

TO: University of Iowa Staff (Merit Supervisory)

FROM: Susan C. Buckley, Associate Vice President for Finance and Operations
and Director of Human Resources

RE: Staff News and Updates

Dear Colleagues:

There have been several changes in our Human Resource programs in recent months that are intended to enhance our support of staff members at the University. As members of the University community, I think it is important for you to be aware of these changes and enhancements:

Human Resources continues to work to support the health and productivity of our University staff. I encourage you to re-take the Health Risk Assessment annually (available through Self-Service), and support your colleagues in working toward better health.

Related to health was the discussion and decision to further restrict smoking on the University campus. While this is a subject that prompts strong opinions, I believe we are making constructive changes to make the University a more healthy work environment.

To continue to support the productivity of staff, we have amended the position expectations of merit staff to specifically address civil and respectful interactions, diversity and inclusion, learning and professional development, and responsibility and accountability. These are similar to the expectations previously incorporated into the expectations for professional staff, to assure that we are all working toward a positive work culture that supports the University and the individuals within it.

Related to recognizing and supporting high performance, we have revised the Performance Review Policy for staff:
<http://www.uiowa.edu/%7Eour/opmanual/iii/03.htm#32>. This revision was the product of a University task force to clarify the purpose and philosophy around performance reviews on this campus, as one step toward improving the quality of performance reviews in practice. These changes have been widely discussed among the University community to gain input and bring further attention to this important topic.

In the area of technology, you will have observed an update to the Self Service page that we all use to access our personal employment information
<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>. We hope these changes will continue to make this site more helpful and accessible to you. We will also soon be implementing an electronic system for salary and employment verifications, as well as an electronic I-9 form for new University employees.

A new benefits education center is now available on line to provide information about University benefits to new or prospective employees, as well as to help existing staff better understand the benefits they receive:
<http://www.uiowa.edu/hr/benefits/educate/index.html>. This may be particularly helpful as staff make choices about their many benefit options.

In addition, the Benefits office has increased the frequency of processing payments for reimbursements for child care or medical expenses from the pre-tax spending accounts. These are now being processed on a daily basis for those who are enrolled in direct deposit for these reimbursement payments.

Finally, University staff can access a new set of legal resources through our life insurance carrier, Principal, related to will preparation, living wills, power of attorney, and identity theft victim resources: <http://www.uiowa.edu/hr/benefits/willprep.html>. While these do not replace the advice you may receive from other sources, they do provide a new and valuable resource to the University community.

As we move into a new fiscal year, we look forward to more changes as we continue to support staff and your contributions to this great University.

Sincerely,

Susan C. Buckley
Associate Vice President for Finance and Operations
and Director of Human Resources