



Merit System Staff Guide



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Human Resource Services

<https://hrs.uni.edu>

Table of Contents

The Merit System Staff Guide has been prepared to help you become familiar with the University and try to make your transition smooth and effective. It is neither a contract nor an agreement of employment for a definite period of time; rather, it is a summary of University policies, procedures, and benefits you enjoy as an employee.

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1.0 Welcome Message from President Nook

Welcome to the University of Northern Iowa. The UNI community works together to provide a learning-centered approach to exceptional [undergraduate and graduate education programs](#).

We are proud of our 140-year tradition of excellence in higher education, as we continually rank among the top three Midwest public universities in U.S. News & World Report's "America's Best Colleges" guidebook. We have a rich academic heritage, [100,000-plus alumni](#), and outstanding faculty and staff working to provide all students with the amenities of a large university in a personalized setting.

Our university community is vibrant and exciting. I invite you to explore the wealth of opportunities available and take advantage of the many activities our university and the [Cedar Valley](#) have to offer. I hope you consider attending lectures, [musicals](#), [plays](#), student organized events, and [intercollegiate athletic events](#) to support our students and engage with the UNI community.

I am confident you will find your professional connection with the University of Northern Iowa to be challenging and fulfilling. Best wishes, and I hope to see you on campus soon.

Sincerely,

Mark A. Nook
UNI President



Mark A. Nook
President of the University
of Northern Iowa

<https://president.uni.edu/>

1 Seerley Hall
University of Northern Iowa
Cedar Falls, IA 50614-0705

2.0 Orientation Program

UNI Human Resource Services coordinates a new employee orientation program, which is offered to all new non-temporary Merit and P&S employees during their first month of employment. Preview the schedule of dates and the agenda at <https://hrs.uni.edu/pd/orientation>. Two separate half (1/2) day orientation sessions are scheduled monthly to assist and welcome staff to the University. The first orientation session provides the opportunity for staff to learn about the University, its history and mission, and UNIs policies and procedures. The second half day session provides information regarding employee benefits. Both sessions help new hires to acclimate to their work environment.

3.0 Human Resource Services Staff

This information can also be found online at <https://hrs.uni.edu/>. View the University interactive organizational chart in UNI Works.

Contact	Position	Phone Number	Email Address
Michelle Byers	Assistant Vice President & Director	(319) 273-2422	michelle.byers@uni.edu
Jennifer Cole	Clerk IV, Employment	(319) 273-3424	jennifer.cole@uni.edu
Miranda Cornish	Secretary III, Benefits	(319) 273-2423	miranda.cornish@uni.edu
Jordan Cornwell	Recruitment Specialist	(319) 273-3536	jordan.cornwell@uni.edu
Tammi Dean	Clerk IV, HRIS	(319) 273-7734	tammi.dean@uni.edu
Ashley Dreesman	Clerk IV, HRIS & Benefits	(319) 273-5456	ashley.dreesman@uni.edu
Melissa Engdahl	P&S Employment Coordinator	(319) 273-6300	melissa.engdahl@uni.edu
Lisa Frush	Assistant Director Employment	(319) 273-6060	lisa.frush@uni.edu
Connie Gergen	Clerk IV, HRIS	(319) 273-2572	connie.gergen@uni.edu
Jesse Heath	Employee Relations Coordinator	(319) 273-6219	jesse.heath@uni.edu
Carissa Johnson	Clerk IV, HRIS	(319) 273-2954	carissa.k.johnson@uni.edu
Matt Johnson	Clerk IV, HRIS	(319) 273-5584	matt.johnson@uni.edu
Scott Klahsen	Faculty & Merit Employment Coordinator	(319) 273-6110	scott.klahsen@uni.edu
Beth Kuehl	Assistant Director HRIS & Benefits	(319) 273-3425	beth.kuehl@uni.edu
Jesse Lahmann	Senior Benefits Analyst	(319) 273-2824	jesse.lahmann@uni.edu
Meg McCann	Clerk IV, Employment	(319) 273-2503	meghan.mccann@uni.edu
Melissa Ward	Leave & Accommodations Coordinator	(319) 273-6164	melissa.ward@uni.edu

4.0 General UNI Information

The University of Northern Iowa was established in 1876 in Cedar Falls, Iowa, as the Iowa State Normal School, "A school for the specific instruction and training of teachers for the common schools of the state." Renamed the Iowa State Teachers College in 1909 and the State College of Iowa in 1961, the institution gained its present status in 1967.

