



WELCOME TO THE UNIVERSITY OF IOWA

Dear Colleagues:

Welcome to The University of Iowa. The University is an exciting place to work and to grow as a person and as a professional. As a community we constitute a large and complex enterprise with a great tradition of excellence and caring. This reputation has been earned by the work and caring of people who have preceded you as employees of the University. They too were once new to the University environment. Through their dedication to students and their commitment to excellence, they have created this exceptional institution so highly respected for the quality of its educational offerings, its clinical services, and its research opportunities.

You are welcomed into this tradition of leadership in education, research, and service. My hope is that you flourish in this exciting and challenging environment and that you also will soon contribute in tangible and meaningful ways to the ongoing reputation of The University of Iowa as a terrific place to learn and work.

Susan C. Buckley  
Vice President for Human Resources

Revised 2010

TABLE OF CONTENTS

Welcome to The University of Iowa ..... 1

Introduction ..... 4

Chapter 1 – General Description of The University of Iowa

    Strategic Plan ..... 5

    Administration and Governance ..... 5

    Core Values ..... 6

Chapter 2 – Employment

    P&S Staff Employment Status ..... 7

    Performance Appraisal ..... 7

    Classification Review Policy ..... 7

    Access to Personnel Files ..... 7

Chapter 3 - Benefits

    Starting and Ending Dates ..... 8

    Compensation ..... 8

    Group Life and Supplemental Life Insurance ..... 8

    Long-Term Disability Insurance ..... 8

    Health and Dental Insurance ..... 8

    Accident Insurance Program ..... 8

    Spending Accounts for Dependent Care and Medical Expenses ..... 9

    Flexible Benefits ..... 9

    Waiver of Premiums ..... 9

    Liability Protection ..... 9

    Holidays ..... 9

    Vacation ..... 9

    Sick Leave ..... 10

    Catastrophic Illness Policy ..... 10

    Family and Medical Leave Policy ..... 10

    Leave of Absence Without Pay ..... 10

    Social Security ..... 11

    Pension Plans ..... 11

    Retirement Age ..... 11

    Phased Retirement ..... 11

    Educational Assistance Opportunities

        University of Iowa Tuition Assistance Program..... 12

        Mary Jo Small Staff Fellowship ..... 12

        Professional Development Award ..... 12

Chapter 4 – Resources and Services

    News/Public Relations

        Iowa Public Radio ..... 13

        fyi ..... 13

        University Creative Services ..... 13

        University News Services ..... 13

        Health Science Relations ..... 13

Transportation./Parking/Security

    Parking ..... 14

    Cambus ..... 14

    Fleet Services ..... 14

    Lost and Found ..... 14

    Department of Public Safety ..... 14

Health and Wellness-Related Programs	
Health Care .....	15
Dentistry .....	16
University Employee Health Clinic (UEHC) .....	16
Workers Health Care .....	16
Environmental Health and Safety .....	16
UI Wellness .....	17
UI Wellness liveWELL Program .....	17
Faculty and Staff Services/Employee Assistance Program (EAP) .....	17
Family Services Office .....	17
Resources and Services	
Dual Career Network .....	18
Immigration Services .....	18
Office of Equal Opportunity and Diversity.....	18
Office of Faculty and Staff Disability Services .....	18
Office of the Ombudsperson .....	18
Rape Victim Advocacy Program (RVAP) .....	18
Women’s Resource and Action Center (WRAC) .....	19
Organizational Effectiveness .....	19
Division of Recreational Services .....	19
Iowa Center for the Arts .....	19
Libraries and Information Technology	
Information Technology Services .....	20
University of Iowa Libraries .....	20
Iowa Memorial Union (IMU) .....	20
Staff ID Cards .....	21
Chapter 5 – University Policies and Procedures	
Non-Discrimination Statement .....	22
Statement on Diversity .....	22
Human Rights Policy .....	22
Sexual Harassment .....	23
Anti-Harassment .....	23
Drug Free Environment .....	23
Violence Policy .....	23
Disability Protection Policy and Accessibility Statement .....	23
Anti-Retaliation .....	24
Acceptable Use of Information Technology Resources .....	24
Dispute Resolution .....	24
Behavioral Risk Management Team .....	24
Conflict of Interest .....	24
Conflict of Interest in Employment (Nepotism) .....	25
Extramural Activity .....	25
Self-Identification Through Use of the University Name .....	25
Iowa Gift Law .....	25
Flexible Work Arrangements .....	25

## THE UNIVERSITY OF IOWA

### STAFF HANDBOOK

#### INTRODUCTION

The University of Iowa is a community of faculty, staff, students, alumni, and friends who seek to advance knowledge and foster learning across a broad range of academic endeavors. So that learning and creative expression may flourish, the University takes seriously its obligation to protect academic freedom and free expression; maintain a safe, supportive, healthy, and humane environment; and nourish a system of collaborative decision-making based on mutual respect and shared governance. Because diversity, broadly defined, advances its mission of teaching, research, and service, the University is dedicated to an inclusive community in which people of different cultural, national, individual, and academic backgrounds encounter one another in a spirit of cooperation, openness, and shared appreciation. The University recognizes its accountability to the people of Iowa and the need to exercise responsible stewardship over the intellectual and material resources entrusted to it, including the need to direct those resources to programs and initiatives that are central to the University's core mission. In all that it does, the University measures itself by exacting standards, promotes continuous improvement, honors excellence and high aspiration, and holds its community as a whole to the highest degree of honesty, fairness, and personal integrity.

This handbook provides a general overview of The University of Iowa and its policies as they relate to all staff. The *University Operations Manual* is the principal source of information on all University policies and procedures. The most current version is online at [www.uiowa.edu/~our/opmanual/](http://www.uiowa.edu/~our/opmanual/).

Staff at The University of Iowa are categorized by job descriptions to one of the groups listed at the bottom of this page. While the *University Operations Manual* is the primary document containing the governing policies and procedures for all staff as well as faculty, in cases of unionized staff, a negotiated contract through their respective unions (i.e. AFSCME and SEIU) takes precedence for some policies. Both AFSCME and SEIU contracts can be found at [www.uiowa.edu/hr/relations](http://www.uiowa.edu/hr/relations).

#### UNIVERSITY STAFF CATEGORIES

- Professional and Scientific Staff (non-unionized) – governed by University policies as stated in the *University Operations Manual*.
- Professional and Scientific Staff (unionized healthcare employees) – governed by University policies and Service Employees International Union (SEIU) contract.
- Merit Staff (unionized) – governed by Iowa State Board of Regents Merit Rules, American Federation of State, County, and Municipal Employees (AFSCME) contract, and University policies.
- Merit Supervisory Exempt/Confidential Staff – governed by Iowa State Board of Regents Merit Rules and University policies as stated in the *University Operations Manual*.

*To determine which category your job description belongs to, contact your Human Resources Unit Representative, or [Compensation and Classification](#), a unit of University Human Resources.*

## CHAPTER 1 GENERAL DESCRIPTION OF THE UNIVERSITY OF IOWA

The University of Iowa was authorized by the Iowa General Assembly on February 25, 1847, just 59 days after Iowa was admitted to the Union. Today, on 1,400 acres surrounding the original state capitol, approximately 30,000 students, 2,500 faculty, 7,100 Professional and Scientific (P&S) staff, and 5,000 Merit staff carry on the life of a modern teaching, research, and service university.

