ISD Human Resources: HR Basics

- Presented by:
  
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ISD HR Roles

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

• We manage a team of HR professionals to accomplish the Mission of ISU “Create, share, and apply knowledge to make Iowa and the world a better place.”

• We are here to serve and help you navigate the HR organization
ISD HR Roles

- HR Partners (HRP) assist with strategic actions related to hiring, performance, coaching, organizational development and planning, comp, etc.
- HR Coordinators (HRC) are the first point of contact for general HR questions/inquiries.
- Staff Recruiting Specialist (SRS) manage the recruiting process for staff, postdocs, and non-student hourly employees.
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 workday for hiring and employee actions
  - Supervisors can initiate the hiring process for staff through the SRS and HRC manage the faculty hiring processes
  - Supervisors can hire students through workday
  - Supervisors can initiate other employee actions through workday, e.g., voluntary separations
Jobs

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

• Casual Hourly – Non student Hourly

• No Posting Requirement
• Coordinate through your department/unit
• Hired through SRS or ASI (Advanced Services – temp agency)
• Limited to 780 hours / fiscal year when hired through ISU
• Seasonal 4/15-10/15 – no exceptions
Jobs

- ISU Students:
  - Undergraduate students
  - Grad students

- No Posting Requirement
- Coordinate through your “GA” or “JM” support
- Hiring manager may also initiate in workday
- Limitations on hours during academic year
Jobs

- Graduate Assistantship
- Predocs/Postdocs

- No posting requirement for graduate students
- Posting requirement for postdocs
- Coordinate grad assistants through your GA Support
- Check with department on minimum stipend rates
Jobs

• Merit

• Organized / Non-organized
• Clerical, Technical, Blue Collar
• Most are covered by the Merit System Rules
• Position are permanent and paid on state funds
Jobs

• Professional and Scientific
  • 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
  • 12 months
  • 9 months
  
  • Tenure track or tenured
  • Term Faculty (Lectures, Asst Teaching Prof)

• Faculty positions utilize Position Responsibility Statements (PRS)
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 a realistic start date
• Online onboarding process
• Faculty, staff and post-docs require annual performance evaluations. Check with your department for deadlines.
Recruitment

- ISU has an Open Search Policy

- All positions should be advertised to attract a broad and diverse applicant pool.

- 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

• The hiring process can take several months start to finish.
  • ISU’s current average (FY19) for P&S Hires is 112 days
  • July 1, 2019 – minimum advertising is 7 days
  • Search doesn’t require a committee
Onboarding and Orientation

- ISU has online onboarding through workday
  - Onboarding kicks off after the employee completes their I-9
  - Action items will appear in workday “inbox”

- 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

• Faculty and staff 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) vs. Unpaid Day

• Vacation/Sick Leave Usage

• Long Term Disability (LTD)

• Disability Accommodation Requests (DAR)
Training & Development

- Learn@ISU
- LinkedIn Learning
- Faculty Mentors
Compensation

- Most ISU employees are paid monthly on the last day of the unless it falls on a weekend/holiday

- Fiscal Year is July 1 – June 30

- Annual Increases (typically) – 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.studentwellness.iastate.edu//greendot/
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
  - In writing
  - Confirm last day
  - Thank them for their service
Other Information

• Conflict of Interest and Commitment Disclosure (COIC)

• Ombuds Office
  • Deanna Clingan-Fischer
  • 294-0268
  • ombuds@iastate.edu
Questions?

Thank you!

Kathey & Stacy
HR Partners