

Permanent Furlough of Probationary, Specified Term, and At-Will Professional & Scientific (P&S) Non-Organized Employees

for Reasons Other than Cause

PERMANENT FURLOUGHED EMPLOYEE

- Receives a permanent furlough notification letter from the department of its decision to eliminate or reduce the percentage of time of the employee's position.
- Contacts Compensation and Classification (C&C) to schedule an informational meeting to discuss the permanent furlough process.
- During the informational meeting, receives an explanation of the permanent 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 permanent furloughed employee to contact colleges, divisions, departments, or laboratories across campus to determine what employment opportunities may be available. If a P&S nonorganized position is vacant and has not been advertized on Jobs@UIOWA (<http://jobs@uiowa.edu>), they may fill the position with the permanent 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 (<http://jobs@uiowa.edu>). Employee must select the "Advisable" button when applying for a P&S nonorganized 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 permanent 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 (<http://jobs.uiowa.edu/>), 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 permanent 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 permanent 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.

Permanent Furlough of Career Status Professional & Scientific (P&S) Non-Organized Employees

for Reasons Other than Cause

FURLOUGHED EMPLOYEE

- Receives a permanent furlough notification letter from the department of its decision to eliminate or reduce the percentage of time of the employee's position.
- Contacts Compensation and Classification (C&C) to schedule an informational meeting to discuss the permanent furlough process.
- During the informational meeting, receives an explanation of the permanent 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 permanent 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" (<http://jobs.uiowa.edu/>), they may fill the position with the permanent 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" (<http://jobs.uiowa.edu/>). 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 permanent furlough notification letter and permanent 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" (<http://jobs.uiowa.edu/>), 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 permanent 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.