

PROFESSIONAL AND SCIENTIFIC EMPLOYEE

POLICIES AND PROCEDURES¹

I. GENERAL PROVISIONS

Definition – Professional and Scientific (P&S) Positions

University P&S positions are designed to provide managerial direction, administrative supervision and professional service to aid in the establishment and attainment of the University's mission, goals, and objectives. P&S employees assist in the formulation and administration of institutional policies and aid in the execution of academic, student and administrative services. P&S employees provide advisory and consultant services, direct a wide range of activities in a variety of departments, and render general assistance by planning, scheduling and coordinating programs and services offered by the University. P&S employees provide essential administrative services relating to the management of University funds, personnel, property, space, analysis of systems/procedures as well as student support programs, instructional offerings, computing services, public relations, contract administration and similar or closely related activities.

University employees serving in P&S positions have, in most instances, received training in a specialized area and hold appropriate academic degree(s) or possess equivalent experience. Typically, P&S positions are held by persons holding a four-year degree or its equivalent experience. Such employees may also be certified or registered, as required, with the profession and/or position assignment.

Criteria applicable with U.S. Department of Labor regulations relative to exemption under the Fair Labor Standards Act (FLSA) are used by the University in establishing and designating positions as P&S. Typically P&S positions are exempt from receiving overtime pay.²

The University of Northern Iowa's mission to maintain excellence in teaching, research and public service requires the support of competent, highly motivated P&S employees. Rapidly changing technology demands that P&S employees continually update skills and knowledge within their areas of expertise. The

¹ September 13, 2012 P&S Council approved minor updates to revise and remove outdated language throughout the document; pending Cabinet and Board of Regents approval.

² September 13, 2012 P&S Council approved to add clarification of the Fair Labor Standards Act; pending Cabinet and Board of Regents approval.

University acknowledges the need and actively supports programs for the personal and professional development of its P&S employees.

II. POSITION APPOINTMENTS

The nature and condition of an individual's employment with the University is defined by the individual's position appointment and service status.

A. Career Appointment:

A Career Appointment reflects an appointment to a permanent Professional and Scientific (P&S) position. There are three types of service status for a Career Appointment.

1. Probationary Status:

Probationary Status begins with the first day of university employment in a P&S position. Probationary Status is a period of at least one year and up to two (2) years in which the employee's performance is formally evaluated after six (6) months and before two (2) years. On the basis of the employee's performance evaluation(s) during that time, a determination will be made whether Career Status should be granted. If Career Status is not granted, the employee's employment in this position will end.

2. Career Status:

Career Status begins following successful completion of Probationary Status. Career Status is a period of three (3) to four (4) years in which the employee gains work skills and knowledge about their position and University. The combination of Probationary and Career Status shall be five (5) years from the anniversary date of employment.

3. Continuing Service Status:

Following successful completion of both Probationary Status and Career Status, an individual earns Continuing Service Status. Continuing Service Status is granted automatically at the end of the fifth year of employment, on the anniversary date of employment.

A P&S employee with Continuing Service Status, who accepts an annual position, relinquishes the rights and privileges of said status for the duration of the appointment.

B. Contract Appointment:

Contract Appointments are made on a year-to-year basis for a position normally involving coaching duties which parallel an athletic program schedule. Up to two (2) years of

Contract Appointment service may be credited toward a Probationary Status period when such service immediately precedes a Career Appointment and a provision for credited service is, at time of Career Appointment, specified in writing within 60 days.

C. Term Appointment:

A Term Appointment is designated when the services of a P&S employee are for a specific period of time required with a project, grant, contract, or in connection with a program for which a limited funding period may exist and/or renewed funding periodically may be required. An initial Term Appointment may be designated with a full or part-time schedule when service is to be provided during a period of at least one (1) year. A Term Appointment may be extended when continued service is required in connection with the project, grant, or contract. Up to 2 (two) years of Term Appointment service which involves a schedule of half time or more may be credited toward a Probationary Status period when such service immediately precedes a Career Appointment and a provision for credited service is, at the time of the Career Appointment, specified in writing within 60 days.

D. Temporary Appointment:

A Temporary Appointment is made when the services of a P&S employee temporarily are required for an uncertain period of time to complete a particular project or to carry out certain duties and responsibilities. Such service may be rendered with a full- or part-time schedule for an appointment period which shall not extend beyond one (1) year.³ Up to one (1) year of consecutive Temporary Appointment service with a schedule of half time or more may be credited toward a Probationary Status appointment period when such service immediately precedes a Career Appointment and a provision for credited service is, at the time of the Career Appointment, specified in writing within 60 days.

E. Annual Appointment:

An Annual Appointment is an appointment to an administrative or department head position on a year-to-year basis by the Divisional Vice-President and/or President. A P&S employee may qualify for and receive Continuing Service Status while serving with an Annual Appointment; however, rights and privileges with such status will be considered applicable only upon the employee's reassignment and appointment to a position covered by these policies and procedures.

F. Provisional Appointment:

³ August 9, 2012 P&S Council approved change based on September 27, 2011 Temporary Faculty & Employees Internal Audit recommendation; September 4, 2012 approved by Cabinet; Board of Regents approval pending.

A Provisional Appointment is designated for the P&S employee holding Continuing Service Status when a reassignment to a permanent position occurs with a promotion, demotion, or transfer action. The Provisional Appointment is, at the time of position placement, designated for a period of up to two (2) years. The employee with promotion or transfer may, in accordance with performance during the Provisional Appointment period, regain a Continuing Service Status or be returned to his/her former position. If the former position is not available, the employee will be assigned to a comparable position, as approved by the divisional vice president. The employee holding a Provisional Appointment with a demotion action may regain a Continuing Service Status within a Career Appointment or be subject to separation from University service in accordance with the notification process as outlined in the Notice of Non- Reappointment provision in Section III.

G. Interim (or Acting) Appointment:

An Interim (or Acting) Appointment status will be granted to an employee who is assigned to a position on an interim basis and/or is temporarily assigned significant duties and responsibilities. Interim Appointment status is granted when such service has been or is expected to be continued for a period in excess of six months. Within 12 months, a search must be advertised for the position being covered. Compensation for Interim Appointment status will be provided in accordance with the compensation policy (See Section VII). An employee in an Interim Appointment shall retain rights and privileges of their prior appointment.

III. POSITION ANNOUNCEMENTS AND PLACEMENT STANDARDS

A. Position Announcements:

Professional and Scientific (P&S) position openings will be coordinated by the Human Resource Services. All P&S position openings shall be advertised. Open positions may be advertised internally only or both externally and internally.

