Our roles:

- Provide consulting on all HR matters to the departments and units within CALS
- Kathey is the HR Liaison for CALS
- Both Kathey and Tasha work closely with University Human Resources
ISU Open Search Policy

- Diversify our employee population
- Ensure our applicant pools for open positions are as broad as possible
- All current employees have the opportunity to be considered for open positions for which they are qualified
- To learn about exceptions and advertising requirements please visit:
  - http://www.policy.iastate.edu/policy/opensearch/
ISU is committed to implementing affirmative action employment programs and to complying with all applicable federal, state, and Board of Regents' rules, regulations, and policies relative to nondiscrimination.

Responsibilities of hiring units:
- Develop appropriate job descriptions where warranted
- Utilize existing job descriptions
- Recruit, screen applications, interview applicants, and select most suitable candidates for employment
- Take positive steps to recruit and employ members of protected groups who are not currently adequately represented in our work force
- Ensure selection procedures have not had an indefensible disparate effect on any member of a protected group
- http://www.policy.iastate.edu/policy/aa/

Not required to grant preferential treatment to members of protected groups.
Hiring

You’ve submitted or have a grant now what?

1. Plan ahead
2. Plan ahead
3. Plan ahead
4. Did I mention. . . plan ahead?

Hiring process can take several months start to finish
Hiring – Employee Categories

- Faculty
- Professional & Scientific (P&S)
- Merit
- Non-student hourly
- Grad students/Predocs/Postdocs
- ISU students
Hiring – Systems

- ISU uses an online hiring/classification system - PeopleAdmin
- Supervisors can have access to the system and some departments centralize the hiring process
- Most staff positions are advertised for a minimum of 15 calendar days
Hiring - Faculty

- Tenure or tenure track (A or B base)
- Non-tenure eligible (Lecturers)
- Non-tenure eligible research professors (NTER)
Professional & Scientific
- Research, managerial, administrative, or other professional positions

Salaried
- Exempt from overtime
- Work until the job is done
- Don’t track hours

Positions can be term or continuous
- Grant funded positions -> term
- State funded positions -> generally continuous
Hiring – P&S continued

- P&S can sometimes be temporary
  - Paid an hourly wage
  - Limited to two months
  - Rare and used infrequently
- P&S emergency
  - Extremely rare
  - Lack of planning is not an emergency
- Positions require a position description (PD)
- Job duties determine position classification
- PD request requires an organizational chart
Time to Play...Guess That Acronym

What is FLSA?
Farm Labor Systems Analysis
Foundation for Law Standards and Amendments
Fair Labor Standards Act
Fishery, Lake, and Swamp Association

What is FMLA?
Federation for Mule Labor Access
Family and Medical Leave Act
Felony Mediation Lawyer Association
Farmers Medical Liability Association
Term appointments
- Maximum is 5 years with the possibility of renewal
- 1-2 years is most common
- Anything above 3 years must be approved by CALS
- Vacation clause required for all positions on soft money

Your department and the college has an online PD library and can supply an example for you to create the PD
Don’t recreate the wheel!
Hiring - Merit

- Merit
  - Clerical
  - Blue Collar
  - Technical

- Most are covered by collective bargaining agreement (organized)
- Positions are continuous and paid on state funds
- Positions on soft funds can only be student or non-student temporary
- Permanent positions require a PD
- Duties must fit within merit classifications
- All merit classification descriptions are on the classification website
  - [http://www.hrs.iastate.edu/hrs/node/238](http://www.hrs.iastate.edu/hrs/node/238)
Hiring – Non-Student Temporary

- Non-student temporary hired through ISU or Advance Services, Inc. (ASI)
- Work is “classified” using merit titles based on job duties, e.g. lab tech
- Some positions may be eligible for seasonal hiring through ISU
- Contact your department admin for assistance
- Limited to 780 hours/fiscal year
Hiring - Students

- Undergraduate students
- Graduate students
- Predocs/Postdocs
- Coordinated through your department/unit
- No posting requirement
- Some limitations on hours during academic year
- Check with department on minimum stipend rates
- Letter of intent required for graduate assistantships and pre/postdocs
Hiring - Onboarding

- Set a realistic start date
- By federal law, all new hires must complete an I-9 on or before their first day of employment - no exceptions
- All ISU temporary and student employees must complete an XH form for each employing department
- ISU has an online onboarding process
- Most ISU employees are paid monthly on the last day of the month unless it falls on a weekend/holiday
- Sign up for electronic W-2 –this saves ISU money!
Performance Management

- P&S must have an annual performance appraisal
  - Check with your department for deadline
  - New employees receive one at 90 days
  - All employees receive one annually
- Appraisal confirmation form must be completed and submitted to UHR
- Employees are not eligible for an annual increase without an annual performance appraisal
- UHR offers a P&S performance management training class for supervisors
- Contact Kathey or Tasha with any employee performance management concerns
Other HR Information

- FMLA is an employee right for job protected time off due to qualifying conditions – there is a training course on Learn@ISU
- Employee Assistance Program
- Benefits Questions contact UHR 294-4800
- Conflict of Interest and Commitment Disclosure
HR 101 - Resources

UHR website:
http://www.hrs.iastate.edu/hrs/

Classification/Compensation:
http://www.hrs.iastate.edu/hrs/classcomp

University forms:
http://www.ats.iastate.edu/forms.html

Info on FLSA:
http://www.dol.gov/whd/flsa/
HR 101

Questions??

Thank you!

Kathey Schuckert & Tasha Barton
133 Curtiss Hall
294-2517 & 294-6417