As illustrated by the following excerpt from its official statement of mission adopted by the Board of Regents, State of Iowa, the University has a broad mission:

**Aspiration:** The University of Iowa aspires to attract the most talented faculty, staff, and students; to provide an environment where they can discover and fulfill their potential; and thereby to realize its promise, which is to become one of the ten most distinguished public universities in the country.

**Mission:** Upon founding The University of Iowa in 1847, Iowa's first legislature entrusted it with a threefold mission of teaching, research, and public service. In pursuing that mission today, the University seeks to advance scholarly and creative endeavor through leading-edge research and artistic production; to use this research and creativity to enhance undergraduate, graduate, and professional education, health care, and other services provided to the people of Iowa, the nation, and the world; and to educate students for success and personal fulfillment in an increasingly diverse and global environment.

### **Strategic Plan**

The University of Iowa's aspiration, mission, values, and plans for the future are articulated in The Iowa Promise: A Strategic Plan for The University of Iowa 2005-2010. This document was formulated, with input by faculty and staff, to guide us in working together toward common goals. The University Strategic Plan can be found at [www.uiowa.edu/president/strat\\_planning/index.html](http://www.uiowa.edu/president/strat_planning/index.html).

### **Administration and Governance**

Created in 1909, the Board of Regents, State of Iowa governs The University of Iowa in Iowa City, Iowa State University in Ames, the University of Northern Iowa in Cedar Falls, the Iowa Braille and Sight Saving School in Vinton, and the Iowa School for the Deaf in Council Bluffs. The nine Regents members are appointed for staggered six-year terms by the governor, subject to confirmation by the State Senate.

The president is the principal executive officer of the University. At the University level, activities are coordinated through the Offices of the Provost, the Vice Presidents for Finance and Operations, Legal Affairs, Research, and Student Services.

Non-bargaining Merit and P&S staff participate in University-wide policy making through The University of Iowa Staff Council, which is composed of elected representatives. The Staff Council holds monthly meetings, recommends staff members to University committees, reviews committee reports, makes recommendations on University policy and procedure, and facilitates communication among constituents and between staff and central administration.

The University is organized to efficiently and effectively advance the knowledge of its students. There are eleven colleges: The Tippie College of Business, Dentistry, Education, Engineering, Law, Liberal Arts and Sciences, the Carver College of Medicine, Nursing, Pharmacy, Public Health, and the Graduate College, as well as multiple service units.

## **Core Values**

The culture of The University of Iowa has been formed through historic adherence to core values. In planning, setting priorities, and making decisions, the University is guided by these seven interdependent core values summarized below:

- Excellence
- Learning
- Community
- Diversity
- Integrity
- Respect
- Responsibility

## CHAPTER 2 EMPLOYMENT

### **P&S Staff Employment Status**

Each new staff member should receive a detailed offer letter providing information relating to salary, benefits, job responsibilities, and employment status. Non-bargaining Professional and Scientific staff who are appointed half-time or more will be appointed as either:

**P&S Career Status** – Earned upon completion of continuous and satisfactory performance in a position during the probationary period for the position.

**P&S At-Will Status** – “At-Will” status applies to a staff member whose administrative, policy-making, or other responsibilities make it inappropriate to confer career status, or to a staff member who holds a temporary appointment.

**P&S Probationary** – Probationary status is that time during which a staff member’s performance is evaluated to determine whether the staff member is demonstrating the capacity for continued performance at a level necessary to meet the department’s or unit’s standards for the position.

**P&S Term** – Those appointments of a specified period not to exceed three years, in order to accomplish a specific purpose. No right of reappointment is implied by the appointment.

**P&S Temporary** – A staff member may serve in temporary status in a continuous appointment of not more than one year to meet an emergency or temporary need. Staff members in temporary status serve “at-will”.

### **Performance Review**

A well-developed and implemented performance review process facilitates the growth and development of the individual employee and ensures achievement of institutional goals. The two-way communication performance review process is beneficial for both parties when done well.

An individual’s performance review is one of a number of important factors in determining salary increases in accordance with University, collegiate, division, and departmental salary policy.

### **Classification Review Policy**

All regular (non-temporary) Professional & Scientific appointed 50% or greater and Board of Regent Merit staff members have the ability through their respective reclassification policies to request a review of their position classification. Please refer to the appropriate policy “Classification Review of Professional and Scientific (P&S) Staff Positions” and “Reclassification of a Merit Position to a Professional and Scientific (P&S) Staff Position”, located in the [University Operations Manual](#) for details of procedures and required documentation. Reclassification to a higher classification is generally accompanied by an increase in salary governed by the appropriate policy.

### **Access to Personnel Files**

Each staff member may have access to his or her personnel files by contacting the Human Resources Unit Representative (see your [self-service web site](#) for “My HR Unit Representative”). All information is confidential to anyone but the staff member, except when information is needed for official University purposes or the staff member gives written authorization.

## CHAPTER 3 BENEFITS

This chapter is a summary only. Pamphlets containing detailed information are published for the use of University staff and are available from University Benefits located in the University Services Building.

### **Starting and Ending Dates**

Insurance benefits for P&S and Merit Supervisory Exempt staff start the first of the month following the hire date. Insurance benefits for Merit staff start the first of the month following 30 days after the hire date. Retirement benefits for newly employed staff start the first of the month following the hire date.

Insurance benefits end the last day of the month of the termination. Retirement contributions continue until all worked time is paid off. Retirement contributions are not paid on any vacation/sick leave paid at time of termination.

### **Compensation**

The annual salaries of staff members are paid in 12 equal installments on the first day of each month. Hourly employees are paid bi-weekly. Payroll checks must be deposited directly to any financial institution within the United States. AFSCME contract covered employees are not required to sign up for direct deposit, however, they are highly encouraged to do so.

### **Group Life and Supplemental Life Insurance**

The University provides staff members with term life insurance equal to 2.0 times annual budgeted salary. Coverage automatically adjusts to any change in the annual budgeted salary beginning with the January following the change.

Participation in the program is required for anyone with a permanent appointment of 50% time or greater.

Supplemental life insurance is also available to staff holding permanent appointments of 50% time or greater, in amounts of one-half to three-and-one-half times the annual budgeted salary.

### **Long-Term Disability Insurance**

The University's long-term disability insurance plan provides coverage for staff who become disabled. Insurance benefits are based on the individual's salary and length of service. This coverage is provided after one continuous year of employment for all permanent staff holding appointments of 50% time or greater. An optional program is available, which offers coverage during a staff member's first year of employment.

### **Health and Dental Insurance**

Insurance coverage is available on a voluntary basis to all staff paid on a monthly basis. Regular staff with appointments of 50% or greater receive a contribution towards the cost of the health and dental insurance programs.

### **Accident Insurance Program**

This insurance program provides life insurance coverage for most types of accidents. Coverage may be purchased in increments of \$100,000 up to a maximum of \$1 million. Coverage also is available for family members.

### **Spending Accounts for Dependent Care and Medical Expenses**

The University offers staff the option to have their taxable salary reduced for the purposes of paying dependent care and medical expenses as covered by the Internal Revenue Service Code. These programs allow individuals to set aside funds based upon their marital and tax filing status. These funds then can be used to pay general medical expenses or to pay the expenses involved in dependent care.

### **Flexible Benefits**

The University provides P&S and Merit Supervisory Exempt staff members with a flexible benefits program. The University makes a contribution (called flexible credits) toward an individual's participation in the various benefit programs. Costs above the University's contribution are deducted from the individual on a before-tax basis, allowing the person to save federal, state, and social security and FICA taxes (FICA taxes are saved only on that portion of the salary below the FICA-covered salary limit.)

