

# OVPR Administrative Support Staff Meeting

Thursday, January 13, 2011

10:30 – 12:00

S401 PBB

# Criminal Background Checks

- If a new hire is being hired off a requisition, the HR rep needs to initiate the CBC through Hire@UIOWA.
- For temporary and student appointments, the CBC is done by paper through [http://www.uiowa.edu/hr/administration/background\\_checks.html](http://www.uiowa.edu/hr/administration/background_checks.html)
  - We encourage departments to run a CBC on these appts for the same reasons they would elect to run a search on a regular hire.
  - Temp agency employees
- CBCs are conducted by the VPR office in conjunction with the Office of General Counsel.
  - All paper forms should be sent **from the applicant** to Cheryl Reardon.

# Standard Reports & I-9s

## Standard Reports

- HR Reps are required to run the list of standard reports in self service on a weekly, monthly, biweekly and annual basis.
- There are still a few departments that don't run these reports on a consistent basis.

## I-9s

- All I-9s should be completed **within 3 business days of the first day of work**
- I-9s are now processed via I-9 Express
- If you have questions, please contact Rhea Noel

# Biweekly ETRs not Submitted Report

- This report is generating several results in our Org.
- After consultation with Payroll, these timecards need to be addressed in a timely fashion.
- Administrators need to work with their employees to complete and submit the timecards.
  - If zero hours were worked, the employee needs to submit with zero hours, then the next level of approval should void the transaction.
- If the employee is no longer here, the departmental administrator can start the ETR in workflow. Then the supervisor or next level of approval can void the form.

# Physical Inventory of Capital Assets Change

- Beginning January 2011, the physical inventory of moveable equipment will be conducted by an external consultant, Hiron & Associates.
- Departments will continue to perform physical inventory of art work, software and untaggable assets.
- Memo posted on the Property Management Office website at <http://www.uiowa.edu/~fusprop/physicalinventorychangememo.pdf>

# January 1 AFSCME increases

- The increases for merit staff effective January 1, 2011, have been posted in HRIM. Temporary/biweekly staff in merit covered classifications will have increases effective with the biweekly pay period beginning December 26, 2010.
- The contract between AFSCME and the State of Iowa provides a one percent (1%) salary increase effective on January 1, 2011.
  - However, the calendar year work hours for 2011 will decrease from 2088 to 2080, a decrease of four-tenths percent (.4%). Therefore, while the hourly rate will increase one percent (1%), the net effect in calculating annual and monthly salary amounts for January 1, 2011 will be approximately six-tenths percent (0.6%).
- Merit supervisory exempt staff will also receive this increase.

# Glitch in Hire@UIOWA regarding letters of recommendation

- Hire@UIOWA mistakenly triggered email notifications to references listed on P&S openings the week of December 27<sup>th</sup>.
- Emails were sent to the applicants and the references that received an email.
- Glitch was due to INFO implementing a new optional feature for the Jobs system for future faculty openings.