B. Internal Promotions and Transfers:

1. Promotions Within P&S Classification:

a. Promotion Opportunities

P&S employees may be promoted by:

- being awarded a different (higher level) position through a competitive search;
- reclassification of their position;

- accepting an Interim (or Acting) Appointment;
- moving within a Career Ladder;
- reorganization of unit.

(See Section III about applying for a P&S position; See Section VII about Reclassifications; See Section II G. about Interim (or Acting) Appointment; See Section below about Career Ladders; See Section III C about reorganization of a unit.)

b. Career Ladder

Departments may create Career Ladder appointments which establishes for specific P&S positions promotion steps as their experience and knowledge increase. A job description will be established for the entry position and the respective ladder positions connected directly to that entry position identifying the additional experience, skills and expectations for the next position. The department will determine the funding and qualification process. Positions that are filled by employees moving up within a Career Ladder appointment are not required to be advertised and do not require a provisional appointment.

2. Transfers: Instructional - P&S:

By mutual agreement between the University administration and a full or part-time faculty member, reassignment or reallocation to a P&S position can be effected. Reassignment occurs when the faculty member accepts reassignment to a P&S position. Reallocation occurs when a faculty position, as a result of revised duties and responsibilities, is judged to be a P&S position. Reassignment or reallocation of a faculty member must be in accordance with P&S Policies and Procedures applicable with appropriate appointment provisions.

Tenure status outside of an academic department as presently applicable for certain assigned P&S employees will be continued in effect. Continuing Service Status may be granted in lieu of tenure status with reassignment from a faculty position to a P&S position upon recommendation of the designated department head (dean, as applicable), the

approval of the appropriate division vice president, and with the concurrence of the affected faculty member.

P&S employees may be granted temporary part-time instructional appointments which carry lecturer or adjunct status.

3. Transfers: Merit System - P&S:

A transfer from the Merit System employment to a P&S position may occur as a result of a position reassignment or reallocation. The former occurs when the employee serving with a Merit System position accepts reassignment to a P&S position. Reallocation occurs when a Merit System position, as a result of revised duties and responsibilities, is judged to be a P&S position.

Upon reallocation of his/her position, the Merit System employee holding a permanent appointment will be given an opportunity to either accept service as a P&S employee or elect transfer to another Merit System position.

P&S Policies and Procedures effective with Career Appointments (see Section II) will be applicable with the reassignment and/or reallocation of Merit System employees and positions to the University's P&S system.

C. Reorganization:

1. Reassignment:

In the event the University, division, or department decides to reorganize P&S employees, every effort shall be made to make the process as open and transparent as possible through appropriate, formal communications with all affected employees. Positions shall go through a reclassification process in a reorganization. Such reorganizations will be reported immediately to the P&S Council President by the HRS Director. The P&S Council President will report this to the P&S Council as appropriate.

2. Reorganization by Reduction in Force:

In the event of a reduction in force with reorganization, see the Reduction in Force Section V.

3. Appealing Reorganization

Appeals by P&S employees alleging improper discrimination for a P&S position may be processed in accordance with University affirmative action procedures. Appeals by P&S employees alleging violation of P&S policies and procedures in regard to the reorganization may be processed with the P&S Grievance Process (see Section VIII).

D. Notice of Non-Reappointment

A P&S employee's appointment is considered to be renewed unless he/she is specifically advised in writing of non-reappointment. Notice of non-reappointment is provided in accordance with the following appointment categories.

1. Probationary Status

Notification of non-reappointment for Probationary Status employees will be provided in writing following oral and written notice of such pending action. Such notification of non-reappointment normally will take place no later than sixty (60) calendar days prior to the date of termination and will contain in summary the reason(s) for the action.

2. Provisional Appointment or Career Status

Notification of non-reappointment for Provisional Appointment or Career Status employees will be provided in writing following oral and written notice of such pending action. Such notification of non-reappointment normally will take place no later than ninety (90) calendar days prior to the date of termination and will contain in summary the reason(s) for the action.

3. Continuing Service Status

Notification of non-reappointment for Continuing Service employees will be provided in writing following oral and written notice of such pending action. Such notification of non-reappointment normally will take place no later than ninety (90) calendar days prior to the date of termination and will contain in summary the reason(s) for the action.

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256 **IV. APPRAISAL OF PERFORMANCE**
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258 **A. Standards of Performance**

259 As representatives of the University of Northern Iowa, Professional and Scientific (P&S)
260 employees are expected at all times to perform their duties promptly and efficiently, and
261 conduct themselves in accordance with generally accepted standards as well as with
262 specific standards prescribed by law, Board of Regents, State of Iowa regulations, and
263 University policies.
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265 **B. Appraisal**

266 The University performance appraisal for P&S employees is designed to evaluate the
267 accomplishments of the individual in terms of mutually agreed upon performance goals.
268 Such goals are identified by the P&S employee and his/her supervisor to insure consistency
269 with formally established department and division objectives and goals.
270 The appraisal program, with applicable forms and procedures, is designed to assist the P&S
271 employee in assessing past performance and development of plans for future action in
272 cooperation with and under the guidance of his/her supervisor. Included in such review
273 and planning procedures is the development of goals relating to both position performance
274 and personal professional development.
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276 **C. Appraisal Process**

277 The performance appraisal process calls for review and planning procedures to be
278 completed with each P&S staff member no later than thirty (30) days prior to the date the
279 designated review period is to be concluded in order to permit defined objectives and goals
280 to develop in a consistent manner at department and division levels.
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282 Performance evaluation proceedings shall be conducted annually; however, a more
283 frequent assessment of performance shall be arranged as required with a Probationary
284 position, a reclassification, reassignment, promotion or demotion. An employee may also
285 request from his/her supervisor a performance evaluation at any time. At a designated
286 time the supervisor and employee separately appraise performance with respect to
287 cooperatively established and mutually agreed upon goals. Such performance reviews
288 completed with specifically developed materials (Self-Appraisal and Performance
289 Appraisal forms) are designed to prepare appraisal program participants for a constructive
290 discussion of their independent finds during the joint performance appraisal interview.
291 During the appraisal, participants review and discuss the finding evidenced with prepared
292 assessment materials; reach a common agreement as to goals realized and define goals yet
293 to be attained.

Primary considerations include:

- Existing understandings with respect to position duties and responsibilities.
- The extent to which job performance and professional development goals have been realized during the service period under review.
- Job performance goals and professional self-development plans for the ensuing period.
- Development of a precise statement concerning performance goals and self-development plans so that participants are fully knowledgeable as to when goals are to be accomplished.

