OVPR & ED
Administrative Support Staff
Meeting

Tuesday March 31, 2015
1:30 p.m. – 3:30 p.m.
UCC-IP-1117
Annual Goals and Performance Reviews

- Performance Reviews must be completed today.
- April 3rd is the cutoff date for staff to finalize the form in Success Factors in order to be considered compliant.
Proposed Early Incentive Retirement Program (ERIP)

- Eligibility – 86 individuals
- Applications – 28 (32.5% of the eligible population)
- Approved – 16 (57%)
- Estimated 5 years savings is significant
TIER Update

- [http://efficiency.uiowa.edu/](http://efficiency.uiowa.edu/)

Implementation Phase:
- IT Recommendations
- HR recommendations
- Procurement & Sourcing
- Shared Services

Assessment Phase
- Academic Review
TIER Update - HR-10:

Establish clear policy for professional and scientific (P&S) search committee size and structure.

- Employ use of search waivers and increase use of internal searches when appropriate
- Offer more recruiting and training services centrally
- Define responsibilities between hiring units, Equal Opportunity and Diversity (EOD) and University of Iowa Human Resources (UI HR) to lessen duplication and improve turnaround times

May 1st effective date
TIER Update - HR-01:

- HR Unit Representatives roles and reporting relations
- Expand electronic performance reviews and goal management to SEIU and Merit
- Leverage and expand HR-10 to further clarify, streamline and automate HR and EOD roles in support of recruitment and talent acquisition
Quarterly SHPE Training Due March 31st.

Thanks for your help in getting them completed. 100% compliance!

Market Adjustments
- Adjustments for FY15 will need to be approved by May 27th effective 6-1.
- None approved with effective date of July or August
- They will be approved again beginning September 1st.
HR Briefs

- As a reminder, there are revised offer letters for non-organized P&S Probationary, Career, At-Will and Specified Term employees. The revised offer letters are located on the Compensation and Classification web site at http://hr.uiowa.edu/tools-departments/employment-forms-templates

- Offer letters must be used for all Probationary, Career, At-Will and Specified Term appointments.
Salary Process FY16 - Preplanning

- Salary Guidelines for new employees hired between March 1st and June 30th.
  - Employees hired after May 1st are not eligible for a July 1st salary increase.
  - Employees hired between March 1st and April 30th will be eligible for a July 1st salary increase, unless stated otherwise in their offer letter.
  - Employees hired before March 1st will be eligible for a July 1st salary increase. Colleges and Organizations will determine appropriate salary increase based upon individual circumstances.
  - [http://hr.uiowa.edu/dept-comp-class/july-1-pay-practices](http://hr.uiowa.edu/dept-comp-class/july-1-pay-practices)
Salary Process FY16 - Preplanning

• Anticipated Salary Process Dates – June 5th to June 22nd.
• We are expecting a budget reallocation (unknown amount)
New Time & Attendance

- The new system includes a unified time record, integrated absence requests, mobile browser support and Universal Workflow integration. (March 29-biweekly – April 1 monthly).
- March ETR’s will be processed through old system.
- A tutorial will be available to assist first time users/employees.
- Employees are not required to use the absence request, form but they will have to use the new time record.
- Absence requests must be manually converted to the time record. Not automatic!
- Emails will be sent to bi-weekly staff to submit time records if they have entered any hours during a pay period.
VPR Best Practices for Leave Management

- Group Discussion - DRAFT handout.
MFK Function Codes

- Updated and expanded function code definitions issued in February
- More scrutiny on using function 21 due to importance to new Regents Performance Based Funding Model
- Not many changes expected, some clean-up to do
- As a general rule, core research support units will be function 21, e.g. Recharge Centers, IRB, RIS, Public Policy, Consortium, Obermann
- Executive level research administration will stay function 60 along with EHS
- Questions still on DSP & RSA. Are function 60 now, likely to move to 21 for FY16
- Joe to work with units to make any changes and approve non-grant function 21 accounts in the future
Tax Return Fraud

- 40 UI employees have had fraudulent tax returns filed under their name during this tax season
- Mostly targeted to higher salary employees
- Just need name, birth date and social security number to file fraudulent return
- UI Investigations haven’t pointed to a UI data breach as cause
- Represents only 0.1% of total UI employees. Problem estimated at 1-2% nationwide.
- More UI communication on this problem expected this week
liveWELL 2014 – Org 04

Org 04 – Office of the Vice President for Research
2014 liveWELL Program Summary

This report summarizes your Organizational Unit’s Personal Health Assessment (PHA) data, providing a 2014 snapshot of overall health compared to the University of Iowa as well as trended data for the past 5 years.

Figure 1: Personal Health Assessment (PHA) Utilization

In 2014, the participation breakdown by Job Classification is: 91%—Professional & Scientific
Org 04 Participants = 219
UI Participants = 12,447

Figure 2: Health Snapshot for Org 04 from 2010 - 2014

OVPR staff have made considerable improvements in the areas of smoking, exercise, nutrition, and good sleep habits over the past four to five years.