Evolution from a state college to a University entailed a broadening of offerings, development of more specialized undergraduate and graduate programs and greater emphasis on research and public professional services. The University of Northern Iowa has grown from a school with four faculty, three staff and 27 students on a 40-acre campus to a University with around 650 faculty and more than 9,000 students on a 940-acre campus.

UNI offers more than 90 undergraduate majors in four colleges, including the Wilson College of Business; College of Education; College of Humanities, Arts & Sciences; and College of Social and Behavioral Sciences. Through these colleges, six different undergraduate degrees can be earned including Bachelor of Applied Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Liberal Studies, Bachelor of Music, and Bachelor of Science.

The University also offers several graduate degrees. The Graduate College provides a Master of Accounting, Master of Arts, Master of Arts in Education, Master of Athletic Training, Master of Business Administration, Master of Music, Master of Public Policy, Master of Science, Master of Social Work, Professional Science Master's, Specialist in Education, Doctor of Education and Doctor of Industrial Technology.

UNI has many other opportunities as well. The University has more than 250 organizations including special interest clubs, sororities and fraternities, religious groups and academic honoraries. UNI competes in 15 men's and women's athletic teams at the NCAA Division I level in the Missouri Valley Conference-excluding the football and wrestling teams. The Panther football team is in the FCS division in the Missouri Valley Football Conference. The Panther wrestling team competes in the Big 12 Conference.

The University has an overall set of policies and procedures that affect students, faculty, and staff. Some of the Policies and Procedures are discussed specifically later in this section. However, if you would like access to the complete listing of UNI Policies and Procedures, please visit <https://policies.uni.edu/>.

If you would like to contact UNI for more information, please call (319) 273-2311.

UNI along with the state's other public universities, two special schools, and other affiliated centers, is governed by the Iowa Board of Regents. To learn more, please visit their website at <http://www.iowaregents.edu/>. To view their policy manual, please visit <http://www.iowaregents.edu/plans-and-policies/board-policy-manual/>.

The University utilizes EthicsPoint to provide for the anonymous and confidential reporting of activities that may involve criminal, unethical or inappropriate behavior that violates the law or policies of the University or Board of Regents/State of Iowa. You may file a report on the EthicsPoint website at <https://secure.ethicspoint.com/domain/media/en/gui/10957/index.html> or by calling EthicsPoint toll free at 866-ETHICSP (866-384-4277).

4.1 UNI Mission Statement

The University of Northern Iowa is a comprehensive institution dedicated to providing a personalized learning environment, founded on a strong liberal arts curriculum. It is committed to being an intellectually and culturally diverse community. The University focuses both on undergraduate education, and on selected masters, doctoral and other graduate programs. It is characterized by excellence in three areas: teaching and learning; research, scholarship and creative work; and service. Through its varied endeavors, UNI shares its expertise with, and provides service to, individuals, communities and organizations throughout the state, the nation and the world. For more information, please visit <https://strategicplan.uni.edu/>.

4.2 MyUNiverse

[MyUNiverse](#), located on the UNI website (<https://uni.edu/>), contains personalized, online information for all faculty, staff and students. MyUNiverse can be used to update personal information, access UNI email accounts, uncover campus events and news, access the University calendar, complete timecards, view pay slips, locate information on annual fringe benefits and retrieve leave balances and reports.

4.3 Americans with Disabilities Act (ADA) Policy

It is the policy of the University of Northern Iowa that no qualified student, staff, faculty, or visitor with a disability shall, by reason of such disability, be excluded from access to, participation in, or be denied the benefits of the services, programs, or activities of the University or be subjected to discrimination because of such disability. For further information, please visit the disability website at <https://uni.edu/resources/disability>. You can also contact Melissa Ward in Human Resource Services at melissa.ward@uni.edu or via telephone at (319) 273-6164, or the [Office of Compliance and Equity Management](#) via telephone at (319) 273-2846.