### **Waiver of Premiums**

A staff member who becomes disabled may be entitled to continuation of retirement contributions based on salary and length of service. The University provides this coverage after one year of continuous service to all permanent staff who hold appointments of 50% time or greater and participate in the TIAA/CREF retirement plan.

### **Liability Protection**

University staff members are provided liability protection under the Iowa Tort Claims Act (Chapter 25A, Code of Iowa). This act provides that claims may be filed against the State of Iowa on account of damage to or loss of property or on account of personal injury or death caused by the negligent or wrongful act or omission of any employee of the state while acting within the scope of their employment. This provision applies to all employees of the state working in a temporary or permanent capacity on behalf of the University. For further information, contact the University Risk Manager.

### **Holidays**

University staff members receive 9 scheduled paid holidays and 2 personal holidays each year:

- \* New Year's Day
- \* Martin Luther King Day
- \* Memorial Day
- \* Independence Day
- \* Labor Day
- \* Thanksgiving Day
- \* Friday following Thanksgiving Day
- \* Christmas Day
- \* One additional day near Christmas as designated by the University
- \* Two personal holidays are to be taken as vacation days

### **Vacation**

Full-time P&S staff members on 12-month appointments receive 22 working days of vacation with pay per year, plus two paid personal holidays as mentioned above. Vacations and personal holidays are cumulative and accrue to an amount not to exceed twice the staff member's annual entitlement. Vacation time (including personal holidays) is earned at the rate of 16 hours per month worked and can be used anytime after it has been earned, providing departmental approval is received. Part-time staff members accrue vacation at their fractional equivalent of full-time employment. Individuals covered by the AFSCME or the SEIU bargaining agreement receive vacation based upon their particular contract. Merit supervisory exempt/confidential Merit staff receive vacation based upon the Code of Iowa.

### **Sick Leave**

Full-time staff members accumulate sick leave at the rate of 18 working days per year (12 hours per month worked). Part-time staff members earn sick leave at their fractional equivalent of full-time employment. There is no maximum limit of accrual. A staff member is entitled to take sick leave necessitated by a medically related incident at his or her normal rate of pay, to the extent that the individual has accumulated sick leave credits to cover the period of absence.

Once an individual has accumulated 240 hours of sick leave, additional monthly sick leave accumulations may be transferred to vacation at the rate of 12 hours of sick leave to four hours of vacation in any month in which no sick leave is taken. This may not be done retroactively and must be specifically requested in advance.

A maximum of 5 days per calendar year, with some carryover provisions for some employee groups, may be designated as family caregiving leave for the care and necessary attention of ill or injured members of the employee's immediate family and be charged to accrued sick leave credits. An individual may accrue up to 80 hours.

### **Catastrophic Illness Policy**

Staff may donate vacation time to be used by colleagues who have exhausted their own sick leave and vacation accumulations because of a catastrophic illness. A catastrophic illness is defined as an illness or injury, to either the staff member or to a member of the immediate family, resulting in a medical condition for which a physician has certified that it is likely to result in a loss of 30 or more work days.

### **Family and Medical Leave Policy**

The University of Iowa will grant each FMLA eligible employee up to a total of 12 workweeks (up to 480 hours prorated to the percent of employment for intermittent leave) during the calendar year for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition;
- or
- to take leave related to the needs of a spouse, son, daughter or parent who has been notified of an impending call to active duty or is on active duty.

An FMLA eligible employee whose spouse, son, daughter, parent or next of kin is a veteran injured while on active military duty and is undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred anytime during the five years preceding the date of treatment will receive up to 26 weeks (combined with the above 12 weeks) to provide caregiving responsibilities. The 26 weeks of caregiving leave is in a rolling twelve month period.

### **Leave of Absence Without Pay**

Staff members may apply for, and with approval, obtain a leave of absence without pay including a medical leave of absence. Such leaves of absence are granted when a specific purpose has been defined and only if it is possible for the employing unit to operate effectively in the absence of the applicant. Several of the University-sponsored insurance programs may be continued while a staff member is on leave of absence without pay. Health and dental may be continued provided the staff member pays the full premium to the University for the coverage desired. Special arrangements must be made in advance in order to continue any of these insurance coverages. If a break in coverage occurs because of a leave of absence without pay

in which the staff member did not arrange for continuation of benefits, the staff member must re-enroll upon returning from leave.

## **Social Security**

The Federal Retirement and Survivors Insurance System, which is usually referred to as Social Security, covers University of Iowa staff. The University contributes an amount equal to that deducted from the monthly payroll check.

## **Pension Plans**

All staff members are required to participate in the Iowa Public Employees Retirement System (IPERS), or in a University-funded retirement plan with Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF). Temporary staff with appointments of six months or more and staff members whose annual salary is less than \$7,800 are required to participate in the IPERS program. Staff members with ongoing appointments and annual budgeted salaries of more than \$7,800 may elect to participate in the TIAA/CREF program in lieu of IPERS.

Annual contributions for individuals in TIAA/CREF, with less than five years of service, are equal to 3 and 1/3% on the first \$4,800 in salary and 5% above \$4,800, while the University contributes 5 and 1/3% on the first \$4,800 in salary and 8% above \$4,800. After five years of service, the individual contributions go to 5% and the corresponding University contribution is 8%.

## **Retirement Age**

There is no mandatory retirement age for staff at The University of Iowa.

## **Phased Retirement**

The University of Iowa currently offers a phased retirement plan.

Faculty, professional and scientific staff, and merit system staff members employed by the Board of Regents for a period of at least 15 years and who have attained the age of 57, are eligible to negotiate with their department a schedule for phasing into retirement.

All requests for admission to the Phased Retirement Program must be made through the staff member's department. The program does not create a right for the staff member. A request to enter the program may not be approved if it is not in the best interests of the department and University.

If approved, the staff member may elect to reduce his or her full-time appointment to 50% to 65%, provided the department involved can operate effectively with such an appointment. The phased retirement period is limited to five years; a person must retire at the end of the program period. Salary during the first four years of phasing will be proportional to the reduced appointment but will include an additional 10% of what the fulltime budgeted salary would have been. During the fifth year of the phasing period, an employee's appointment can be no more than 50% and the salary will reflect the actual percentage of appointment. During the period of phased retirement the University will provide, at the level of a full-time appointment, the institutional contributions for life, health, and disability insurance, as well as retirement contributions. Contributions to FICA and IPERS are required by law to be based on actual salary. Accrual of vacation and sick leave will be based on actual appointment. Once phased retirement is begun, employees may not return to full-time employment.

## **Educational Assistance Opportunities**

### *University of Iowa Tuition Assistance Program*

The Tuition Assistance program allows all eligible faculty and staff to apply for financial assistance to help defray the cost of **tuition only** fees for one college credit course (up to four semester hours). This online application process is located in the [Employee Self-Service](#) site. Listed in *My Information* under the **Learning & Development** tab, eligible applicants have the ability to complete and send the application through the Workflow System for processing.

Once entering the HR Self-Service Center, faculty and staff eligible for tuition assistance through the Hospital Human Resources Tuition program will be directed to UIHC to submit applications or may visit their website at: <http://www.uihealthcare.com/depts/humanresources/reimbursement.html> or call 356-2008 for eligibility and application information.

Eligibility requirements for the Tuition Assistance program include the following:

1. Position must be a "regular appointment", 50% time or greater.
2. Individual must be employed one continuous year by the application deadline in a "regular" appointment.