# Discontinued Recruitment Resources

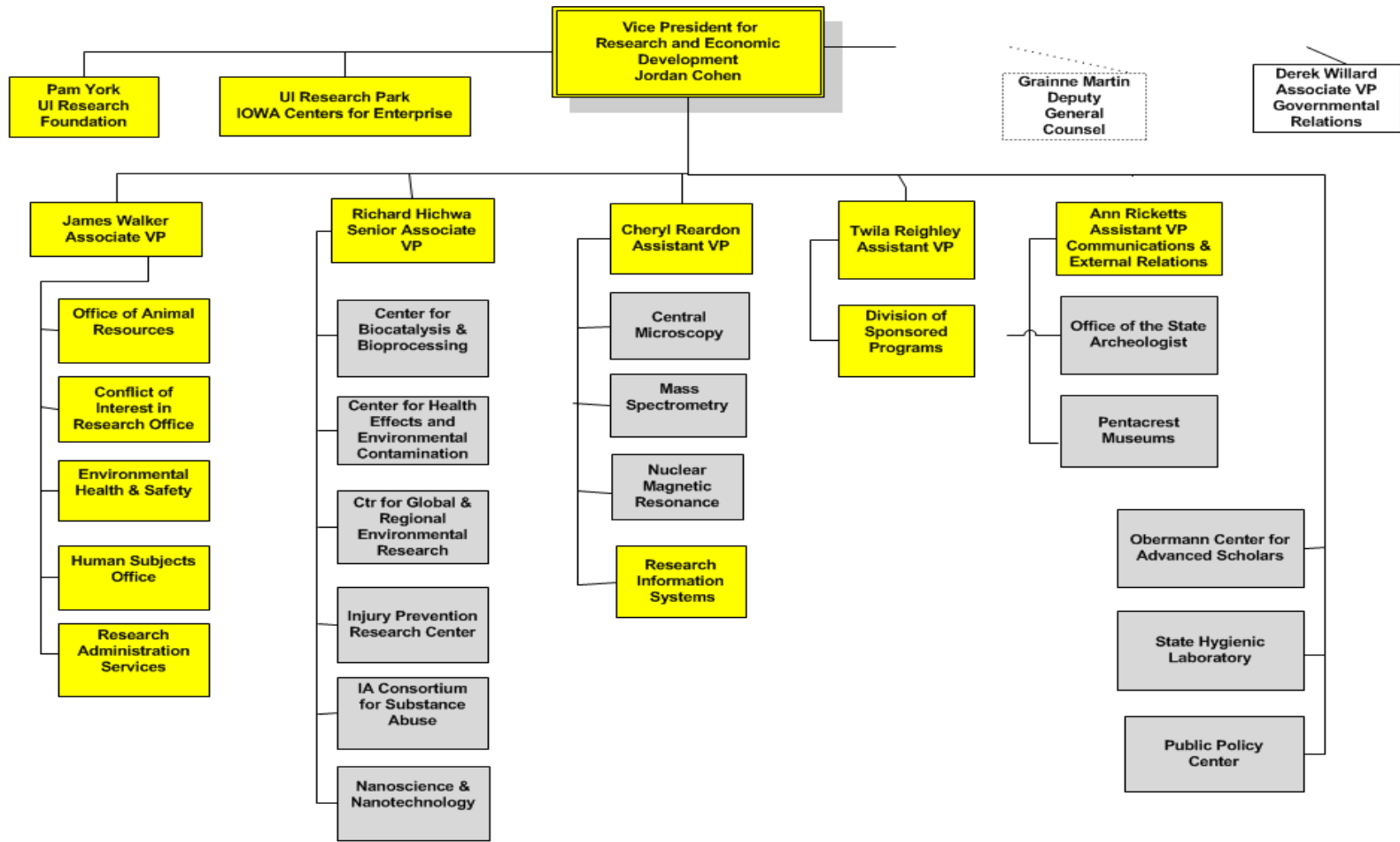
1. The Latino Division of Latino Affairs
  2. The University of Iowa African American Council
- Both have discontinued accepting position announcements or advertising positions through their listservs/websites.
  - Resources have been removed from the job line and should not be listed as Recruitment Resources on pending/future requisitions.



# Staff Diversity Opportunity Program

- UI currently has three persons actively employed through the program, which employs an individual for up to two years at up to \$40,000 of support per year.
- Any feedback about the program that has kept you from requesting funds? For example, is the available dollar amount too low? Other factors?
- <http://www.uiowa.edu/hr/administration/sdop.pdf>

# Roles and Responsibility of Departmental Liaisons vs. Webmaster



Key:  
Primary websites  
Secondary websites

# Webmaster Responsibilities

- Provides leadership for the core VPR sites
- Possesses advanced Drupal skills and serves as the resident expert on software
- Provides training to departmental staff who maintain web sites
- Serves as the liaison with ITS and their centralized services (accessibility, ensure compliance)
- Serves as a member of UI webmasters group
- Represents OVPR in campus wide webmaster meetings
- Develops VPR web site standards to ensure a consistent look for core VPR websites
- Plans, designs and facilitates departmental web sites with the departmental liaisons
- Determine refresh cycle for upgrades that balance resources and user needs.
- Fulfills project management responsibilities in OVPR including setting overall org priorities Coordinates and resolve technical issues involving unit sites.
- Coordinate departmental web content user group for VPR – plans and schedules monthly meetings for this group
- Works with ITS and RIS on hosting websites and maintenance issues.
- Ensures website security
  