4.4 Drug and Alcohol Policy

It is the policy of the University of Northern Iowa and the Iowa Board of Regents to provide for a drug free work place and learning environment for students and employees. The unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance by students or employees on property owned or leased by the University of Northern Iowa or in conjunction with a University sponsored activity is prohibited.

Students who violate this policy may receive any of a number of sanctions including an official warning, conduct probation, suspension, expulsion or referral for prosecution, and may be required to pay for any damages they caused. Depending upon the circumstance, participation in an educational program and/or a treatment program may also be required.

Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination or referral for prosecution. Please refer to the full UNI Drug and Alcohol policy at <https://policies.uni.edu/413>.

4.5 Discrimination and Harassment Policy

It is the policy of the University of Northern Iowa that there will be equal employment and educational opportunity without regard to 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. This includes the provision of a campus environment that is free from illegal discrimination and harassment. The University will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

All members of the University community are accountable for compliance with this policy. All University employees shall report all suspected incidents of discrimination or harassment. The University is committed to eliminating illegal discrimination and harassment, wherever they occur in the University community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action up to and including separation from the University. For the full policy, please visit <https://policies.uni.edu/1302/>.

4.6 Violence Free Campus

This policy is intended to enhance the safety and security of students, employees and visitors at the University, and provides guidelines and procedures for managing issues related to campus safety.

Violence impedes the goal of providing a safe living, learning, and working environment. Violence is contrary to the mission of the University and will not be tolerated. The term

“violence” as used and defined in this policy includes violent acts, threats or implied threats of violence, and intimidation (verbal or physical acts which frighten or coerce), including those acts conducted via technology. All students and employees of, and visitors to, the University of Northern Iowa are covered by this policy. This policy applies to all property owned or used by the University (hereafter referred to as “campus”) as well as conduct at University related activities. Any person responsible for violence may be subject to discipline, removal from campus, legal action, and/or other appropriate action. For the full policy, please visit <https://policies.uni.edu/710>.

4.7 Campus Security and Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act., information on crime statistics for recent years, Public Safety personnel and programs, building access, reporting crimes, safety suggestions, and policies, programs, and services regarding alcohol, drugs, and sexual abuse, is available in the [UNI Annual Security and Fire Report](#).

A paper copy is available from the Department of Public Safety, 030 Gilchrist Hall, University of Northern Iowa, Cedar Falls, IA 50614.

4.8 Remote Work Policy

Remote Work is any work arrangement that allows employees to work outside of their primary worksite at an alternate location on a regular basis. UNI provides Remote Work arrangements to employees when it is mutually beneficial to both the University and the employee. Approval of Remote Work arrangements will be made on a case by case basis. A Remote Work arrangement does not change the terms and conditions of employment with the University. For more information about the Remote Work Policy and process as well as links to the request and agreement forms, visit <https://policies.uni.edu/426>.

4.9 Smoking and Tobacco Use Policy

The policy of the University of Northern Iowa is to provide a smoke and tobacco-free environment for its students, faculty, staff, administrators, visitors and the general public on campus. Smoking and use of tobacco products are prohibited on university owned or leased property, and in university vehicles and any vehicle located on university property. This policy applies to all events and persons on campus or on owned and leased property, but not limited to students, faculty, staff, contracted personnel, vendors and visitors to the university.

For purposes of this policy, the phrase “smoking and use of tobacco products” is defined as the smoking of tobacco via cigarettes, cigars or pipes or the use of devices or products that may be used to smoke or mimic smoking including water pipes (hookahs), vaporizers, electronic cigarettes, etc. and the use of smokeless tobacco including snuff

and chewing tobacco. No Smoking/No Tobacco Use signs shall be posted at all entrances to university owned or leased buildings.

The Iowa Smokefree Air Act enacted in 2008, establishes prohibitions for smoking in places of employment and on school grounds, including institutions governed by the Board of Regents, State of Iowa pursuant to Iowa Code section 262.7. To view the full Smoking and Tobacco Use Policy, visit <https://policies.uni.edu/810>.

