor Training
- Questions in search process regarding conflict resolution
- Cascading goals

Communicate

- Org email
- Website
- Department meetings
Results to Action – VPRED

Employee Recognition

- Identify one area of focus

Actions

- Highlight accomplishments in newsletter
- New VPRED awards
- Encourage Dept Program

Communicate

- Org email
- Website
- Department meetings
2014 Survey Data

Celebrate Success
Build Upon Strengths
Achieve Strategic Goals