Following the appraisal, the performance appraisal form is completed with copies retained by the employee, department head, division head and placed in the employee's personnel file in HRS. During the ensuing review period, planning outlined with the appraisal form is used as a reference with review of performance goals and follow-up sessions between the supervisor and employee. Timing for follow-up sessions during a review period depends in part upon the service period, learning time required for proficiency, nature and extent of duty assignments, level of performance, etc. Performance plans are employed throughout the review period as well as at the conclusion to compare accomplishments with objectives. It is on the basis of service scheduled/rendered, performance demonstrated, skills developed, experience, judgment, etc., evidenced with position service that merit salary allowances are awarded. All employee personnel files are accessible to that employee by request.

V. REDUCTION IN FORCE PROCEEDINGS

A. Reduction in Services

In the event it becomes necessary for the University to reduce its Professional and Scientific (P&S) employee services as a consequence of a shortage of funds, lack of work, revision in work, curtailment in program offerings, abolishment of position(s) or a like action, an effort will be made to accomplish adjustment of P&S employees through attrition, rotation and reassignment of personnel, adjusted service periods, and similar means provided such steps can be arranged in a manner that will not impair the efficiency of affected service units of the University as a whole.

B. Reduction in P&S Employees

Should further curtailment of operations prove necessary, the below cited procedures shall be invoked by the University administration following consultation with the P&S Council when forced separation of personnel is required as a result of above noted operational conditions.

C. Order of P&S Employee Reduction

In the event it becomes necessary to reduce the number of P&S employees, such reduction shall be based on program need as determined by the University and within such determination shall occur in accordance with the following standards.

1. P&S employees serving with a Temporary Appointment shall be subject first to P&S employee reduction proceedings. The nature of the service required with this type of appointment causes the notice of non-reappointment provision to be inapplicable. The University will, however, make every effort to keep employees serving with such an appointment advised as to when services will be concluded. P&S employees serving with such appointments may elect to compete for vacant P&S positions, but shall be given no priority consideration.
2. P&S employees serving with Term Appointments shall be subject second to employee reduction proceedings. They will be given sixty (60) calendar days' notice of the university's intent to terminate the appointment. P&S employees serving with such appointments may elect to compete for vacant P&S positions, but shall be given no priority consideration.
3. P&S employees serving with part and full-time Probationary Status will be subject to reduction in employee proceedings following the separation of employee members with Temporary and Term Appointments. They will be given sixty (60) calendar days' notice of the university's intent to terminate the appointment. P&S employees serving with Probationary Status may elect to be reassigned to any open P&S position provided they are fully qualified to perform the work as established with prior related University service. P&S employees with Probationary Status who have been separated from the University as a result of reduction in force proceedings may, in the event of an absence of separated employees with Provisional, Career, or Continuing Service Status, be given consideration for placement prior to the initiation of normal recruitment procedures to fill a vacant P&S position.
4. P&S employees serving with a part and full-time Career Status or Provisional Appointment will be subject to reduction in employee proceedings following the separation of P&S employees with Temporary Appointment, Term Appointment and Probationary Status. They will be given seventy-five (75) calendar days' notice of the university's intent to terminate the appointment. P&S employees serving with Career Status or Provisional Appointment may elect to be reassigned to any open P&S position provided they are fully qualified to perform the work as established with prior related University service. P&S employees with Career Status or Provisional Appointment who have been separated from the University as a result of reduction in employee proceedings may, in the event

of an absence of separated employees with Continuing Service Status, be given consideration for placement prior to the initiation of normal recruitment procedures to fill a vacant P&S position.

5. P&S employees serving with part and full-time Continuing Service Status will be subject to reduction in employee proceedings following the separation of P&S employees with Temporary Appointment, Term Appointment, Probationary Status, Career Status and Provisional Appointment. They will be given ninety (90) calendar days' notice of the university's intent to terminate the appointment. P&S employees serving with Continuing Service Status may elect to be reassigned to any open P&S position in the system provided they are fully qualified to perform the work as established with prior related University services. P&S employees with Continuing Service Status who have been separated from the University with employee reduction proceedings will be given priority consideration for placement when a vacant P&S position exists.

D. Standards for P&S Employee Reduction

During periods of employee reduction the following criteria will be applied according to the appointment categories listed in the previous section of this policy statement to affect reduced staffing while maintaining an optimum level of operational efficiency. (The sequence of criteria listed does not indicate order of priority and/or importance.)

- Present and prior related position assignments with the University.
- Professional preparation and previous work experience related to University operations.
- Relative skills ability and performance demonstrated with University assignments as evidenced with appraisal procedures.
- Applicable laws and regulations.
- University service units and/or programs directly affected.

E. Notification of P&S Employee Reduction

P&S employees who may be separated from University service as a result of a reduction in operations will be provided oral and written notification of such possible action. When it is determined that a P&S employee will definitely be separated from University service, written notification will be immediately provided to the affected employee.

F. Recall

P&S employees serving with Probationary Status, Career Status, Provisional Appointment or Continuing Service Status at the time of separation from active University service, as a consequence of employee reduction, will be eligible for recall to their same status in accordance with the following provisions.

1. P&S employees with Probationary Status may request annually in writing, with confirmation by HRS, to be continued on the recall roster for a period equal to active service up to two (2) years. Such employees are eligible upon application to be considered for recall for positions for which they possess the necessary professional qualifications (i.e., applicable degrees, training and experience, etc.).
2. P&S employees with Career Status or Provisional Appointment may request annually in writing, with confirmation by HRS, to be continued on the recall roster for a period equal to active service up to four (4) years. Such employees are eligible upon application to be considered for recall for positions for which they possess the necessary professional qualifications (i.e., applicable degrees, training and experience, etc.).
3. With an annual request in writing, P&S employees with Continuing Service Status will be considered for vacant University positions for a period equal to active service up to five (5) years. Upon application, such employees will be interviewed and evaluated for vacant P&S positions prior to the initiation of normal recruitment procedures. If an inactive P&S employee with Continuing Service Status is not, following application and interview, selected for an open P&S position, he/she will be advised in writing by the employing administrator as to the reason(s) for the rejection.

G. General Provisions

P&S employees to be interviewed for return to active service will be notified of position vacancies by the University. Notification will be by e-mail or certified mail (return receipt requested) based on employee request. The inactive employee is to keep HRS advised of e-mail address or mailing address and recall interest, and positions in which qualification for placement is claimed.⁴ Failure to respond to a request to be interviewed for a position opening within fifteen (15) calendar days of the date on which notification is sent shall constitute a decline of notice for that position. A period of inactive service upon recall will be considered as a leave of absence for purposes of University and position service, salary, fringe benefit allowances and other conditions of employment.

