CALS Human Resources: HR Basics

- Presented by:

  Kathey Schuckert
  Director of Human Resources, CALS

  Kyla Kaetzel
  Human Resources Coordinator, CALS

  Ashley Meyer
  Human Resources Coordinator, CALS/FSHN

  calshr@iastate.edu
CALS HR

Our Roles:

• We provide consultation on all HR matters to the departments and units within CALS.

• Kathey serves as the direct contact with University Human Resources and determines the HR strategy for the college.

• Kyla and Ashley work directly with the CALS HR Partners serving the departments/units.
CALS HR Partners: Role

• CALS HR Partners may assist CALS HR with items related to human resources such as hiring, participation agreements for visitors, and coordinating annual performance reviews.

• Items such as Employee/Labor Relations, performance coaching, FMLA, etc., are directed to CALS HR.
CALS HR Partners

- Members
  - Agronomy: Lisa McEnaney
  - Ag Ed and Studies: Krys Christensen
  - ABE: Susana Bucklin
  - BBMB: Kelly Yohnke
  - Card: Deb Thornburg
  - Econ: Ellen Anderson
  - EEOB: Janet McMahon
  - Horticulture: Kim Gaul
  - NREM/ENT: Tammy Porter
  - Plant Path/Micro: Brenda Downs
  - Seed Science: Lisa Shen
  - Sociology: Rachel Burlingame
Employee Life Cycle

- Attraction
- Jobs
- Recruitment
- Onboarding & Orientation
- Employee / Labor Relations
  - Performance Management
- Leave Management
- Training & Development
- Compensation
- Heath & Well-being
- Child Care
- Separation / Exit
Attraction

• ISU uses an online hiring/classification system – PeopleAdmin

• Supervisors can access the system to view the position descriptions (PD) for their direct employees.
Jobs

- I-9:
  - All new hires must complete an I-9 on or before their first day of employment per Federal Law – no exceptions.

- Set realistic start date
- Online Onboarding Process
- Staff and Post-docs require annual performance evaluations. Check with your department for deadlines.
Jobs

- Employee Categories:
  - ISU students
  - Grad students/Predocs/Postdocs
  - Non-student hourly (hired through ISU or Advanced Services, Inc.)
  - Merit
  - Professional & Scientific
  - Faculty
Jobs

- ISU Students: (XH Pay Base)
  - Undergraduate students
  - Grad students
- No Posting Requirement
- Coordinate through your department/unit
- Limitations on hours during academic year
- Requires XH Enrollment form to be submitted to UHR Service Center prior to starting work.
Jobs

- Casual Hourly – Non student Hourly
  - (XHM, XHP, XHS Pay Base)

- XHM: Non student Merit
- XHP: Non student Professional & Scientific
  - (only approved for two months full-time)
- XHS: Non student Season (April 15-October 15)

- No Posting Requirement
- Coordinate through your department/unit
- Hired through ISU or ASI (Advanced Services – temp agency)
- Hired through ISU, requires XH Enrollment form to be submitted to UHR Service Center prior to starting work.
- Limited to 780 hours / fiscal year when hired through ISU.
Jobs

- Graduate Assistantship (C Pay Base)
- Predocs/Postdocs (D Pay Base)

- No Posting Requirements currently
- Coordinate through your department/unit
- Check with department on minimum stipend rates
- Letter of intent (LOI) required
Jobs

- Merit (E or H Pay Base)
  - Organized / Non-organized
  - Clerical, Technical, Blue Collar
  - Most are covered by AFSCME Collective Bargaining Agreement (union)
  - Position are permanent and paid on state funds
Jobs

- Professional and Scientific (P Pay Base)
  - Administrative, Managerial, Research or other professional positions
- Salaried
  - Exempt from overtime
  - Paid to perform a job
  - Hours are not tracked
- Positions can be continuous or term
  - State funded positions -> generally continuous
  - Grant funded positions -> term
Jobs

• Professional and Scientific Term
  • Maximum is up to a 5 year term with the possibility of renewal
  • 1-2 years is more common
• Special Conditions Required when paid on grant (soft) money:
  • All accrued vacation must be taken during the term of this appointment. Unused vacation will be forfeited.
Jobs

- Faculty (A or B Pay Base)
  - A – 12 months
  - B – 9 months

- Tenure or tenure track
- Term Faculty (Lectures, Sr. Lectures)
- Non-tenure eligible research professors (NTER)

- Faculty positions utilize Position Responsibility Statements (PRS)
Jobs

- Staff is typically referred to as Merit and P&S
- Requires a position description (PD) in the PeopleAdmin system.
Recruitment

- ISU has an Open Search Policy

- All positions should be advertised to attract a broad and diverse applicant pool.
- Current employees have the opportunity to be considered for open positions for which they are qualified.

- To learn about advertising requirements please visit:
  - http://www.policy.iastate.edu/policy/opensearch/
Recruitment

- Affirmation Action

Iowa State University is committed 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.

- "Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status and will not be discriminated against."

- http://www.policy.iastate.edu/policy/aa/
Recruitment

• You have submitted or have been awarded a grant. Now what?
  • Plan ahead....
  • Plan ahead....
  • Plan ahead....

• Did we mention......PLAN HEAD!
Recruitment

- The hiring process can take several months start to finish.
  - ISU’s current average for P&S Hires is 112 days
Onboarding and Orientation

• ISU has an online onboarding for A, B, P, E, and H pay base through AccessPlus.
  • Active for 30 days

• University Orientation

• Department orientation takes place locally
Employee/Labor Relations: Performance Management

• Annual Performance evaluations require an evaluation document and a confirmation form. The confirmation form must be completed and submitted to UHR.
  • P&S are not eligible for an annual increase without an annual performance evaluation of a satisfactory rating.

• P&S Performance Management and Training class, sign up through UHR.
Leave Management

• FMLA: Family Medical Leave
  • Federal Law – Employees right to job protected leave due to qualifying events

• Leave Without Pay (LWOP)

• Vacation/Sick Leave Usage

• Long Term Disability (LTD)

• Disability Accommodation Requests (DAR)
Training & Development

- Learn@ISU
- Lynda.com
- Faculty Mentors
Compensation

- 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.

- Fiscal Year is July 1 – June 30

- Annual Increases – July 1
Health & Well-being

• Adventure2: Live your best life
  • https://www.wellbeing.iastate.edu/adventure2

• Employee Assistance Program
  • https://efr.org/myeap
  • 800-327-4692

• Green Dot

• https://www.wellbeing.iastate.edu/
Child Care

• University Community Childcare

• The Comfort Zone
  • Available to all members of the greater ISU/Ames/Story County Community
  • 515-294-9738
  • The Comfort Zone is open from September 1 through early May each year.
    • Hours for the program: 8:30 am - 4:30 pm
    • Monday - Friday
Separation / Exit

- Notice of Resignation Form
- Required Written Acceptance of resignation
Other HR Information

- Conflict of Interest and Commitment Disclosure (COIC)
- UHR Benefits 294-4800
Questions?

Thank you!

CALS HR
139 Curtiss
calshr@iastate.edu