Hiring 101

Presented by:
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Our roles:

- Provide consulting on all HR matters to the departments and units within CALS.

- Kathey is the HR Liaison for the CALS and work closely with University Human Resources.
ISU Open Search Policy

- Diversify our employee population.
- Applicant pools for all positions filled to be 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/
Affirmative Action

- Iowa State University has committed itself to develop and implement affirmative action programs with respect to employment and to comply with all applicable federal, state, and Board of Regents' rules, regulations and policies relative to nondiscrimination.

- While this institution's commitment to affirmative action encompasses and governs employment decisions of all university employing units, it does not, however, obviate the responsibilities and prerogatives of such units to:
  - Develop appropriate job descriptions where warranted
  - Utilize existing job descriptions which have already been modified
  - Recruit, screen applications, interview applicants and select personnel deemed most suitable for the positions to be filled
Neither the university nor any of its employing units is required by law to grant preferential treatment to individuals to achieve affirmative action goals. At the same time, it is incumbent upon the university to demonstrate that:

- Positive steps have been taken to recruit and employ members of those groups protected by federal regulations who are not currently adequately represented in our work force.
- Our selection procedures have not had an indefensible disparate effect on any particular class of individuals.

http://www.policy.iastate.edu/policy/aa/
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 101 – Employee Categories

- Faculty
- Professional & Scientific (P&S)
- Merit
- Non-student hourly (hired through ISU or Advanced Services, Inc.)
- Grad students/Predocs/Postdocs
- ISU students
Hiring 101 - Faculty

- Faculty
- Tenure or tenure track (A or B base)
- Non-tenure eligible (Lecturers)
- Non-tenure eligible research professors (NTER)
Hiring 101 – P&S

- 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 positons -> term
  - State funded positions -> generally continuous
P&S can sometimes be hourly, but only for 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
ISU uses an online hiring/classification system - PeopleAdmin

Supervisors can have access to the system – some departments centralize the hiring process

Most P&S positions are advertised for a minimum of 15 calendar days
Hiring 101 – P&S continued

- Term appointments
  - max is 3 years with the possibility of renewal
  - 1-2 years is more common
  - 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 101 - Merit

- Merit – organized/non-organized
- Clerical, skilled trades, technical support
- Most are covered by collective bargaining agreement (union)
- Positions are permanent and paid on state funds
- Positions on soft funds can only be non-student hourly (hired through ISU or ASI)
Permanent positions require a PD
Duties must be “merit” in nature
All merit classification descriptions are on the classification website

http://www.hrs.iastate.edu/hrs/node/238
Non-student hourly hired through ISU or ASI (Advanced Services – temp agency) – Work is “classified” using merit titles based on job duties, e.g. lab tech

Some positons may be eligible for seasonal hiring through ISU

Contact your department admin for assistance

**Limited to 780 hours/fiscal year**
Grad students/Predocs/Postdocs & student
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 grad assistantships, pre/postdocs
Hiring 101 - Misc

- All new hires must complete an I-9 on or before their first day of employment – federal law - no exceptions
- Set a realistic start date
- Online Onboarding Process
- P&S must have an annual performance appraisal check with your department for deadline (new = 90 days, then annually)
Hiring 101 - Misc

- Appraisal confirmation form must be completed and submitted to UHR
- P&S are not eligible for an annual increase without an annual performance appraisal
- P&S Performance Management & Training class, sign up through UHR
- 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!
Other HR Information

- Contact Kathey or Tasha with any employee performance management concerns
- FMLA is an employee right for job protected time off due to qualifying conditions – there is a course on Learn@ISU
- Employee Assistance Program
- Benefits Questions contact UHR 294-4800
- Conflict of Interest and Commitment Disclosure
Hiring 101 - Resources

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

Classification/Compensation:
http://www.hrs.iastate.edu/hrs/class comp

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

Info on FLSA:
http://www.dol.gov/whd/flsa/
Questions??

Thank you!

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