VI. PROFESSIONAL AND SCIENTIFIC (P&S) EMPLOYEE COMPENSATION PLAN

A. Plan Administration:

1. Salary Structure: A comprehensive salary structure has been established for P&S positions. P&S employees are compensated within the salary ranges of the pay grades to which their positions are assigned (see Section VIII.

⁴ September 13, 2012 P&S Council approved including e-mail as a contact method; pending Cabinet and Board of Regents approval.

Position Classification Plan). Pay grade salary ranges permit prior training and experience to be recognized at the time of employee placement and allow for the distribution of discretionary funds to recognize exceptional performance.

2. Annual Adjustments to Salary: The compensation plan for P&S employees operates in conjunction with the performance appraisal program to reward demonstrated performance as well as the development of skills and experience.

All P&S employees receiving a satisfactory performance appraisal shall receive the base increase percentage allocated to the P&S Pay Matrix for that year. Any merit pay shall be above this increase and based on the individual performance appraisal.

The annual salary adjustment policy of the University and of the operating unit, if different, should be explained to P&S employees. The operating unit shall provide information about how factors such as base pay, pay matrix movement, and meritorious performance determine salary increase decisions.

3. Pay Grade Salary Ranges: Pay grade salary ranges for P&S positions are established annually during University budget preparation. The P&S Council shall be notified of any proposed, revised pay grade salary ranges, with final approval by the University Executive Management Team and the Board of Regents.

4. Compensation Classifications Document: At the beginning of each fiscal year, P&S employees shall be notified when the "P&S Pay Matrices" document has been revised and posted to the UNI website by HRS.

B. Entrance Salary

The salary for P&S employees joining the University normally will be established between the minimum and first quartile mark unless market conditions command a higher starting salary and division head approve in which the position is classified. Only when a candidate brings to a position outstanding prior training and experience related directly to the position, or market conditions so dictate, may an entrance salary be granted above the first quartile of the position pay grade range. Such an exception requires the recommendation of the employing department

head/director, dean, if appropriate, and the approval of the division vice president⁵, with consultation with the Director of HRS or designee.⁶

C. Compensation with Promotion

P&S employee promotions to higher positions shall justify larger salary increases than are normally granted for improved performance. The exact amount of such increases are determined in part by the employee's prior training and experience related directly to the new position assignment, the extent of pay grade movement which occurs, salaries held by other comparable P&S employees serving with positions in the same pay grade, and market comparison. Salary adjustments for promotion are effective as of the date of the promotion. Negotiation for the new salary level may occur. (See Section III B:P&S Employee Promotion Opportunities)

D. Compensation with Transfer

The P&S employee who is transferred from one position to another in the same pay grade normally will receive no salary adjustment. The salary of the employee who experiences a transfer involving a change from a position in one pay grade to another pay grade is adjusted in accordance with regulations regarding promotion or demotion.

E. Compensation with an Interim (or Acting) Appointment:

The P&S employee who accept an Interim (or Acting) position appointment (see Section II. G.) will normally receive additional compensation. If the Interim (or Acting) Appointment is made to a position at the same or higher pay grade than the appointee's regular position, it will be accompanied by pay not less than the appointee's current salary and at least equal to the pay grade minimum for the position. If acting duties are performed in addition to the appointee's current duties, a salary adjustment, reflecting the additional duties, shall be made.

F. Compensation with Position Reclassification and Pay Grade Reallocation

If a position is, as a result of restructuring, reclassified to a higher pay grade, the "Compensation with Promotion" provision will be applied.

If, as a result of restructuring, a position is reclassified to a lower pay grade, the "Compensation with Demotion" provision will be applicable.

⁵ January, 1995 Approved change; Was VP Administration and Financial Services.

⁶ September 13, 2012 P&S Council approved adding "or designee"; pending Cabinet and Board of Regents approval.

G. Compensation with Demotion

Upon the recommendation of the department head and the approval of the appropriate vice president, the compensation level for a P&S employee who is demoted will be established within the new position pay grade at a level that does not exceed the salary at which the employee was compensated prior to the demotion action.

H. Compensation with Reinstatement or Return From Leave

The P&S employee who is reinstated to a previously held position or is returning from a leave without pay will be compensated at a level no less than previously earned. The P&S employee who is reinstated to a different position will be compensated within the appropriate pay grade range for that position.

I. Compensation with Part-time Service

Pay for part-time service within a P&S position is provided proportionately equivalent to the salary for full-time service.

J. Compensation for Additional Work

Under certain circumstances, a P&S employee can receive compensation in addition to regular salary for additional work performed outside of regular service responsibilities. (See Special Compensation Policy, University Policies and Procedures Manual)

VII. POSITION CLASSIFICATION PLAN

A. General

1. Position Descriptions: The position classification plan developed and continues to operate on the basis of position descriptions which identify duties and responsibilities for Professional and Scientific (P&S) positions. Position descriptions are a) prepared when new positions are created or developed; b) reviewed annually by the manager and employee; and c) revised as required when position duties are restructured.

2. Evaluation Factors: Position description materials allow the University to complete and maintain an evaluation of P&S positions on the basis of a point-rating comparison. The point-rating comparison results in each P&S position being assigned a numerical value and pay grade classification according to evaluation factors cited below.

- a. complexity of problems to be solved (5%);
- b. minimum skills and knowledge required (5%);
- c. interpersonal relationships ordinarily involved in day-to-day activities of the position (25%);
- d. organization levels at which interpersonal relationships ordinarily occur (25%);
- e. nature of responsibility exercised within the content of the overall operations of the University (10%);
- f. scope of functional responsibility exercised (10%);
- g. constraints on independent action within the position functions (5%);
- h. impact of independent actions on the attainment of goals for educational programs and/or institutional development (5%);
- i. degree of work pace, pressure, and/or stress ordinarily involved in day-to-day activities of the position (5%); and
- j. extent and frequency of exposure to risk of bodily injury or physical discomfort (5%).⁷

3. Examination of Position

- a. Classification: When there is a need for a new P&S position, this proposed position will be evaluated for point value rating and pay grade level.
- b. Reclassification: A P&S employee may request that the classification of his/her position be re-examined at any time (See Section 7.VII.D.). A supervisor/manager, department head, dean, director, vice president or Human Resource Services (HRS) may also request examination of a position as may be necessary with the reorganization of a department, a revision in program offerings, realignment of position duties, etc.