From 2013 to 2014, slight decreases were seen in the percentage of employees exercising regularly, managing stress, and maintaining a healthy weight.

Sustaining healthy behaviors over time is an area of emphasis, and supports health improvement, quality of life and individual resilience.
Figure 3: 2014 Health Snapshot for Org 04 and The University of Iowa

Using 2014 PHA data, Org 04 is compared to The University of Iowa on six health-related lifestyle areas. These behavioral risk factors contribute to the leading causes of chronic illness and disease. OVPR faculty and staff are generally similar to the overall University population with the most notable positive differences in exercise and sleep habits.

Figure 4: 2012-2014 Health Risk Profiles for Org 04

The organizational goal is to maintain low-risk individuals at low-risk, while moving those at high-risk to lower risk categories. This figure shows risk profiles for the 151 people in Org 04 who took their PHA in 2012 and 2014.

New in 2014: Supervisor Support & Well-Being Index

- Supervisors play a vital role in supporting health and wellness at the local level. The 2014 PHA included a new question assessing their support: “My Supervisor supports health and wellness within my unit.” At UI, 84% of faculty and staff agreed with this statement. In Org 04, 85% agreed.
- The Gallup Healthways Well-Being Index measures overall well-being.

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<th>U.S.</th>
<th>UI</th>
<th>Org 04</th>
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<tbody>
<tr>
<td>Thriving</td>
<td>56%</td>
<td>60%</td>
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<tr>
<td>Struggling</td>
<td>40%</td>
<td>32%</td>
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<tr>
<td>Suffering</td>
<td>4%</td>
<td>0%</td>
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A majority of faculty and staff (68%) are in the “thriving” category where individuals report significantly fewer health problems and sick days, less worry and stress, and more happiness and interest than their struggling and suffering counterparts. OVPR faculty and staff also show a high percentage of individuals in the thriving category. Trends will be monitored over time for this new index.

2015 Recommendations for Health and Well-Being Initiatives in Org 04

1. Determine most effective communication strategies through Wellness Ambassador network.
2. Encourage units to submit a Wellness Grant with emphasis on a health risk area such as nutrition.
3. Offer Group Health Coach Service to faculty and staff; emphasis on healthy weight or resilience.
liveWELL 2014 – Org 90

Org 90 – University Hygienic Laboratory
2014 liveWELL Program Summary

This report summarizes your Organizational Unit’s Personal Health Assessment (PHA) data, providing a 2014 snapshot of overall health compared to the University of Iowa as well as trended data for the past 5 years.

Figure 1: Personal Health Assessment (PHA) Utilization

In 2014, the participation breakdown by Job Classification is:
- 75% – Professional & Scientific
- 66% – Merit

Org 90 Participants = 145
University of Iowa = 12,447

Figure 2: Health Snapshot for Org 90 from 2010 - 2014

State Hygienic Lab has made improvements over the past five years in Nutrition, Non-Smoking Status, and Sleep. Sleep improvements have been especially notable.
Healthy Weight and Regular Exercise, however, have trended downward.
Figure 3: 2014 Health Snapshot for Org 90 and The University of Iowa

Using 2014 PHA data, Org 90 is compared to The University of Iowa on six health-related lifestyle areas. These behavioral risk factors contribute to the leading causes of chronic illness and disease. Org 90 staff are generally similar to the overall University population with the most notable differences in Exercise and Body Mass Index.

Figure 4: 2012-2014 Health Risk Profiles for Org 90

The organizational goal is to maintain low-risk individuals at low-risk, while moving those at high-risk to lower risk categories. This figure shows risk profiles for the 99 people in Org 90 who took their PHA in 2012 and 2014.

University data indicate that individuals in high risk categories with multiple behavioral health risk factors report 16-28 hours more sick leave per year as compared to lower risk individuals. Individuals moving to lower risk categories result in an estimated annual cost savings and cost avoidance of up to $3.28 million for the institution.

New in 2014: Supervisor Support & Well-Being Index

* Supervisors play a vital role in supporting health and wellness at the local level. The 2014 PHA included a new question assessing their support: “My Supervisor supports health and wellness within my unit.” At UI, 84% of faculty and staff agreed with this statement. In Org 90, 78% agreed.
* The Gallup Healthways Well-Being Index measures overall well-being.

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<tr>
<td>Thriving</td>
<td>56%</td>
<td>68%</td>
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<tr>
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A majority of faculty and staff (68%) are in the “thriving” category where individuals report significantly fewer health problems, fewer sick days, less worry and stress, and more happiness and interest than their struggling and suffering counterparts. Org 90 shows a profile that includes more people indicating struggles with overall well-being.

2015 Recommendations for Health and Well-Being Initiatives in Org 90

1. Engage Wellness Ambassador network or a wellness ‘team’ to apply for a Wellness Grant
2. Provide on-site coaching specifically around Healthy Weight, Exercise, or Resilience to align with risk areas
3. Discuss helpful communication channels to reach most ORG 90 staff