All eligible staff whose performance is satisfactory, may receive University support for coursework that the employing member's department certifies is work-related; or, if the employee is currently working towards an undergraduate degree, this would also be considered to meet the work-related eligibility requirement.

Completed applications will be prioritized as follows:

- **1st Priority:** Regent Institutions
- **2nd Priority:** Institutions of Higher Education with a partnership agreement with Regent Institutions
- **3rd Priority:** External Accredited Institutions

Applications will be processed, and employees will be notified of their award status.

### *Mary Jo Small Staff Fellowship*

University of Iowa staff may apply for the Mary Jo Small Staff Fellowship in order to support meeting expenses, training opportunities off-campus, or to cover release time to prepare publications or reports. All Professional & Scientific and Merit staff members who hold a regular appointment of 50% time or greater and have been currently employed for two or more consecutive years at the University (with no breaks in employment), by the application deadline are eligible for this program. Selection for the awards will be based upon documentation of recognized contributions which support the University's mission and goals. For more information and an application visit the UI Learning & Development website at: <http://www.uiowa.edu/learn/awards/mjsfellow.html>

### *Professional Development Award*

Professional Development Awards are available each spring and fall semester to attend for-fee programming offered through UI Learning & Development. Application information is communicated by email to all Professional & Scientific and Merit staff, who hold a 50% time or greater regular appointment. For more information, contact UI Learning & Development.

## CHAPTER 4 RESOURCES AND SERVICES

### **News/ Public Relations**

#### *Iowa Public Radio*

WSUI and KSUI are member stations of Iowa Public Radio (IPR). WSUI, 910 AM, is an NPR (National Public Radio) affiliate carrying news and information programming. KSUI, 91.7 FM, offers a classical music and arts format.

#### *fyi*

*fyi* is The University of Iowa's online faculty/staff publication, found at <http://www.uiowa.edu/~fyi>. Readers will find a variety of information in this publication, including feature stories, news briefs, people profiles, feature photos, notices for awards and published works, and official announcements and deadlines. Submissions may be sent to the *fyi* editor at 300 PCO or [fyi-mail@uiowa.edu](mailto:fyi-mail@uiowa.edu). [Subscribe to fyi](#).

#### *University Creative Services*

University Creative Services (300 Plaza Centre One; 384-0003) produces print publications, web sites, and other projects that share the University's stories with alumni and friends, current and prospective students, faculty and staff, and other key audiences. Our work includes a facts brochure and visitors guide distributed for free across campus; *Spectator*, an alumni periodical, and its online counterpart Spectator@IOWA, an e-mail digest and web site published monthly; *fyi*, the faculty/staff news site (see above); weekly events highlights on the UI home page; recruiting materials for the Office of Admissions; and much more. To suggest story ideas or request copies of publications, contact Lin Larson, 384-0042, [lin-larson@uiowa.edu](mailto:lin-larson@uiowa.edu).

#### *University News Services*

University News Services (300 Plaza Centre One; 384-0007), part of University Relations, provides media relations support for the Colleges of Liberal Arts & Sciences, Engineering, Business, Education and Law and many other UI programs and centers. UNS also is the distribution hub for all news generated on campus, targeting local, state and national media. Additionally, UNS maintains a Web site (<http://news.uiowa.edu/>) with a searchable archive; maintains the University's official Facebook and Twitter news feeds; tracks UI news; and provides media training.

#### *Health Science Relations*

Health Science Relations (5141 Westlawn, 335-8037) provides news, publication and other media services for the Colleges of Dentistry, Medicine, Nursing, Pharmacy and Public Health, and the Hygienic Laboratory. HSR News produces releases ([www.uiowa.edu/~ournews](http://www.uiowa.edu/~ournews)), provides media training and connects reporters with experts. HSR Publications produces fact sheets, annual reports and alumni and faculty/staff publications. Creative Media Group offers photographic, poster and presentation services, Web design and multimedia production.

### Transportation/Parking/Security

The Department of Parking and Transportation offers a wide range of services that provide access to the University campus and that support a high degree of intracampus mobility. These services are offered to faculty, staff, students, patients, visitors, and to other members of the general public. The department consists of Parking, Cambus, and Fleet Services (Motor Pool).

#### Parking

Faculty and Staff parking is provided for a fee on a permit basis through the Parking Services offices. Parking Services is located at two locations: IMU Parking Ramp and Hospital Ramp II. Applications are available on-line at [www.uiowa.edu/~parking](http://www.uiowa.edu/~parking). Parking also provides an employee vanpool program, carpool matching service, bicycle registration, and discounted transit passes through its Commuter Programs unit. Parking Facilities is responsible for maintaining lots, ramps, and equipment and for operating cashiered facilities.

#### Cambus

The department also operates the intracampus public transit system called Cambus. The system provides free shuttle transportation throughout the main campus as well as a connection between the Oakdale and main campuses. All buses are accessible to persons with disabilities. Cambus also provides a specialized transportation services for persons with disabilities through the Bionic bus service. Special transportation services are also provided for athletic events, orientation, and other qualified activities. The Cambus Office is located on Stadium Drive immediately west of Kinnick Stadium.

#### Fleet Services

Fleet Services provides vehicles to University users through short-term rentals and long-term leases. Fleet Services also has vehicle repair and fueling facilities that provide services for both University and government owned, non-University customers.

#### Lost & Found

The University Lost and Found Office is located on the southwest side of [University Capitol Center](#) (200 S Capitol Street) on the lower level.

#### Department Of Public Safety

808 University Capitol Centre (200 So. Capitol St.) – 335-5022 (general number & 24 hour Police Dispatch)

Website: [www.uiowa.edu/~pubsfty](http://www.uiowa.edu/~pubsfty)

The University of Iowa's Department of Public Safety provides law enforcement and other public safety services to promote a more secure environment in which the University can pursue its role in education and community service. Any crimes occurring in or on University owned buildings and properties should be reported directly to the UI Police rather than to the Iowa City Police.

#### ***Police Division***

The major responsibility of the Police Division is the 24-hour patrol of University properties by uniformed commissioned police officers. Police officers provide protection for persons and property, law enforcement and public information services for University members and visitors to campus. All UI Police Officers are certified to administer emergency first aid, cardiopulmonary resuscitation (CPR) and are trained in the use of Automated External Defibrillators (AEDs) which are carried in the marked police vehicles.

Other services provided include: security assessments of UI buildings and property, lost and found for UI community (phone 384-2797), fingerprinting services (Monday through Thursday 9:30 AM to 12:00 PM & 5:00 PM to 7:00 PM) and Rape Aggression Defense training (R.A.D.).

### ***Crime Prevention***

The UI Police Crime Prevention Specialist (CPS) is available to all faculty, staff and students. The CPS is trained in basic and advanced crime prevention with an emphasis on *campus* crime prevention. Educational presentations are available upon request at no cost. Presentations and informational materials include: *alcohol awareness, club drug information, personal safety and self-protection, dealing with disruptive persons, identity theft information, Refuse to be a Victim, counterfeit currency detection, and Project ID designed to discourage theft and promote registration of student owned valuables.* The CPS publishes the Crime Prevention Newsletter six times a year located on the Public Safety website ([www.uiowa.edu/~pubsfty](http://www.uiowa.edu/~pubsfty)). For these and other crime prevention services please contact the CPS at 335-5043.