4.10 Conflict of Interest of Public Officers & Employees Policy

The Board of Regents has a comprehensive policy as to what constitutes a conflict of interest ([Chapter 2.1 Section 4F](#)). The policy, in general, provides that Regent employees shall not sell any goods or services to any Regent institution if the value exceeds \$2,000 unless pursuant to pre-approval by Procurement Services. It also requires any sale greater than \$2000 be reported to the Iowa Ethics and Campaign Disclosure Board by the "Conflict of Interest vendor" / "employee" within twenty days of making the sale. Further, any employee who has an ownership interest in, executive position, or other remunerative relationship with prospective suppliers of goods or service, shall not participate in preparing of specifications, qualifying vendors, or selecting of final vendor for award. For more information on exceptions contact Jon Westhoff in Procurement Services at (319) 273-6246 or via email at jon.westhoff@uni.edu.

4.11 Gift Policy

A public official, public employee, or member of their immediate family (defined as spouse or dependent or minor children) is prohibited from soliciting, accepting, or receiving gifts from a "restricted donor" (as defined by law). Similarly, employees may not offer or give gifts to state officials, legislators, public employees, candidates, etc. A person may not join with others to offer or make such a gift. Food, drink, or other non-monetary items may only be accepted or given as "gifts" if their value is three dollars or less.

Any employee who does not comply with this section of the law would be guilty of a serious misdemeanor and may be subject to job-related discipline.

Questions concerning this policy should be directed to Anne Bilder, (319) 273-3241 or anne.bilder@uni.edu. For more information about this policy, please visit the Board of Regents website at <https://www.iowaregents.edu/plans-and-policies/board-policy-manual/21-human-resources/>.

4.12 Conflict of Interest in Employment (Nepotism) Policy

No employee may participate in the decision to hire, retain, promote, grant tenure to or determine the salary of an immediate family member. For more information on this policy

visit the following website: <https://policies.uni.edu/403/> and <http://www.iowaregents.edu/plans-and-policies/board-policy-manual/21-human-resources/>.

4.13 Genetic Information Nondiscrimination Act (GINA)

Genetic Information Nondiscrimination Act (GINA) prohibits discrimination in employment based on genetic information and restricts acquisition and disclosure of genetic information. Genetic Information includes an individual's genetic tests, genetic tests of family members, an individual's family medical history, requests for genetic services, or genetic information of a fetus. While it is each individual's choice whether or not to share personal information, employees are encouraged not to disclose genetic information, of themselves or family members, to co-workers or supervisors. This is not to stifle open communication and camaraderie; however, employees need to understand the full implications of sharing such information. The best practice for compliance under GINA is to not discuss genetic information in the workplace. For more information on GINA, please visit <https://hrs.uni.edu/bestpractices/gina>.

4.14 Health & Safety Procedures

Bomb Threats:

Any communication received by a staff member pertaining to a bomb threat should be relayed to the UNI Police immediately at (319) 273-4000.

Severe Weather:

Severe Weather Shelter Areas have been established in every building for use in emergency conditions. All employees should familiarize themselves with the locations of the Severe Weather Shelter Areas within their buildings by visiting <https://risk.uni.edu/>.

There are several methods of warning employees when to take shelter:

Black Hawk County Warning System: This is a system of outdoor sirens that, when activated, mean take immediate shelter. This system is tested on the first Wednesday of each month at 11 a.m.

UNI Alert: This system notifies the campus community of emergencies and threats to physical safety using cell phone, landline phone, e-mail, and text-messaging.

UNI Loudspeaker System: This system is a network of loudspeakers across campus that will be used to notify the campus community of emergencies and threats to physical safety using either a siren or voice messaging.

Fire Alarm:

The fire alarm warning systems within buildings may be bells, horns or electronic announcements activated by smoke or heat detectors. They may also be activated by

pulling the lever on one of the manual fire alarm pull stations located in the corridors of each building.

