

IOWA STATE UNIVERSITY

Professional and Scientific Council

Council Motion: To request that University Human Resources communicate to all staff the sick time/vacation conversion error in Workday, offer step-by-step instructions to check for any potential errors in sick leave conversion or vacation accrual, restore any vacation hours that were lost due to the Workday conversion error, and to retroactively pay any employee or past employee wages due because of this error.

Submitted by: Compensation and Benefits Committee
April 7, 2022

Whereas: The Compensation and Benefits Committee is responsible for assessing and recommending action on issues with staff benefits including leaves, as well as providing counsel on issues such as compensation concerns.

Whereas: The Compensation and Benefits Committee was recently notified of a Workday error that negatively impacted the leave balances of an unknown number of Professional and Scientific Staff.

Whereas: Concerned constituents directly impacted by the Workday error have contacted the Compensation and Benefits Committee seeking help in reaching a satisfactory outcome with University Human Resources and in alerting other staff on campus of the error.

Whereas: Impacted constituents have attempted to resolve their accrual errors by working with their respective University Human Resources Delivery staff, with a lack of consistency in responses and resolutions offered.

Whereas: The accrual conversion error within Workday is in direct conflict with the University's Sick Time Off Policy, which states that "[f]ull-time or part-time employees who accrue vacation and have accumulated a minimum of 240 hours of sick time off may elect to convert sick time off to vacation for any month that no sick time off has been used" and that "[t]he conversion ratio is 12 hours sick time off for 4 hours of vacation credit for full-time employees." Univ. Human Res., Sick Time Off 52-58 (Oct. 18, 2021), *available at* <https://www.policy.iastate.edu/policy/leave/sick>.

- Whereas** The Iowa Code defines “wages” to include vacation and sick leave due an employee under the employer’s policy and requires all wages to be paid to current employees on regular paydays and to former employees by the next regular payday after their separation from employment. IOWA CODE §§ 91A.2(7)(b), 91A.3(1), 91A.4 (2022).
- Whereas:** The Iowa Division of Labor has interpreted the chapter 91A of the Iowa Code as requiring an employer to “follow their own policies, practices or contracts regarding [the payment of] benefits.” Iowa Div. of Labor, Wage & Hour - Common Questions, <https://www.iowadivisionoflabor.gov/idol/wage-hour/faq> (last visited Apr. 1, 2022).
- It is moved:** That the Professional and Scientific Council recommends that Iowa State University adhere to its own established Sick Time Off Policy in compliance with the requirements of chapter 91A of the Iowa Code as interpreted by the Iowa Division of Labor.
- It is moved:** That the Professional and Scientific Council requests that University Leadership prioritize the correction of this error, which can be done by: (1) informing all Professional & Scientific employees of the error; (2) providing detailed instructions on how to identify any potential errors in the conversion of sick time to vacation; (3) providing detailed instructions on the steps necessary to correct any errors; and (4) retroactively paying past employees for any financial losses that may have resulted from an inaccurate vacation balance payout upon separation.
- Distribution:** Wendy Wintersteen, President
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