### ***Fire Safety***

The Fire Safety and Security Coordinator (FSSC) maintains a comprehensive university fire inspection and prevention program, acts as the university liaison with state and local fire and emergency management officials, assists with fire safety inspections of university buildings, enforces fire safety and emergency management directives, collects and prepares related documentation for dissemination to key personnel, researches and enforces all applicable codes, standards, laws to ensure that the university is in compliance and serves as a member of the Fire Safety Advisory Group. For fire safety related information please contact the FSSC at 335-5389.

### ***Security Guard Division And Communications Division***

The Security Guard Division provides building and property security checks including all residence halls. In addition they report unauthorized persons; report any irregularities or emergency situations including visible smoke or fire; water or gas leaks and any observed safety hazards. They are also responsible for unlocking and locking selected buildings at designated times

The Communications Division monitors all police radio traffic; DPS phone lines; 911 calls; Blue Cap emergency phones; University fire alarms and various other building alarm systems. The Communications Division is also responsible for campus wide emergency communications (Hawk Alert) and the outdoor warning system.

### ***Investigative Division***

The Investigative Division conducts criminal investigations of crimes committed on The University of Iowa properties and refers cases for prosecution to the Johnson County Attorney's Office. Investigators also participate in the Johnson County Sexual Assault Response Team, Johnson County Drug Task Force and the UI Department of Public Safety Sex Crimes Unit. One investigator is assigned solely to Threat Assessment.

Police Officers as well as Investigators of the UI Department of Public Safety are commissioned law enforcement officers of the State of Iowa and have the authority to apprehend and arrest those in violation of local, state and federal laws.

### **Health And Wellness Related Programs**

#### **Health Care**

Staff members and their families may obtain health care on a fee basis through The University of Iowa Hospitals and Clinics, the nation's largest university-owned teaching hospital. This major medical center provides a full array of tertiary health care services through 16 specialty and more than 80 subspecialty disciplines of medicine and dentistry. Staff members and their families wishing to establish a family physician relationship may choose from physicians on the staff at University Hospitals or from physicians practicing in the University's community medical facilities. Family physicians are available through the Departments of Family Medicine, Internal Medicine, Obstetrics and Gynecology, and Pediatrics.

## Dentistry

Dental care is available for adults and children at the UI College of Dentistry. The College of Dentistry is the only dental school in the United States with graduate programs in all specialties recognized by the American Dental Association. Patients may choose treatment in the College's private practice clinics or student clinics. Private dental practitioners at the College of Dentistry are faculty members who teach and work at the College. These general dentists and specialists conduct their practices in a manner similar to private dental providers in the community. Patient care in the student (pre-doctoral and graduate) clinics is under the close supervision of faculty. Reduced fees are offered in the student clinics as compensation for the additional time required for completion of treatment.

**A Pre-doctoral Incentive Program (PIP)** is available to UI employees and their dependents with Delta Dental 1, 2, 3, or House Staff coverage. Under the program the University will pay 100% (no co-pay or deductible is required) of dental treatment currently covered – up to the participant's annual maximum – as long as the treatment is provided by dental students at the College. **To learn more about the PIP Program, to find a general dentist or specialty dentist at the College of Dentistry, or to make an appointment, call 319-335-7499.** Please visit the College's website at [www.dentistry.uiowa.edu](http://www.dentistry.uiowa.edu).

## University Employee Health Clinic (UEHC)

The UEHC is a comprehensive health service for University employees. Its goals are to identify work-related hazards, monitor occupational safety and health, and prevent and control disease for University employees. To achieve these goals, the UEHC will provide UI employees with a variety of services that include hearing, tuberculosis, and pulmonary function screenings; evaluation and treatment of exposures to chemical hazards, infectious agents, and blood-borne pathogens; and targeted pre-employment physicals. In addition, the UEHC will offer advice and general preventive health care including immunizations.

## Workers Health Care

All employees who are injured on the job must be seen at UI Health Works at North Liberty. This clinic provides high-quality medical services to employees with work-related injuries and illnesses. Practitioners providing care, as well as other specialists at the UIHC, understand the relationship between work-related exposures and health. Through the expertise of specially trained clinical staff, workers are returned to their jobs as quickly as can be safely accomplished. Patients are referred to specialists when needed. Care can be received at UI Health Works from 8 a.m. to 4:30 p.m., Monday through Friday. The UIHC Emergency Treatment Center, which is open 24 hours a day, seven days a week, can be used for emergency care or when the clinic is closed. Follow-up care will be provided in the clinic.

## Environmental Health and Safety

Environmental Health and Safety provides University-wide services in areas related to employee health and safety. Responsibilities are concentrated in the following areas: biological safety, chemical safety, radiation safety; ergonomics, occupational health and safety; biological, chemical, radioactive and universal waste management; and select environmental areas.

The office provides consultative services to departments and offices to assist in the evaluation and implementation of their own occupational safety and health programs. In addition, consultative services are provided in select environmental areas. The office interfaces with state and federal regulatory agencies in order to facilitate compliance with applicable regulations and to communicate those requirements to the University community.

The office administers the University's licenses for radioactive materials and machine-generated radiation. Program activities focus on monitoring and protecting employees and the public from unnecessary exposure to radiation resulting from University-related activities.

In addition, the office provides direct services in the form of training sessions, workplace surveys, classroom lectures, and hazardous chemical and radiation waste pick-up. The office also maintains a current library of health and training materials, which are available to the University community, and it provides ergonomic assessments on request.

### UI Wellness

UI Wellness offers a wide range of health and wellness programs free of charge for faculty and staff. Programming includes on-site educational seminars, online programs, and one-one services such as the Health Coach Service to assist individuals in areas such as weight management, stress, nutrition, physical activity, and smoking cessation. Programs available include Weight Watchers at Work, Well On Our Way (online incentive program), and MyYogaOnline (relaxation and exercise videos). All programs and services can be viewed at [www.uiowa.edu/hr/wellness](http://www.uiowa.edu/hr/wellness). The UI Wellness Resource Guide provides easy access to information regarding available health and wellness services at The University of Iowa. Programs and services are listed by topics including: Personal Safety, Stress and Support, Ergonomics, Nutrition, Physical Activity and more at [www.uiowa.edu/hr/wellness/resources.wellguide](http://www.uiowa.edu/hr/wellness/resources.wellguide).

### UI Wellness liveWELL Program

**liveWELL**, a comprehensive wellness program for faculty and staff, is a major initiative from UI Wellness. A Personal health Assessment (PHA) is the foundation of the **liveWELL** program – the PHA provides employees with a personalized feedback report based upon their answers to this 20-minute, confidential survey that can be accessed via Employee Self Service. Annually, faculty and staff are encouraged to participate in the PHA as well as seek out supportive services such as the Health Coach Service and Online Behavior Change Programs, which are all a part of the free services offered through the liveWELL program. For information on **liveWELL**, including the survey (Personal Health Assessment), Health Coach Service, Privacy and Confidentiality, and additional program benefits, visit [www.uiowa.edu/livewell](http://www.uiowa.edu/livewell).

### Faculty and Staff Services/Employee Assistance Program (EAP)

The EAP is a confidential, no cost service for University of Iowa faculty and staff who have a regular 50% (or greater) appointment, and their family members. Our goal is to inspire ongoing individual and organizational development, while contributing to the health and well-being of the UI community. We do this by providing brief counseling (up to four sessions), counseling referral, facilitated discussions, financial crisis interventions, assessment and referral, educational and training programs, and supervisory consultations. [www.uiowa.edu/hr/fsscapp/eap/index.html](http://www.uiowa.edu/hr/fsscapp/eap/index.html)

UI Faculty and Staff Services /Employee Assistance Program can help when day-to-day stresses begin to affect well-being, when drugs or alcohol are a problem to staff, co-workers or family members; when workplace problems seem overwhelming; or when work begins to suffer. Help is confidential, voluntary, accessible, and responsive to individual needs. Brief counseling, referral, and consultation are offered to University of Iowa employees and their dependents. Consultation services and training programs for managers and supervisors are also offered.