B. Position Evaluation Committee (PEC):

1. Membership: The PEC is composed of four (4) voting members. Four (4) members will each represent their respective division, will hold annual appointments and will be selected by their division vice-presidents. The committee shall meet at the call of the HRS Director who serves as an ex-officio, non-voting member and chair of the Committee.
2. Responsibilities: The PEC makes recommendations about point value ratings and pay grade levels, based on preliminary evaluation by HRS. The purpose of this review is to insure consistency of evaluation ratings for similar positions

⁷ September 13, 2012 P&S Council approved adding rating factors 9 and 10 which have been in use since 1990s; pending Cabinet and Board of Regents approval.

across the University. The recommendation of the PEC are forwarded to the University Executive Management Team for approval.

The PEC makes pay grade recommendation only. They do not determine salary.

C. Position Classification/Reclassification Appeal Committee

1. Membership: The Position Classification/Reclassification Appeal Committee, hereafter called the Appeal Committee, is composed of selected University Executive Management Team members.
2. The Appeal Committee reviews and makes final decisions regarding appealed PEC determination. The Committee serves as a resource and advisory group on particularly difficult or significant classification issues where (1) agreement by PEC and a unit administrator cannot be reached; (2) if the classification change could affect other University P&S positions and/or (3) the affected P&S employee decides to appeal a determination made by the PEC.

D. Classification and Reclassification Procedures

1. Request and Preparation of Materials: A request for review of a position classification may be initiated and accompanied by a completed Position Description Questionnaire (PDQ), submitted to HRS. HRS will review the materials and then visit on site, as appropriate, to conduct a job audit. Following the job audit and any additional discussions with affected personnel, HRS will prepare a formal job description and send it to relevant parties for approval. Following approval of the position description. HRS will determine a preliminary point count for review by the PEC.
2. PEC Review and Decision: The PEC will meet to review all materials, a current organizational chart, the job audit results, comparable position information, and preliminary point count. During the review, the manager or department head will present background information about the request. The committee may request additional information, as they deem necessary. Written recommendations and rationale of the PEC are forwarded to the university Executive Management Team for approval. After approval, the final determination and rationale shall be sent to the department head and the employee.
3. Effective Date of Reclassification: Position reclassification and any salary increases in conjunction with a reclassification shall also be effective as of the first of the month following reclassification. If upon reclassification the P&S member's salary is below the minimum of the new pay grade, the salary must be adjusted to be at least the minimum.

- 635 4. Timelines: The review process shall be completed within ninety (90)
636 calendar days. Time limits may be extended for positions
637 classification/reclassification actions by mutual agreement of the initiating
638 party and the PEC and will be confirmed in writing. Further reclassification
639 review request may not be made for at least twelve (12) calendar months
640 following the determination unless it is clearly established that a substantial
641 change in duties and responsibilities has occurred.

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643 **E. Classification and Reclassification Appeal**

- 644 1. The Appeal Process: A P&S employee, supervisor/manager, department head,
645 dean, or director may appeal a classification or reclassification decision. The
646 appeal paperwork and materials must be submitted in writing to the HRS
647 Director.

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649 The HRS Director will first present the information to the PEC for a second
650 review, giving those involved the opportunity to clarify the reasons for the
651 appeal. The P&S employee and/or the person making the appeal shall be invited
652 to attend to support the paperwork submitted.

653
654 Failing resolution by the PEC, the appeal will then be presented to the Appeal
655 Committee for its review. The P&S employee and/or the person making the
656 appeal shall be invited to attend to support the paperwork submitted.

657
658 The written decisions made by the Appeal Committee will be final.

- 659
660 2. Preparation of Materials: The person submitting the appeal must complete the
661 Position Classification Appeal form, obtained from HRS. The form is to be
662 accompanied by a copy of the original classification or reclassification materials,
663 along with any correspondence, or other materials related to the appeal.
664
665 3. Timelines: The reclassification appeal process has fifteen (15) working days
666 from receipt of the classification/reclassification determination to submit appeal
667 materials to the HRS Director. The remainder of the appeal process will be
668 completed within twenty (20) working days from date of the appeal submission
669 to the HRS Director. Time limits may be extended for position appeal actions by
670 mutual agreement of the person appealing the reclassification/classification
671 decision and the Appeal Committee and will be confirmed in writing.

672
673 **F. Voluntary Demotion for Non-Performance Reasons:**

A P&S employee may voluntarily request a demotion in case of a unit reorganization or for personal or professional reasons. Voluntary demotion is defined as a change for a P&S employee from one position to another having a lower or the same salary grade level, made upon the request of the P&S employee with the approval of the department head or division vice president. Compensation for voluntary demotion will be provided in accordance with the Compensation policy.

VIII. COMPLAINTS AND GRIEVANCES

A. Grievance Procedure

Complaints and grievances by Professional and Scientific (P&S) employees will be resolved in accordance with the procedures set forth below. A P&S employee has the right to present a matter of concern or dissatisfaction relating to the interpretation, application or alleged violation of written university or Board of Regents policies and/or procedures governing conditions of employment, work schedule, compensation (other than general salary schedule and general salary adjustments). Employees should contact the Office of Compliance and Equity Management for situations alleging discrimination based on age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law.⁸

(This process is not designed to resolve P&S position classification matters; such conditions are undertaken with Position Classification Review proceedings.)

A P&S employee (or group of P&S employees) alleging a policy misinterpretation and/or misapplication, discrimination, or taking objection to a disciplinary action will seek, initially, to resolve such complaint by informal means and/or through administrative channels. Such informal procedures (e.g., Human Resource Services (HRS) inquiry, contact with supervisor, department head, and/or division vice-president, etc.) must be initiated within thirty (30) working days following the time the employee(s) first became aware or should have become aware of the condition necessitating the complaint.

Failing resolution by informal means, the formal grievance procedure may be initiated. Such procedure must be initiated no later than forty-five (45) working days following the date the grievant(s) first became aware of, or should have become aware of, the occurrence of such grievance; however, under no circumstances shall a grievance be considered timely after six (6) months from the date of occurrence.

⁸ September 13, 2012 P&S Council approved change based on Office of Compliance and Equity Management recommendation; pending Cabinet and Board of Regents approval.

A formal grievance statement is to be prepared and submitted on an established grievance form which will be maintained with the original copy of documents related to the grievance and will serve as the grievance file. The grievance form shall contain a statement as to the description of the grievance with pertinent circumstances and date(s) of occurrence(s) noted. Such statement is to identify the policy allegedly violated, the grievance issue, and cite the relief sought.