- For Non-Core Units
  - Identifies a contact for each department. Invite these users to the web liaison group training
  - Serves as a liaison and make sure each department receives important information
  - Possesses advanced Drupal skills and serves as the expert

# Wellness Ambassadors

- OVPR is looking for volunteers to serve as a Wellness Ambassador in their area. Estimated time commitment ~ 2 hours/month
- **Wellness Ambassadors** act as a liaison between their department and UI Wellness.
- If interested please contact them at [uiwellness@uiowa.edu](mailto:uiwellness@uiowa.edu) or call 335-2314
- <http://www.uiowa.edu/hr/wellness/programs/ambassadors.html>

# Sexual Harassment Prevention Training

- New Employees and Future Hires: All faculty and regular staff members, who hold a 50% or greater appointment and are not an Academic or Administrative Officer (AAO), shall receive sexual harassment prevention education in the first six months of their employment.
- Academic and Administrative Officers (AAO): All faculty/staff hired into and/or promoted to a position defined by the [UI Policy on Sexual Harassment](#) as an AAO (e.g., VP, Dean, DEO, supervisor, student advisor) shall complete a SH prevention education program within the first two months of their appointment.
- **Who is required to participate in training?**
  - **Faculty**: All faculty, any title, who hold at least a 50% appointment,
  - **Staff (P&S)**: All regular staff, employed at least 50% or greater time,
  - **Staff (Merit)**: All regular staff, employed at least 50% or greater time,
  - **Medical Residents and Fellows**: All who hold at least a 50% appointment during the academic year,
  - **Postdoctoral Scholars/Fellows**: All who hold at least a 50% appointment during the academic year,
  - **Students (Graduate)**: All graduate students who hold a Teaching Assistantship for a period of one semester or longer,
  - **Students (Undergraduate)**: University Housing Resident Assistants, and any other students as determined by the Office of the Vice President for Student Services.

# Sexual Harassment Prevention Training

## \* Refresher Courses

- All faculty and regular staff members who hold a 50% or greater appointment are required to participate in a refresher course **every three calendar years**
- The newly revised Policy on Sexual Harassment is being released in early 2011, and it will be important to receive training on the new policy.
- Current UI faculty & staff who completed a sexual harassment education program between May 2006 and May 2008, will have until **May 31, 2011** to complete a new program.
- In Orgs 04, 40 and 90, there are ~92 employees who will need to complete the refresher course by the May 31<sup>st</sup> deadline.
- We will work with the departments to get this information to the targeted employees.

# Annual Performance Reviews

- The policy, <http://www.uiowa.edu/~our/opmanual/iii/03.htm#32>, is relevant to all staff as recipients of performance reviews and to faculty and staff, who as supervisors provide performance reviews.
- REMINDER: Staff have the right to place a written response to their performance review within their personnel file, if they so choose.
- The FY11 OVPR deadline for performance reviews will be June 10, 2011.

# Compensation and Classification Redesign Project

YOUR **WORK** YOUR **PAY** YOUR **CAREER**





# Background

- The Classification and Compensation Redesign Project has been underway since 2008.
- The redesign will replace a system that is over 30 years old and does not adequately help recruit and retain talent.
- The case for change has been consistently supported by campus leadership, including the Vice Presidents, Deans and Staff Council.
- The classification & compensation redesign will produce a new framework for making future classification and salary decisions for the 5500 non-organized P&S staff.

# Compensation Redesign Goals

- Recruit, develop and retain talent.
- Provide a market competitive salary structure.
- Recognize and reward individual job performance.
- Promote communication and transparency.
- Continue to comply with federal and state regulations, including equal pay and comparable worth.