### Family Services Office

The Family Services Office provides programming, guidance and information to University-affiliated individuals or their family members regarding family-related concerns. Services are available in the following areas: child care and child care financial assistance; back-up childcare; eldercare; on-campus lactation facilities; flexible work arrangements; University family-related policies and benefits; and community services and resources.

## **Resources and Services**

### **Dual Career Network**

The University of Iowa established the Dual Career Network (DCN) in 1994 to assist new faculty and staff members' accompanying partners in locating and securing employment. The DCN also provides assistance when there is a retention issue based on the partner's inability to secure suitable employment. The University is a pioneer in establishing this unique recruiting and retention tool and has since assisted over 50 universities in the U.S., Canada and Germany in setting up similar programs. The program offers a full range of tailored job search services, including resume/curriculum vita review, local workforce information, access to University and private sector job openings, and ongoing coaching assistance.

### **Immigration Services**

Immigration Services provides assistance to the campus in obtaining immigrant and nonimmigrant work authorizations for international faculty and P&S staff. The office advises and assists faculty, staff, applicants, colleges, and departments on immigration requirements, and serves as a liaison between the University and governmental agencies such as the United States Citizenship and Immigration Services (USCIS), the Department of Labor (DOL), and the State Employment Security Agency (SESA).

### **Office of Equal Opportunity and Diversity**

The Office of Equal Opportunity and Diversity supports and enhances the University's commitment to recruiting and retaining a diverse academic community of faculty, staff, and students in two inextricably linked ways: 1) providing expert advice, education, and services which ensure the University's compliance with all applicable federal, state, and University equal opportunity, affirmative action, nondiscrimination, and civil rights laws, regulations, and policies; and 2) providing leadership and resources that support the University's goal to foster a diverse and inclusive University community.

### **Office of Faculty and Staff Disability Services**

The Office of Faculty and Staff Disability Services interprets policy and advises the campus on employment matters involving health conditions. Staff provide education and assistance to faculty, staff, applicants, colleges, and departments on specific situations involving the ADA, FMLA, work related injuries, and in other matters of employment of people with health concerns and disabilities.

### **Office of the Ombudsperson**

The Office of the Ombudsperson serves as a confidential, neutral, independent resource to listen, provide information, advise and mediate when necessary. Through informal conflict resolution, we help staff, students and faculty address questions or problems.

### **Rape Victim Advocacy Program**

The Rape Victim Advocacy Program (RVAP) provides advocacy, support, and information to victim/survivors of sexual assault, harassment, and stalking and their partners, friends, and family members immediately following an assault and throughout the healing process. The 24 hour Rape Crisis Line provides phone counseling and in-person advocacy. It also conducts educational programming on risk-reduction/rape prevention through information, a lending library, an extensive website and programs on issues related to sexual violence. Services are free and available to everyone in the UI and surrounding communities.

### **Women's Resource and Action Center**

The Women's Resource and Action Center (WRAC) creates a community affirming all people and acts as a catalyst for social change by providing information and referrals; advocacy; individual counseling; group services; workshops, films, art shows, and lectures; the Sojourner Truth Library; volunteer training; and practicum and internship training. The Center serves university and non-university members. For more information visit, [www.uiowa.edu/~wrac](http://www.uiowa.edu/~wrac).

### Organizational Effectiveness

UI Learning & Development is the central office for campus-wide training and professional development opportunities for faculty and staff. Take a look at our *Learning Opportunities Guide* Online (eLog) at: <http://www.uiowa.edu/~fusstfdv/> for the current opportunities available to all faculty and staff. The offerings range across five competency areas: workplace effectiveness; leadership and management; health, safety, and wellness; technology issues; and personal development. Nearly all courses are free. For-fee courses are also offered including, *Essentials of Getting Things Done*®, *Learning Across Generations*, and *The Seven Habits of Highly Effective People*®. Attend a class, schedule a session for your unit or department, or access courses and books online, available 24x7, through *Learning Online with SkillSoft* at: <http://skillsoft.uiowa.edu>, or register for University-specific online courses located in *My Training*, (*ICON*). Series programs provide curriculum to meet the needs of targeted campus group offerings, include the *Advanced Management Series*, the *Front-Line Supervisory Series*, the *HR Fundamentals Series*, the *Strategic HR Series*, the *UI Business Processes Series*, the *Performance Management Miniseries*, *Building Our Global Communities Series*, and the *Office Professional Series* Other special programs include the annual *Preparing for Retirement Seminar* and the monthly new *Faculty and Staff Orientation* sessions. Additional resources include the Resource Center (for checking out books, videos and other materials), the Professional Development *Internship Program for Staff*, the *Human Resources Internship Program for Students*, , and fee assistance for professional development (see the Educational Assistance Opportunities section of this document).

Reward and Recognition offers consulting and resources for staff who are incorporating informal and formal recognition into their workplace. Departments use the [UI Recognition Guidelines](#) to develop a departmental program that has a fair, open process and supports our role of financial stewardship. In addition, campus-wide recognition programs and funding opportunities are presented at <http://www.uiowa.edu/hr/recognition> .

### Division of Recreational Services

University recreational facilities include the Field House, Hawkeye Tennis & Recreation Complex, Fitness East, Recreation Building, Hawkeye Recreation Fields, Softball Complex and Macbride Nature Recreation Area, and the new Campus Recreation and Wellness Center. The following program areas are offered: Fitness & Wellness, Lesson Programs, Intramurals, Youth Camps, Outdoor Programs, Sport Clubs and Open Recreation.

Instruction is available in aerobics, cycling, wellness classes, tennis, swimming, rowing and a variety of martial arts. Interested participants may register or inquire about fees and/or reservations at the Recreational Services Office, E216 Field House. The Phone number is 335-9293 or questions may be emailed to [rec-services@uiowa.edu](mailto:rec-services@uiowa.edu).

Faculty and staff are offered the opportunity to purchase tickets to athletic events at a reduced rate. In addition, The University of Iowa Athletic Department operates Finkbine Golf Course, an 18-hole championship course, which is open to staff members.

### Iowa Center for the Arts

The University of Iowa is America's pioneer in the integration of higher education and the creative arts. As the first university in the nation to grant thesis credit for creative work in the arts, The University of Iowa served as the model for the creative arts programs that now exist in many American universities and colleges. The legacy of that leadership is found in the Iowa Center for the Arts, a collection of academic and performance units that constitute what may be the most extensive creative arts campus in the country, embracing the arts of fiction, poetry, playwriting, nonfiction writing, classical and contemporary music, jazz, theater, ballet, modern dance, numerous disciplines in the visual arts, multimedia, television, film, arts education, and book arts. Throughout the arts campus are programs and activities that embody the University's commitment to creativity, including the Iowa Writers' Workshop, the International Writing Program, the Center for the Book, the Center for New Music, the Composers Workshop, the Experimental Music Studios, and the Playwrights Workshop.

Gathered along the Iowa River are facilities that house the arts center's academic, performance, and exhibition functions—Hancher Auditorium, Museum of Art, Theatre Building, Voxman Music Building, Clapp Recital Hall, the Art Building, Halsey Hall, Dey House, English-Philosophy Building, and North Hall.