In case of fire:

- Activate the fire alarm system by pulling the lever on the pull station.
- Evacuate the building closing doors behind you and assemble in a remote location for a head count (do not attempt to put out fire unless trained in the proper use of fire extinguishers).
- Call UNI Police: (319) 273-4000.
- Call Cedar Falls Fire: 9-911 on campus phone or 911 on cell phone.

All Staff members are expected to familiarize themselves with the locations and operations of fire alarm pull stations and extinguishers.

Chemical Safety:

Staff members are encouraged to take an active role in identifying potential hazards including unlabeled or deteriorated products, and bringing them to the attention of their supervisor and/or the Environmental Safety Specialist at (319) 273-3445.

The [University Hazard Communication](#) program requires:

- Departments to create hazardous chemical lists to identify and monitor hazardous chemicals on campus.
- Departments to keep Material Safety Data Sheets (MSDS) on chemicals and products used by their employees.
- Training for all new employees working with chemicals. Training needs to include detecting the presence or release of hazardous chemicals, the physical and health hazards associated with the chemicals, and protective measures to be taken when using these chemicals. Training must also include where the MSDS are kept and how to read them.
- Re-training of current employees when new chemicals are introduced to their area.

Work Related Injuries:

In compliance with the Workers' Compensation law, the University provides benefits to eligible employees who have injuries that occur while on the job. Faculty, staff, and student employees, who feel they are injured during the course of employment, should report all injuries to their supervisor immediately. After insuring the employee receives proper medical care, a First Report of Injury form should be completed by the supervisor within 24 hours of the injury being reported. The First Report of Injury form can be found on the forms repository at: <https://hrs.uni.edu/sites/default/files/mybenefits/froi.pdf>.

For more information on Workers' Compensation please visit:

<https://hrs.uni.edu/mybenefits/workerscomp>.

Other information regarding employee safety and health may be found at the UNI Environmental Health and Safety website at <https://risk.uni.edu/>

Reporting Safety Concerns:

Employees are asked to report any known safety concerns, such as structural building problems, potentially unsafe equipment, tripping/fall hazards, unsafe working conditions, or other unsafe conditions impacting the campus community.

- Concerns regarding snow and ice removal should first be reported to Grounds Services by calling [319-273-4400](tel:319-273-4400).
- For concerns that pose a serious and immediate threat to safety, please call the UNI Police at [\(319\) 273-4000](tel:319-273-4000) so they can secure the area. For concerns about faculty, staff, students, or guests, please go to <https://safety.uni.edu/> and contact the appropriate office based on the criteria listed.
- If you know a person is at risk of suicide, a threat of harm to others, or exhibiting severely disorganized, psychotic or out-of-control behavior, immediately dial 911 or call UNI Police at [\(319\) 273-4000](tel:319-273-4000).

Other safety concerns may be reported online at

<https://healthsafetycommittee.uni.edu/report-safety-concern>.

4.15 UNI Alert System

The UNI Alert System notifies the campus community of emergencies and threats, such as tornado, violence, hazardous material incident, cancelled classes, University closure, etc. Students, faculty, and staff are simultaneously notified by cell phone, landline phone, email, and text messages when a threat or campus emergency is identified. The entire campus community can be notified in about 20 minutes.

The system automatically includes all current students, faculty, and staff that are located on campus and have provided their information in the UNI Directory. If your information is not up-to-date or if you would like to change/add an alert method or add additional contacts (such as a spouse or family member), you can do so by accessing your [MyUNiverse](#) account. For additional information about the UNI Alert System please visit the following website: <https://uni.edu/resources/alert>.

4.16 Adverse Weather Conditions

It is the policy of the University to generally maintain a regular schedule during periods of severe weather. Employees have the opportunity to make their own decision about reporting to work with due consideration for travel safety conditions. The Vice-President for Administration and Finance may declare reduced operations due to a severe weather

emergency. Such declaration applies to faculty, staff, and students and may involve a delayed start of the normal work schedule to permit safer travel, clearing of fire lanes and parking lots, etc. Pre-designated employees (e.g. Public Safety, Residence Custodial, University Health Services, Maintenance and Dining Service, Physical Plant, Power Plant and Plant Service snow removal staff) are expected to make special efforts to report or remain at work in order to provide food, health, and safety services to the campus community and emergency repair and maintenance services of University property. In rare cases, the University may be declared closed. For information about weather-related reduced operations or the closure of the University, employees should sign up for the UNI Alert system, tune in to radio or television stations that have been identified by University Relations for this purpose or refer to the UNI home page.