# Design Parameters

- More specific job classifications - reducing “generic” classifications.
- Job classifications defined by their “Key Areas of Responsibility”.
- Job progressions that support career development.
- New evaluation criteria (to replace existing point factor system)
- Salary “market zones” calibrated to be responsive to relevant market rates.
- A common University pay structure with flexibility to recognize variations in funding and local unit needs.

# Campus Process & Participation

- Emphasis on transparency, both in process and work produced
- Regular communication - Staff Council, University leadership and Board of Regents office staff.
- Active participation by key constituencies in various roles.
  - 35 individuals from across the campus continue to serve on project committees,
  - 165 participated in 20 expert panels,
  - 4562 employees elected to participate by completing a JIF
  - 79 individuals have served on placement committees

# Job Classification Terms

- **Job Function:** A major service or discipline, such as finance, IT, research, or healthcare.
- **Job Family:** A group of related jobs that require like-skills & serve a similar purpose within a job function.
- **Progression:** A series of jobs within a job family defined by their key areas of responsibility. This progression establishes a potential career path.
- **University classification title:** The title given to the individual job progression.
- **Working title:** May be more consistent with common practice or peers in a profession and/or discipline.

# February 28, 2011

- Staff members & Supervisors will be informed of their initial job function, job family and job progression assignment in **Self Service**.
- This new University classification will be the first change resulting from the redesign project.
- The new classifications will be different from the current classifications.
- No information about pay will be available.
- Campus-wide listings of job classification assignments will not be posted until after individual employees have the opportunity to appeal and the placements are finalized.

# Appeals

- Individual employees may appeal their assignment through Self Service if they completed a Job Information Form (JIF)
- Employees do not have a right to appeal the initial placement if they did not submit a JIF.
- Appeals must be initiated **Feb.28-March 22.**
- Organizational Deadline is **Tuesday, March 22<sup>nd</sup>**

# Appeals Criteria & Process

- The only basis for appeal is the relative match of the documented job duties (JIF, PDQ), and the key areas of responsibility.
- Only the employee can initiate an appeal. Supervisors will not have the option to appeal an employee placement
- Placement is by “best fit”, not exact match.
- Final decisions will be made by University Human Resources.
- Final decisions are expected to be made in April-May, for implementation after July 1, 2011.



## If no JIF...

- Employees who did not complete a Job Information Form (JIF) have been placed using the information available, e.g. current class, recent PDQ.
- They do not have appeal rights now, but there will be some form of reclassification process available in the new system after full implementation in October 2011.

# Timeline

## Classification Phase

Targeted communications to educate unit HR representatives, supervisors and employees about the University classification assignments

February 2011

Notice to employees and supervisors regarding new classification assignments

February 28, 2011

Employee appeals initiated:  
Appeals due to University HR:

February 28- March 22, 2011  
March 29, 2011

HR review of employee appeals

April to May 2011

Moratorium on Reclassifications

April to October 2011

Transition to new classification structure

After July 1, 2011

# Timeline

## Compensation Phase

Develop new compensation structure

Ongoing

July 1 salary decisions based on current compensation structure

July 1, 2011

New compensation structure in place for making salary decisions for new hires, etc.

October 1, 2011

July 1 salary increase decisions based on new compensation structure

July 1, 2012

# Compensation System

- Will be built using new job classifications
- Classifications will be assigned to pay levels using new evaluation criteria (replacing existing point factor system):  
[http://www.uiowa.edu/hr/classcomp/redesign/eval\\_criteria.html](http://www.uiowa.edu/hr/classcomp/redesign/eval_criteria.html)
- Survey data will be used to market price benchmark jobs in a pay level to create ranges and market zones within ranges.

# Compensation System, cont.

- No salaries will be decreased.
- Nor will salaries increase automatically.
- Future increases will be driven by individual performance and relationship to market zone, within the resources available .
- HR will provide guidelines for using market zones.
- Market corrections may need to occur over time, depending upon resources.
- HR will be developing new pay rules to support greater flexibility in salary determinations.
- Working to support the new compensation structure with an enhanced *performance management system*.

# Compensation and Classification Redesign Project

- Questions or concerns for discussion?