

University of Iowa Furlough Networking Program

The University of Iowa Furlough Networking Program is intended for University of Iowa Professional & Scientific (P&S) non-organized employees who have been given a furlough notification letter or are currently furloughed and will be referred to in the document as a furloughed employee(s).

In order to facilitate the placement of furloughed employees at the University of Iowa, the following policy may be used by furloughed employees to secure Regular, Specified Term or Temporary P&S non-organized positions:

1. This policy shall apply to furloughed employees holding Career, Specified Term, At-Will or Probationary status.
2. Furloughed employees and/or Human Resource Representatives may initiate contact with colleges, divisions, departments or laboratories across campus to determine what employment opportunities may be available.
3. If a college, division, department or laboratory has a position vacancy and wants to fill the vacancy with a furloughed employee, they may do so as long as the position has not been advertised on Jobs@UIOWA. If the position has already been advertised or is currently being advertised on Jobs@UIOWA, the normal EOD recruitment process must be followed.
4. If a college, division, department or laboratory does not have a vacant position but wishes to hire the furloughed employee, they can request the creation a new position. They must complete a Position Change Form (Reason: New Position) and attach a copy of the job description. A PDQ is not required.
5. Preliminary discussions between the employee and the departmental Human Resource Representative regarding salary and a proposed start date will take place prior to offering the position to the furloughed employee.
6. If a college, division, department or laboratory has funding for a vacant position and intends to hire a furloughed employee, they must complete a Transfer Form (Reason for Transfer: Furlough Transfer). A copy of the offer letter, the furloughed employee's resume or CV, and salary justification, if required, must be attached to the Transfer Form.
 - a. The employee shall transfer into the new position with the same job status (e.g. Career to Career, Specified Term to Specified Term, and Probationary To Probationary) as appropriate. A Probationary employee will be asked to serve additional time in probationary status based upon Operations Manual policy, Human Resources 3.1.d. (5).
 - b. By accepting a transfer to the new college, division, department or laboratory into a Regular P&S non-organized position, the furloughed employee will no longer have furlough rights/priority consideration for Regular P & S non-organized positions.
 - c. By accepting a transfer to the new college, division, department or laboratory into a Temporary position, the furloughed employee will retain furlough rights/priority consideration for Regular P&S non-organized positions until such time furlough rights/priority consideration ends. If the furloughed employee cannot successfully perform the responsibilities of the Temporary position, the furloughed employee would return to his/her former position for the remainder of the furlough notification period.