For weather-related reduced operations, any Merit employee who reports within one-half hour of his/her regularly scheduled reporting time will be assumed to have reported on time. If the employee reports after one-half hour of his/her scheduled reporting time, the employee shall be credited with having worked the first half-hour of the day plus all hours actually worked. Non-temporary Merit staff who report to work late or are absent as a result of weather-related reduced operations may use accrued vacation, earned compensatory time, leave without pay or request to make up the missed time within the same work week. For more information, visit the Adverse Weather web page at <https://hrs.uni.edu/mybenefits/adverse-weather>.

4.17 Personal Emergency Contacts

In the event of an employee injury, sudden illness or emergency at work, it is important to have accurate, up-to-date emergency contact information available so contacts can be notified. Employees are encouraged to enter personal emergency contacts by accessing UNI Works.

4.18 Acceptable Use of Information Technology Resources

Personal use of university computers and systems is restricted to incidental and emergency use. However, personal use of university Internet access on personally-owned devices may encompass any lawful use that is otherwise consistent with this and other [university policies](#). Staff members should be conscious of laws that provide access to public records, which includes most data located on [university IT resources](#).

5.0 Office of Civil Rights Compliance

The Office of Civil Rights Compliance serves the University of Northern Iowa by:

- Helping those who feel mistreated because of their membership in a protected class.
- Offering options and assistance to support individuals experiencing discrimination, harassment, or sexual misconduct.
- Listening to all parties and remaining neutral.
- Answering questions about options and working to educate the UNI community about their civil rights.
- Coordinating programming and prevention efforts regarding the topics of Title IX, bystander intervention, and gender violence prevention.

If you would like further information about the Office of Civil Rights Compliance, please visit their website at <https://civilrights.uni.edu/>.

6.0 Administrative Organization

The University of Northern Iowa is governed by the Board of Regents, State of Iowa. The nine-member board is appointed by the Governor, with approval of the General Assembly. The Board of Regents maintains a central office in Des Moines which is administered by an executive secretary with the assistance of various other staff members.

The University of Northern Iowa is organized administratively into divisions which include Academic Affairs, Student Affairs, Finance & Operations, University Advancement and the President's Office.

Detailed information of the University's administrative structure can be found in the University of Northern Iowa Policies and Procedures Manual at <https://policies.uni.edu/>

7.0 Employment Groups and Opportunities

7.1 UNI Employees

7.11 Merit System

Includes both contract and noncontract employees. Contract employees are blue collar, clerical, security, and technical employees. Non-contract employees are Supervisory (clerical and non-clerical) and Confidential (clerical) employees.

7.12 Professional & Scientific

University P&S position assignments are designed to aid in the attainment of goals and objectives established in accordance with the mission of the institution. P&S staff assists in the formulation and administration of institutional policies and aid in the execution of academic, student, and administrative services as required with University operations.

7.13 Administrative and Provost

Academic department head positions are coordinated through the Deans' Offices of the respective colleges. Academic Deans are hired through the Provost's Office.

7.14 Faculty

Faculty members have temporary, term, or tenure/probationary (tenure track) appointments. Faculty members are represented by United Faculty.

7.2 Employment Opportunities

Information regarding available jobs opportunities at the University of Northern Iowa are available online. Please visit the Careers at UNI page at <https://careers.uni.edu/> for a listing of current open positions.

Individuals not currently employed at the University who are interested in Merit employment may apply online at <https://careers.uni.edu/>. Current Merit employees may apply online through UNI Works via the Jobs Hub.

If you need further assistance, you can email jobs-support@uni.edu.

7.3 UNI Equal Opportunity Policy

The University has established its equal opportunity policy as follows:

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa seeks to prohibit discrimination and to promote affirmative action in its educational and employment policies and practices. Please refer to the full policy at: <https://policies.uni.edu/1303/>

8.0 Merit System Job Classifications

The Merit System includes both contract and non-contract employees.

