

IOWA STATE UNIVERSITY

Professional and Scientific Council

Council Motion: To endorse the Hiring and Employment Policy and Accompanying Guidelines

Submitted by: Policies and Procedures Committee
May 2, 2019

Whereas: Iowa State University's Policy Library Advisory Committee recently published for public comment a Hiring and Employment Policy and Accompanying Guidelines.

Whereas: The Policies and Procedures Committee has reviewed the draft policy and accompanying guidelines.

Whereas: The transition to Workday necessitates the discontinuation of several existing policies related to hiring and employment and the adoption of new ones.

Whereas: The draft policy endeavors to cultivate a rewarding and productive work environment through the selection and retention of a highly qualified, talented, and diverse workforce.

Whereas: The draft Hiring and Employment Policy offers a framework that encourages and supports staff growth and advancement.

Whereas: The Committee recommends that the University include a glossary of terms with the Policy.

Whereas: The Committee recommends that the University clarify the terms Manager, Appointing Authority, and Hiring Manager in the accompanying guidelines.

Whereas: In the accompanying guidelines, the term "facilitate" is used multiple times. The Committee recommends that the University define this term and provide further clarification.

Whereas: In the accompanying guidelines section on Internal Searches, the Committee recommends clarification regarding the practice of running both external and internal searches concurrently.

Whereas: In the accompanying guidelines section on Promotion Compensation, the Committee recommends the required documented justification process that is necessary to increase pay above the 55th percentile be further defined by the University.

Whereas: In the accompanying guidelines section on Promotion, “Temporary back fill of other positions...” is listed as an action that does not necessarily result in a promotion or additional pay. The Committee recommends further definition of the term “temporary” as intended in this context.

Whereas: In the accompanying guidelines section regarding Reclassification, the Committee recommends that the University reconsider the policy that only managers may request that the HR Service Delivery Team initiate the reclassification request, or offer an alternative method for employees to seek a reclassification in the case that they do not feel safe in requesting such from their manager.

Whereas: The Committee recommends that the Council endorse the draft policy and accompanying guidelines with the recommendations.

It is moved: That the Professional and Scientific Council recommends the Policy Library Advisory Committee address the recommendations included in this motion and with these recommendations addressed moves forward with the Hiring and Employment Policy.

Distribution: Wendy Wintersteen, University President
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The Policy Library Advisory Committee