B. Formal Grievance Levels

Grievance actions will be resolved in conformity with the following review levels:

1. Level I

The grievance statement shall be dated and filed with the grievant's immediate supervisor who shall conduct an investigation, give the aggrieved and/or a representative of his/her choosing the right to present the matter in question orally and respond in writing within ten (10) working days indicating his/her disposition and reasons for same. (This level is waived if the person to whom the employee is immediately responsible is also the department head.)

2. Level II

If the grievant is not satisfied with the decision rendered at Level I, or if a decision is not rendered in a timely manner, he/she may, within five (5) working days of receipt of this decision, appeal in writing to his/her department head (dean, as applicable) and the Director of HRS. The department head and the Director of HRS shall, within ten (10) working days of receipt of the grievance file, investigate the conditions cited with same, give the aggrieved and/or a representative of his/her choosing the right to present the case orally and provide a response in writing.

3. Level III

If a disposition is not issued within the prescribed period or if the grievant finds the decision as rendered at Level II to be unsatisfactory, he/she may, within five (5) working days, appeal in writing to his/her division vice-president. Such appeal will include all of the information contained in the initial grievance and subsequent reviews, all decisions related thereto, and any other pertinent information the aggrieved employee may wish to submit. The appeal will be signed and dated by the employee. Within twenty (20) working days of receipt of an appeal the division vice president or his/her designee will complete an investigation of the grievance, which shall include an oral hearing. Notification as to the time, date and place of the hearing shall be provided to the aggrieved employee within five (5) working days following receipt of the appeal at Level III. Such hearing shall be scheduled not earlier than ten (10) and no more than fifteen (15) working days following receipt of the appeal at Level III. Within five (5) working days following conclusion of the hearing and completion of the investigation the division vice president or his/her

designee will submit his/her findings in writing to the aggrieved. The vice-present or his/her designee may affirm, reverse, or modify the decision rendered at Level II.

4. Level IV

If the grievant finds the decision at Level III to be unacceptable or if a decision is not rendered in a timely manner within the prescribed period, he/she may within five (5) working days appeal to the President of the University to initiate advisory arbitration proceedings.

Except where the University and the aggrieved agree to an alternative selection procedure, a joint written request for a list of arbitrators shall be made to the Federal Mediation and Conciliation Service. Such list is to contain the names of seven (7) potential arbitrators. The parties will within ten (10) working days of receipt of the list select the arbitrator to hear the case by alternately striking a single name until one name remains. The grievant will be the first to strike a name. The person whose name remains shall be the arbitrator. The arbitrator so selected shall hold a hearing promptly and issue a report to the President no later than thirty (30) days from the date of the close of the hearing. Such report shall be in writing and shall set forth findings of fact, reasoning, and conclusions on the issue(s) submitted.

The President or his/her designee will review the report of the arbitrator, vice-president's disposition, the hearing officer's report and other pertinent information submitted with the case record. After reviewing such materials, the President or his/her designee may complete a further investigation, conduct an oral hearing, or take other appropriate action. A decision will, on the basis of information compiled with such actions, be rendered within fifteen (15) working days following receipt of the arbitrator's findings and recommendation(s).

C. Miscellaneous Provisions

The following general conditions will be applicable with grievance proceedings.

D. Alternate Procedures

The University shall not be required to process the same or a substantially equivalent claim or complaint through the grievance procedure when such a complaint has been filed or if it has been adjudicated in any other form other than under the procedures described.

E. Settlement Offers

No offer of settlement of a grievance by an aggrieved employee or a University administrator will be admissible as evidence in later grievance proceedings or elsewhere.

No settlement of a grievance shall constitute a binding precedent in the settlement of a similar grievance.

F. Grievance Review Standards

If a grievance concerns non-reappointment, salary, denial of promotion, denial of Continuing Service Status, or placement rejection with continuing service, the review standard will be limited to determining whether the action taken failed to follow procedures.

The employee holding Continuing Service Status who is serving with a Provisional Appointment shall not have the right to grieve reassignment to a former or comparable position. Neither shall the University administration's decision to return an employee holding a Probationary Appointment to a former Regents Merit System assignment or comparable position be subject to grievance proceedings.

G. Open or Closed Arbitration Hearings

Unless the grievant requests otherwise, grievance arbitration hearings will be open. Should the aggrieved employee request that the hearing be closed, same shall notify the arbitrator and the university of such interest at least two (2) working days in advance of a scheduled hearing.

H. Burden of Proof

Except in cases involving the dismissal of an employee with Continuing Service Status, the grievant shall have the burden of proving by clear and convincing evidence that the action grieved is improper under one or more of the standards cited above. In the case involving the dismissal of an employee with Continuing Service Status, the University will have the burden of proving grounds exist to justify termination of the appointment of the aggrieved. The party with the burden of proof will present evidence first.

I. Time Standards

If an aggrieved employee does not appeal a decision rendered at a level of the grievance procedure within the time prescribed, the decision will become final. If a University representative does not reply to an employee's grievance or appeal within the prescribed time, the employee may proceed to the next level. With the consent of both parties, designated time limits may be extended.

J. Representation

A P&S employee may be represented by a representative of his/her choosing at each level of the grievance procedure. The name of such representative is to be noted with the initial grievance filing and at each subsequent appeal level. Presentations, reviews, investigations, and hearings held under the grievance procedure may be conducted during working hours without loss of regular earnings.

No retaliatory action shall be taken against an employee because he/she utilized the grievance procedure, served as a representative, or acted as a witness with such proceedings.

IX. HOLIDAYS, LEAVES AND ABSENCES

A. Authorized Absence

1. Requesting an Absence: Professional and Scientific (P&S) employees will use the UNI absence request form or appropriate department/division process to request and record absences. Off-campus duties, such as, meetings, conferences and programs may also require completion of the appropriate absence request form. A P&S employee request for absence is subject to approval by the appropriate department and/or division administrators.

P&S employees will record absences or hours on their university time card.

2. Earnings: Earnings will include paid holidays and approved vacation leave time. Provisions for full or partial earnings for other authorized leaves are identified under Types of Leaves of Absence (Section IX. C.)
3. Part-time service in P&S position with other than a temporary appointment is pro-rated from full-time equivalent as it relates to the employee's weekly and annual service schedule.

B. Unauthorized Absence:

Any unauthorized absence may be grounds for disciplinary action or may be viewed as a resignation. Abandonment of employment is considered to have taken place when an employee is absent from work for three (3) consecutive working days without proper notification and authorization. Abandonment of employment may be cause for immediate suspension and/or termination from position.

