

## RESOURCES

### **Compensation and Classification**

Robert Millsap/Patrick Gilpin (319) 335-5298

<http://www.uiowa.edu/hr/classcomp/>

- Furlough Program
- Applying for Vacant University Positions
- [Furlough Networking Program](#)

### **Career Development Advising**

Keith Becker (319) 335-2664

- Resume Development
- Cover Letters
- Practice Interviews
- Career Coaching

### **Faculty and Staff Services**

(319) 335-2085

- One-on-One Counseling
- Career Counseling

### **Learning and Development**

(319) 335-2687

- Career Development Resources List
- Skill Assessment & Training
- Identifying Possible Temporary Re-assignment Placement

### **University Counseling Service**

(319) 335-7294

- Career Counseling
- Skills & Interest Assessment

### **Skillssoft Online Training**

(319) 335-2687 or (319) 335-2901

- On-line Courses, Books & More
- Continue Self-Education to Obtain Marketable Skills & Knowledge

### **Employment Services**

(319) 335-2656

<http://www.uiowa.edu/hr/careerdev>

- Resume Development & Interview Preparation
- Merit Employment Opportunities & Assessment

### **Iowa Workforce Development Center**

(319) 351-1035 /[www.iowaworkforce.org](http://www.iowaworkforce.org)

- Resume Development & Interview Preparation
- Job Search & Placement Assistance
- Skill & Interest Assessment
- Unemployment Insurance Benefits

### **Kirkwood Community College**

(319) 398-5523

- Dislocated Worker Program

[www.kirkwood.cc.ia.us/careerresources/index.html](http://www.kirkwood.cc.ia.us/careerresources/index.html)

### **Outplacement Entities**

- Staffing and outplacement entities may be resources for permanent or temporary employment outside the University. These are located under Employment Agencies in the yellow pages of a telephone book, or they may be identified by Iowa Workforce Development Center.

This material is available in alternate format upon request. People with disabilities may call 335-2660 to arrange for material to be available in alternative format.

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## *The University of Iowa Human Resources*



### **Furlough of Career Status Professional and Scientific (P&S) Non-Organized Employees For Reasons Other Than Cause**

\*What is the role of the current employing department?

\*What steps does the employee take to seek future employment?

\*How does Compensation and Classification (C&C) assist the employee?

## CURRENT EMPLOYING DEPARTMENT

- Evaluates the organization taking into consideration the budget and/or position function, resulting in the decision to eliminate or reduce the percentage in time of the employee's position.
- Consults with Senior Human Resources Leadership Representative in the respective college or division.
- A Reduction in Force (RIF) request is initiated in Workflow for approval by Central HR.
- Consults with C&C regarding the furlough notification letter and furlough guidelines to consider.
- Formulates a plan for the employee and the department based on furlough guidelines.
- Meets with the employee, gives him/her the furlough notification letter and discusses the furlough process.
- Assigns the employee meaningful work during the furlough notification period.
- Provides ongoing support for the employee during the furlough notification period including:
  - opportunity to access the resources identified on the back of this brochure
  - temporary re-assignments
  - professional seminar, educational, and networking opportunities
  - training on new or expansion of existing skills

## FURLOUGHED EMPLOYEE

- Receives a furlough notification letter from the department of its decision to eliminate or reduce the percentage of time of the employee's position.
- Contacts C&C to schedule an informational meeting to discuss the furlough process.
- During the informational meeting, receives an explanation of the furlough process and priority consideration for University P&S non-organized vacancies. Receives resource information for personal & professional support through the process. Receives information regarding the [Furlough Networking Program](#), a program that allows a furloughed employee to contact colleges, divisions, departments, or laboratories across campus to determine what employment opportunities may be available. If a P&S non-organized position is vacant and has not been advertised on [Jobs@UIOWA](#), they may fill the position with the furloughed employee through the [Furlough Networking Program](#).
- Prepares resume. If employee wishes to seek employment in another University position, identifies vacancies of interest on [Jobs@UIOWA](#). Employee must select the advisable button when applying for a P&S non-organized position to notify C&C.
- C&C will be notified and will notify the hiring department.
- After interviewing, decides whether or not to withdraw from the position. A withdrawal must be made prior to the department extending a job offer.
- If a job offer is extended, makes a decision whether or not to accept. If declines, may forfeit priority consideration rights. If accepts, notifies C&C.
- If offer is not extended, continues job search as described above.

## COMPENSATION AND CLASSIFICATION (C&C)

- Receives a Reduction in Force (RIF) from the department that a position has been identified for elimination or a reduction in the percentage of time.
- Assists the department with the furlough notification letter and furlough guidelines.
- After the department notifies the employee of the furlough, C&C sends the employee a letter or email inviting him/her to schedule an informational meeting to discuss the furlough process and his/her priority consideration for University positions.
- Upon receiving a request, C&C schedules the informational meeting.
- When the employee correctly applies for a vacant P&S non-organized position on [Jobs@UIOWA](#), C&C sends the appropriate letter (must interview or courtesy) to the hiring department based on the pay grade of the position applied for.
- In the event that the department determines the furlough candidate is not qualified for the vacant position, they notify C&C.
- C&C contacts the employee. If the employee disagrees with the department's rationale and provides additional information regarding qualifications, C&C evaluates the new information and discusses with the hiring department.
- A final decision is made by C&C whether the employee meets the requirements of the position.