The arts center facilities include many of the academic arts units in the College of Liberal Arts and Sciences, together with performance and exhibit spaces in the Theatre Building, Music Building, School of Art and Art History, Museum of Art, and Hancher Auditorium, the center's largest performing arts showcase.

## **Libraries And Information Technology**

### *Information Technology Services*

Information Technology Services (ITS) provides integrated information technology support for The University of Iowa campus. ITS provides computing facilities; administrative information systems; voice, video, and data networks and services; extensive technological resources for teaching and research needs; Instructional Technology Centers (ITCs); information security resources; and a variety of related services and support

### *The University of Iowa Libraries*

The University of Iowa library system consists of the Main Library, the Hardin Library for the Health Sciences, and several branch libraries. The University of Iowa Libraries is the largest library system in Iowa and ranks 17<sup>th</sup> in collection size among U.S. public university libraries. The Libraries house over 4 million volumes, including a number of special collections and archives. The University Libraries homepage provides access to a wide variety of collections and services, including many electronic resources that are available to all University staff via their HawkIDs. Staff may borrow materials from the Libraries using their UI ID cards.

## **Iowa Memorial Union (IMU)**

"a magnificent Memorial Hall, Student Union....and the hearthstone of the whole University"

Walter A. Jessup  
11th President of The University of Iowa

The **Iowa Memorial Union**, located in the heart of The University of Iowa campus provides the best location for the UI community to come together for ceremony, celebration and collaboration. The IMU is the activity center for the University, supporting over 500 recognized student organizations, hosting events from conferences to concerts. Most recently, the University of Iowa Art Museum has relocated after the flood of 2008 to the IMU.

We have two elegant ballrooms, eighteen meeting rooms, first class catering service prepared by award-winning chefs, and a convenient and quaint hotel.

## **University Book Store**

The University Book Store (UBS) operates three on-campus locations, the Iowa Hawk Shop in Coralville, featuring Hawkeye apparel and gifts, and an online store.

- **UBS Main Store** – Located in the Old Capitol Mall, the UBS offers new and used textbooks, school supplies, reference books, and Hawkeye clothing and gifts.
- **Tech Connection** – Located in Old Capitol Mall, the Tech Connection is an Authorized Apple Campus Store. The store offers computer hardware, software, supplies and peripherals, and consumer audio products.
- **UBS Online** – Visit [www.book.uiowa.edu](http://www.book.uiowa.edu) to purchase textbooks, Hawkeye apparel, gifts and much more.

• **Wild Rose Books** — A division of the University Book Store, Wild Rose Books is operated in partnership with University of Iowa Hospitals and Clinics Volunteer Services. Located in the Main Entrance Lobby, the store offers a wide selection of best sellers, children’s books, magazines, consumer electronics, and much more. The store serves the staff, faculty, patients, and visitors of University of Iowa Hospitals and Clinics.

• **The Official Iowa Hawk Shop** – Located on Highway 6 in Coralville, the store offers a complete line of Hawkeye gifts and clothing and through its online store at [www.hawkshop.com](http://www.hawkshop.com) anytime.

All of the campus stores accept University IDs, cash, checks, MasterCard, Visa, Discover and American Express.

The **Iowa House Hotel**, attached to the IMU has a beautiful panoramic view of the Iowa River. The Iowa House makes your stay comfortable with services and rooms of all sizes, including 2 bedroom suites, junior suites, executive guest rooms, complimentary parking, continental breakfast and many more amenities.

The Iowa Memorial Union features convenient services such as: the famous River Room Café for breakfast and lunch; University of Iowa Community Credit Union branch office; Campus Information Center; Union Market Convenience Market, the University Box Office, (UBO) an Official Ticketmaster outlet. The UBO also offers check cashing and fax services for UI students, faculty and staff.

All proceeds from the IMU are used to fund student activities. Approximately 700 students are employed at the IMU in part-time positions.

The IMU continues its rich tradition just completing its 5th restoration project since it was built in 1925. Make your next event or just lunch remarkable, choose the Iowa Memorial Union.

### **Staff ID (Iowa One™ Card)**

University of Iowa faculty and staff can receive an Iowa One ® Card from the Iowa One ® Card Center located in room 3 Jessup Hall. Hospital staff will be issued a UIHC badge through Hospital Human Resources, C110 General Hospital. There are many locations on campus that accept or require the use of your Iowa One ® Card or UIHC badge to verify your status and permit access to certain University services and facilities, such as:

- Charging items to your U-bill at the IMU Bookstore
- Charging food and beverages at IMU operated food service locations
- Charging meals in UIHC cafeterias
- Checking out Library materials
- Door access to secured rooms, labs and buildings
- Recreational services facilities
- Flu shots
- Purchases from UIHC Gift Shop
- Athletics Ticket Office
- Hancher Box Office
- Hawk Shop
- ITS Information Center
- Copy centers

Lost or stolen cards should be reported to Iowa One ® Card Center at 335-2716, UIHC badges to Hospital Human Resources at 384-7089.

## CHAPTER 5 UNIVERSITY POLICIES AND PROCEDURES

A brief description of some of the policies and procedures that govern the workings of the University follow. More specific information on these policies and procedures can be found in the University Operations Manual, the State Merit Rules and the various collective bargaining agreements. In the event that a discrepancy exists, the University Operations Manual is the official source for all approved policies and procedures except where a collective bargaining agreement speaks specifically to an issue for unionized employees.

### **Non-Discrimination Statement**

The University of Iowa does not discriminate in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX and Section 504 and the ADA in the Office of Equal Opportunity and Diversity, 319/335-0705 (voice) or 319/335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.

### **Statement on Diversity**

The University of Iowa values diversity among students, faculty, and staff, and regards Equal Employment Opportunity and Affirmative Action as tools to achieve diversity. The University believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at The University of Iowa.

### **Human Rights Policy**

The University of Iowa brings together in common pursuit of its educational goals persons of many nations, races, and creeds. The University is guided by the precept that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classifications that deprives the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all. Among the classifications that deprive the person of consideration as an individual are those based on associational preference. These principles are expected to be observed in the internal policies and practices of the University; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. The University shall work cooperatively with the community in furthering these principles.

Complaints under the Human Rights Policy can be taken to your immediate supervisor or you may contact the Office of Equal Opportunity and Diversity or the Office of the Ombudsperson, and they can direct you to the proper resource.

- Informal complaints alleging violations of the policy may be brought to any appropriate member of the University community.
- Formal complaints of sexual harassment must be filed with the Office of Equal Opportunity and Diversity.

### **Sexual Harassment**

The University of Iowa prohibits sexual harassment of any kind and will not condone such actions. Sexual harassment includes, but is not limited to, unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that affects a condition or term of employment, part of the employment or educational decision-making process, or creates an offensive educational or work environment. Sexual harassment may occur in relationships involving teacher/student, student/student, supervisor/subordinate, and between persons with the same University status. To read the complete text of these policies or procedures, please visit the University Operations Manual, which can be found at [www.uiowa.edu](http://www.uiowa.edu).

### **Anti-Harassment**

The University of Iowa is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, and that fosters tolerance, sensitivity, understanding, and mutual respect. This commitment requires that the highest value be placed on the use of reason and that harassment in the University community be renounced as repugnant and inimical to its goals. Harassment destroys the mutual trust which binds members of the community in their pursuit of truth. The University is also committed strongly to academic freedom and free speech. An educational institution has a duty to provide a forum in which free speech and differences of opinion are actively encouraged and facilitated, and where opinions and deeply held beliefs are challenged and debated. Critical to this mission is providing a nondiscriminatory environment that is conducive to learning. Respect of these rights required that members of the University community tolerate expressions of opinion that differ from their own or that they may find abhorrent.

