

## RESOURCES

### Compensation and Classification

Robert Millsap/Diane McGriff (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

- 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
- Labor Market Information
- 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 may be identified by Iowa Workforce Development Center.

This material is available in alternate format on 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 Probationary, Specified-Term, And At-Will, Professional & 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 of time of the employee's position.
- Consults with the 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 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 STAFF MEMBER

- 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 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.
- If a specified-term employee has worked for The University of Iowa for two years or more, they will be offered an interview for positions applied for within the same job family, at the current pay grade or below.
- 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 furlough 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 other employment opportunities within the University.
- Upon receiving a request, C&C schedules the informational meeting.
- When an employee correctly applies for a vacant P&S non-organized position on [Jobs@UIOWA](#), C&C sends a letter to the hiring department. There are two different letters that could be sent based upon the employee's status:
  - ❖ A courtesy letter asking the department to consider the furlough candidate for an interview if a specified-term employee has been employed at the University less than 2 years, or if the position applied for is a different job family and/or higher pay grade.
  - ❖ A letter requesting the hiring department interview the furlough candidate along with the other qualified applicants if a specified-term employee has been employed at the University for more than 2 years and the position applied for is within same job family and at the current pay grade or below.