C. Types of Leaves of Absence:

1. Holiday Leave

Full-time, 12 month P&S employees with other than a temporary appointment are provided eleven (11) paid holidays with continued earnings during a calendar year period. Nine (9) holidays are scheduled as noted below while the two (2) remaining days are designated unscheduled (personal) holidays and recorded in vacation balance. Unscheduled (personal) holidays are accrued on a monthly basis and are added to the employee's vacation account.

Scheduled Holidays

- New Years Day/January 1
- Martin Luther King's Birthday/The Third Monday in January
- Memorial Day/The Last Monday in May
- Independence Day/July 4
- Labor Day/The First Monday in September
- Thanksgiving Day/The Fourth Thursday in November
- Friday after Thanksgiving
- Christmas Day/December 25
- One (1) other holiday is designated annually by the University.

When a holiday is observed during the Monday through Friday work week and an employee is excused from work on the holiday, earnings are continued provided compensation for the scheduled work days immediately preceding and following the holiday period is qualified. For employees on a Monday through Friday work week, Monday is observed as the holiday when a schedule holiday occurs on Sunday while Friday is recognized as the holiday when the scheduled holiday falls on Saturday. For all other employees, the holiday shall be deemed to fall on the day on which the holiday occurs.

2. Vacation Leave

Full-time, 12 month P&S employees with a non- temporary appointment accrue 176 hours or twenty-two (22) days of vacation and 16 hours or two (2) personal holidays per anniversary year. Employees may accumulate maximum of twice the annual accruals, 384 hours or 48 days (or up to 60 days with sick leave conversion.) When the maximum accrual has been reached, the employee does not accumulate additional vacation until some has been used. It is the employee's responsibility to monitor accrual of vacation leave. Vacation leave may be used with the approval of the manager/supervisor and/or departmental policy.

The University reserves the right to require a P&S employee to take vacation leave whenever such action would be deemed by the administration to be in the best interests of the institution and the employee. No employee is required to reduce his/her accrued vacation leave to less than 40 hours or five (5) days by such action.

Accrued unused (vacation) leave may remain unclaimed during an approved absence from active University service for a period of up to two (2) years.

3. Sick Leave

- 907 a. Full time, 12 month P&S employees in a non-temporary appointment accrue sick
908 leave at the rate of twelve (12) hours per month of service Sick leave is
909 cumulative and accrues to an unlimited maximum. While sick leave entitlement
910 accrues during vacation, family care giving leave and sick leave periods, such
911 leave does not accrue during approved leaves of absence without pay.
912 Employees who are not on 12-month appointments may use their accumulated
913 sick leave only during their regularly scheduled position appointment period.
914

915 Sick leave benefits do not apply with periods of illnesses or injuries during
916 vacations and paid holiday periods. However, if an employee is hospitalized
917 while on his/her vacation, the employee may use sick leave for those days
918 actually confined to a hospital.
919

920 In the event the University administration has reason to believe that an
921 employee is abusing the sick leave provision or may not be fit to return to
922 work, the University may require a medical certificate or other appropriate
923 certification. There is no maximum limit or amount of unused sick leave that
924 may be accumulated.
925

926 b. Sick Leave Vacation Conversion Benefit

927 Once a full-time employee with other than a temporary appointment has
928 accumulated a minimum of 240 hours of sick leave, he or she may elect to
929 convert their monthly accruals of 12 hours of sick leave into 4 hours of vacation.
930 Conversion is done on a monthly basis not on a retrospective basis. Conversion
931 is not allowed any month that an employee uses sick leave or any month in
932 which the balance of accrued sick leave falls below 240 hours.
933

934 Full-time employees with other than a temporary appointment converting sick
935 leave to vacation leave may accumulate a maximum of 480 hours or 60 days. If
936 an employee discontinues conversion of sick leave to vacation leave, their
937 maximum accruals will be reduced to 384 hours or 48 days.
938

939 c. Accumulated Unused Sick Leave Retirement Benefit

940 Iowa Code Section 70A.23 provides that the eligible employee shall receive a
941 cash payment for his/her accumulated unused sick leave by the employee's
942 hourly rate of pay at the time of retirement. The total cash payment for
943 accumulated, unused sick leave cannot exceed two thousand (\$2,000) and is
944 payable upon retirement. In order to be eligible for the sick leave retirement
945 benefit, the employee must be fifty-five (55) years of age and have applied for

retirement benefits. Payment to those who are eligible are subject to all required withholdings.

4. Family Medical Leave (FMLA)

FMLA allows eligible employees to take job-protected, unpaid leave for up to twelve (12) work weeks in a calendar year. The University complies with the federal FMLA. During FMLA Leave P&S employees may remain in pay status by electing to use accrued sick and/or vacation. Contact Human Resources Services (HRS) for details.

5. Pregnancy Related Leave

The time during which a P&S employee is medically unable to work because of pregnancy, miscarriage, abortion, childbirth, and recovery may be eligible for FMLA leave and afforded benefit accrued sick-leave time. Contact HRS for details.

6. Adoption Leave

A newly adoptive parent is entitled to five days paid leave chargeable to accrued sick leave.⁹

7. Family Caregiving Leave

Employees may use accrued sick leave for the care and necessary attention of ill or injured members of their immediate family, or the birth of their child. Employees may use up to 40 hours of Family Caregiving Leave each year. Employees may carry over up to forty (40) hours of unused Family Caregiving Leave to the next anniversary year, for a maximum utilization of up to eighty (80) hours in the next anniversary year.

For the purposes of this policy, immediate family is defined as and limited to the employee's spouse, domestic partner, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons residing in the employee's household.

8. Funeral Leave

Employees may use up to three (3) days of accrued sick leave per occurrence for the death of an immediate family member. Employees may request to use Vacation

⁹ May, 1992 Passed by Board of Regents

Leave for additional time off. If conditions are met, the employee may also be eligible for Family Caregiving Leave or FMLA. Contact HRS for details.

9. Pallbearer Leave

Employees may use up to one (1) day of accrued sick leave per occurrence to serve as a pallbearer or funeral attendant.

10. Catastrophic Illness Leave

P&S employees may be eligible to take paid time off using Catastrophic Illness Leave. Eligible employees are those suffering from a catastrophic illness who have exhausted all vacation and sick leave. Catastrophic illness or injury means an illness and injury resulting in a medical condition for which a physician has certified that the condition is likely to result in a loss of 30 or more work days.