### **Drug Free Environment**

The use or possession of illegal drugs as well as the abuse of alcohol and other intoxicants creates a serious threat to the health and well-being of the user and in some instances to fellow employees and private citizens. The University of Iowa has a responsibility to provide a work environment free of drugs and alcohol, and employees have the right to perform their duties with co-workers not impaired by drugs and alcohol. The Drug Free Environment policy is available in the University Operations Manual at <http://www.uiowa.edu/~our/opmanual/ii/12.htm>.

### **Violence Policy**

The faculty, staff, and students of The University of Iowa make up a community whose common commitment is to learning. This commitment requires that the highest value be placed on the use of reason and that violence involving the University community be renounced as contrary to its goals. Violence, whether actual or threatened, destroys the mutual trust which must bind members of the community if they are to be successful in pursuing truth. The University therefore wishes to make clear that it considers acts and threats of violence to constitute serious violations of University policy, because they may undermine the University's status as a community of learning. By extension, the University forbids harassment which harms or demeans members of the community because of personal characteristics such as affectional or associational preference, color, creed, disability, ethnic or national origin, gender, or race.

### **Disability Protection Policy and Accessibility Statement**

The University of Iowa, as authorized by Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974, shall take affirmative steps to employ and advance the employment of qualified individuals with disabilities and qualified disabled veterans and veterans of the Vietnam Era at all levels of employment. The University of Iowa endeavors to make reasonable accommodations for the functional limitations of applicants, employees, and students with disabilities and disabled veterans pursuant to applicable federal and state law.

### **Anti-Retaliation**

The University of Iowa encourages its faculty, staff and students to make good faith disclosures of University-related misconduct. The commitment to improve the quality of the University through such disclosures is vital to the well-being of the entire campus community. Retaliation, whether actual or threatened, destroys a sense of community and trust that is central to a quality environment. The University, therefore, wishes to make clear that it considers acts or threats of retaliation in response to such disclosures to constitute a serious violation of University policy.

### **Acceptable Use of Information Technology Resources**

The University of Iowa's information technology resources have been assembled to facilitate the pursuit of excellence in the University's missions of teaching, research, and service. The opportunity to use computing systems and software, as well as internal and external data networks, is important to all members of the University community. To preserve that opportunity for the full community, each individual faculty member, staff member, and student must comply with institutional and external standards for acceptable use of these shared resources. Although modest personal use of University-supplied technology resources may improve the skills of individual users, and otherwise contribute indirectly to the University's mission, these resources should be used primarily for University-related educational and administrative purposes. By using University information technology facilities and resources, users agree to abide by all related University policies and procedures, as well as applicable federal, state, and local law. Violations may result in University disciplinary action or referral to appropriate external authorities.

### **Dispute Resolution**

Staff employment issues may be addressed through a variety of means, including their departmental administrative channel (immediate supervisor through department head), the human resources office of their college or administrative unit, and formal grievance processes as appropriate to their classification. For additional assistance in defining the problem and for information regarding possible avenues of solution, the staff member may wish to consult the University Human Resources Office, the Office of the Ombudsperson, the Office of Equal Opportunity and Diversity, or the Staff Council Peer Support Committee. Managers and supervisors may contact Organizational Effectiveness/Faculty and Staff Services at 335-2085 for consultation regarding dispute resolution. Additionally, a mediation service is available for non-contract covered staff members and information on this service can be found at [www.uiowa.edu](http://www.uiowa.edu). Grievance procedures exist in the University Operations Manual and the various collective bargaining agreements to promote the harmonious and just resolution of disputes which may arise. The procedures are intended to be fair and usable and to encourage settlement of disputes at the earliest possible stage without retaliation. If a staff member prefers to use an informal dispute resolution mechanism, relief may be sought through the University ombudsperson, mediation and, where appropriate, the Office of Equal Opportunity and Diversity.

### **Behavioral Risk Management Team**

The Behavioral Risk Management Team assists unit leaders with individual and group evaluation of conflict and violence risk, with the aim of ensuring safety in the workplace. Call Faculty and Staff Services at 319-335-2085 or visit [www.uiowa.edu/hr/fss/](http://www.uiowa.edu/hr/fss/)

### **Conflict of Interest**

The University of Iowa and its employees are committed to the principle of free, open and objective inquiry in the conduct of its teaching, research, and service missions. Accordingly, it is crucial that University activities be conducted in an atmosphere that is free of conflicts of interest compromising this principle. For the purpose of protecting both the integrity and objectivity of its employees in the performance of their University obligations, it is the policy of the University that conflicts of interest should be avoided where possible, or otherwise disclosed and managed.

### **Conflict of Interest in Employment (Nepotism)**

When an individual has responsibility to make decisions or recommendations relating to the employment of another individual, a conflict of interest can arise when two individuals have a familial or other relationship. This relationship may make it difficult for the individual responsible for making decisions or recommendations to be objective or it could create the appearance that such an individual could not be objective. Decisions or recommendations related to employment status include decisions concerning hiring, retention, promotion, salary, or employment responsibilities. The Committee on Conflict of Interest in Employment will review and approve proposals that establish mechanisms to avoid conflicts related to these issues.

### **Extramural Activity**

Full-time P&S staff members are expected to devote their professional activities primarily to the functions of the University including research, teaching, administrative service, and public service directly related to the University. However, staff members may be given permission to engage in professional extramural activity within the guidelines set forth in the University Operations Manual.

### **Self-Identification Through Use of the University Name**

University staff may, acting in their capacities as individuals, use the name of the University for self-identification purposes before the general public, subject to certain restrictions set forth in the University Operations Manual.

### **Iowa Gift Law**

All faculty and staff members and immediate family are covered by the provisions of the gift law and are subject to its requirements.

No food or drink having a value of \$3 or more may be accepted from an individual, firm, or organization doing business with the University. No gifts of any value may be accepted from an individual, firm, or organization doing business with the University.

### **Flexible Work Arrangements**

The University supports the general concept of flexible work arrangements. Flexible work arrangements apply to both Merit and Professional and Scientific (P&S) staff. Staff members covered by collective bargaining agreements may have benefits different from those described here; refer to the appropriate current agreement for exact entitlements and procedures.

A flexible work arrangement allows the application of an innovative approach to achieve a highly productive, harmonious work environment that is responsive to the changing professional and personal needs of today's workforce. Flexible work arrangements refer to flextime, compressed work week, telecommuting, reduced work week/part-time, and job sharing.

Flexible work arrangements are not appropriate for all positions or in all campus settings. The University is an organization with diverse work environments, many of which require specific staffing patterns to function effectively. Additionally, health and safety considerations may preclude a specific flexible work arrangement. A flexible work arrangement is not a right of employment. It is established at the discretion of the employing unit and may be subject to change at the discretion of the unit.

For information see the Operations Manual at <http://www.uiowa.edu/~our/opmanual/iii/24.htm> or the Family Services Office web site at <http://www.uiowa.edu/hr/oe/worklife/famserv/flexwork/index.html>

The University strives to provide and communicate information about all available benefits and policies. Benefits and policies contained in this handbook are subject to change with prior notice.

January 2010

The University of Iowa prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities.

For additional information, contact the Office of Equal Opportunity and Diversity, 319-335-0705.

<http://www.uiowa.edu/%7Eeod/policies/non-discrimination.html>