Total leave donations received by an employee may not exceed the amount necessary to cover the 90 working day, Long Term Disability waiting period.

11. Long-Term Disability Leave

The P&S employee found to be qualified for income benefit allowances under the University Long Term Disability Insurance Plan may be granted a long term disability leave consistent with the current Board of Regents, State of Iowa approved contract. If after being off work under Long-Term Disabilities, a P&S employee is determined to be fit for duty, they may be eligible for employment at UNI. Contact HRS for details.

12. Military Leave

P&S employees, who are inducted, enlist, or with reservist or National Guard duty, and leave active service with the University to report immediately for military duty will be continued in the employ of the University for such military service for as long as re-employment rights exist under the law and provided return to active University employment occurs within the time specified. There is no loss of regular earnings during the first thirty (30) days of a military leave of absence. Contact HRS for details. (See appropriate University policy.)

13. Jury Service Leave

When summoned to a subpoena or direction by proper authority, an employee is required to appear as a witness or serve as a member of a jury in connection with public or private litigation, he/she will be entitled to regular compensation provided pay received for such service (other than travel or personal expense reimbursement) is surrendered to the University cashier. Such leave is to be noted with an absence request form. (See appropriate University policy.)

1023
1024 14. Professional Development Administrative Leave

1025 Professional Development Administrative leaves are available for professional
1026 development, and other related activities. Earnings may be full, partial, or
1027 suspended as determined by the University. Such leave is requested and approved
1028 by the department head, dean, and/or director and division vice president.
1029

1030 **D. Leaves of Absence Without Pay**

1031 A leave of absence without pay may be granted to P&S employees. Such leave may
1032 be granted with the understanding that the employee plans to return to active
1033 service at the conclusion of the leave period specified. Failure to return to active
1034 service or failure to request an extension of a leave normally will be considered as a
1035 voluntary resignation. All such leaves are at the discretion of the dean, director,
1036 department head and/or the division vice president.
1037

1038 An approved request supported by a physician's statement for an absence beyond
1039 the period of disability will be considered as leave of absence without pay.
1040

1041 **E. Catastrophic Illness Contributions¹⁰**

1042 Accrued vacation time may be donated to the sick leave account of an eligible
1043 employee at the University of Northern Iowa who is suffering from a catastrophic
1044 illness and has exhausted all vacation and sick leave. Such contributions will be
1045 based on a conversion of the donor's salary to the recipient's salary. Contact HRS
1046 for details.
1047
1048

1049 **X. MISCELLANEOUS POLICIES**

1050
1051 **A. Professional Development Programs**

1052 University employee development programs are designed to increase the
1053 effectiveness of personnel through activities which contribute both to individual
1054 development and to overall organizational performance. The following programs,
1055 together with University sponsored supervisory training seminars, are provided to
1056 insure continuing personal development of professional and scientific (P&S)
1057 employees and improved performance to duty assignments required of positions
1058 with which such employees serve. (See appropriate University policy.)
1059

¹⁰ September 13, 2012 P&S Council approved adding Catastrophic Illness Contributions which has been available since the 1990s; pending Cabinet and Board of Regents approval.

1060 1. Participation in Professional Organizations

1061 The University, divisions and departments maintain institutional memberships in
1062 selected state and national organizations which provide professional development
1063 materials and offer enrichment programs for P&S employees serving in the various
1064 operational areas of the University. P&S employees are encouraged to participate in
1065 professional organizations, workshops and conferences that serve to enhance
1066 professional development. P&S employees are encouraged to take leadership roles
1067 in these organizations. Approved expenses will be reimbursed in accordance with
1068 established University policies and procedures relative to expense reimbursement.

1072 2. University Staff Tuition Reimbursement Program

1073 P&S employees are encouraged to apply for reimbursement under the university's
1074 Staff Tuition Reimbursement Program in connection with course work offered by
1075 the University or by other accredited post-secondary institutions. Applications and
1076 information can be obtained at the Human Resource Services (HRS).

1078 3. University Class Participation

1079 P&S employees may participate in approved University classes on a non-credit basis
1080 if a space is available in the class. Class attendance is, upon the request of the P&S
1081 employee with the approval of his/her manager, arranged with the faculty member
1082 offering the course.

1083
1084 The University also offers an auditing option for anyone wishing to audit a class.
1085 The fee structure is the same as for a regularly scheduled class. See UNI registration
1086 materials for details.

1088 **B. Consulting**

1089 The University recognizes that consulting can be a valuable form of professional
1090 development for P&S employees and also serve to enhance the University's
1091 reputation. The University generally does not require formal approval for outside
1092 consultation or other off-campus professional activities; however, potential conflict
1093 of interest needs to be identified and/or approved. Consulting may not interfere
1094 with the performance of University duties or represent a conflict of interest.

1095
1096 Compensation for consulting is a matter of agreement between the employee and
1097 the off-campus party.

1099 **C. University Research Awards and Grants**

P&S employees are eligible to apply for university research awards and grants that may be available. Information about such research awards and grants are available through the Graduate Office, the Research and Sponsored Programs office, departmental offices, and other offices on campus.

D. Outside Agency Support of University Project

When an outside agency supports a project on the campus involving "released time" of a P&S member, it is expected that compensation for such time will be paid to the university including appropriate overhead costs. In some instances, the university may agree to match in some proportion the contribution of an outside agency. When these involve salary funds, ordinarily the P&S employee will still receive no more than 100% compensation.

D. Emeritus Status

Emeritus status is available to P&S employees with a minimum of twenty (20) years of creditable service in higher education who have terminated permanent (tenure/Continuing Service Status) full-time or part-time service with the University.

Formal application for emeritus status may be made with completion of the Request for Emeritus Status form which is available from HRS.

F. Retirement Programs

1. General: All university personnel are covered by the Social Security Program offered under the Federal Insurance Contribution Act. Participation in a University retirement plan is compulsory for eligible employees. Actively serving University personnel holding other than a temporary appointment with annual earnings of \$7,800 or more must elect to participate in either IPERS, the Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), or a qualified substitute retirement annuity plan.

2. Regular Retirement Program:

University employees may retire on or after age fifty-five (55). Continuation of medical, dental and life insurance benefits may occur with retirement. Check with HRS for details.

3. Phased Retirement

University P&S employees holding Continuing Service who have obtained age fifty-seven (57) with fifteen (15) years of service at the University are eligible to request

1139 phased retirement, subject to departmental and division head approval. Check with
1140 HRS for details.

1141

1142 4. Early Retirement

1143 Occasionally, the University may make available to employees an early retirement
1144 program. Check with HRS for details.

1145