- Contract employees are blue collar, clerical, security and technical employees.
- Noncontract employees are Supervisory (clerical and non-clerical) and Confidential (clerical) employees.

Merit contract employees are represented by the American Federation of State County and Municipal Employees (AFSCME) and function under provisions of Chapter 20 of the Iowa Code. Merit noncontract employees are represented by the Supervisory and Confidential Merit Personnel (Supervisory and Confidential Council) at the University level and by the Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) at the Board of Regents, level F. Both organizations function under provisions of Chapter 19A of the Iowa Code.

There are numerous job classifications within the Merit System. Refer to the full list Merit classifications currently utilized at UNI at <https://hrs.uni.edu/merit/classification>. Written descriptions for each classification as well as for each individual position are on file in the Human Resource Services office. Salary is determined by pay grades and steps as listed for each Merit System Classification. The Regent Merit System pay matrix for AFSCME-covered classifications and for noncontract classifications is at <https://hrs.uni.edu/merit/pay-matrix>. Benefits are determined by University policy for both contract and noncontract employees.

8.1 Merit Benefits

8.11 Sick Accruals

Absence accruals for sick accrue at 12 hours (1 ½ days) per month for full-time employees. Employees who are employed for 20 or more hours but less than 40 hours per week for at least an academic year accrue on a pro rata basis. Employees hired on a temporary appointment do not accrue sick time.

Sick time accrues during a period of absence for which a staff member is paid sick but does not accrue during vacation payout or during any period of absence without pay.

If a holiday falls during a period of sick time usage, it is paid as a holiday and is not charged to the sick time accumulation. If an employee is hospitalized while on vacation, the employee may use sick accruals for days actually spent in a hospital. No other conversion of vacation to sick accruals is authorized.

Employee may use sick accruals for:

- Employee's own illness or medical treatment
- Family Caregiving Absence: maximum of 40 hours per anniversary year for the emergency care for ill or injured immediate family members. Immediate family is defined as, and limited to, the employee's spouse, children, grandchildren, foster children, stepchildren, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, step brothers, sons-in-law, sisters, foster sisters, stepsisters, daughters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse and other persons who are members of the employee's household. Unused Family Caregiving Absence can carry over from one year to the next up to a maximum of 80 hours
- Funeral Absence: 24 hours for the death of an immediate family member (see above)
- Pallbearer Absence: 8 hours per occurrence to serve as pallbearer or funeral attendant
- Adoption Absence: 40 hours per occurrence
- While there is no maximum limit on the amount of unused accruals for sick that may be accumulated, Merit staff members may elect, once thirty (30) days (240 hours) have accumulated to have with conversion one-half day (4 hours) added to their vacation accruals in lieu of adding one and one half day (12 hours) to their sick accruals. The sick to vacation conversion can be completed in UNI Works. Navigate to the Benefits and Pay application and choose Benefits>Benefit Elections>Change Benefits, then select "I am changing my Sick to Vacation" conversion election.
- All time off chargeable to sick accruals cause the otherwise qualified Merit staff member to be ineligible to have the conversion option for the month in which such claim occurs. Instead, the employee will receive their sick accrual for that month.

8.12 Vacation and Personal Holidays

Staff with non-temporary appointments begin earning vacation on their latest hire date in an eligible position. Vacation accrues for all hours in pay status as documented on processed timecards. Accruals are from the first day of the month to the last day of the month and are posted when the following month's payroll is completed. Vacation usage is not permitted in excess of the employee's current vacation balance (does not apply to the vacation payout).

Staff members who are regularly employed for 20 or more hours but less than 40 hours per week on a continuing basis will accrue vacation and personal holidays on a pro rata basis. Questions should be referred to Payroll at (319) 273-6425.

Staff members receive eleven (11) holidays per year. Two of these are "personal holidays" and are included in the vacation accrual.

Holidays falling within the period of a paid vacation are paid as holidays and are not charged to the staff member's vacation. This does not apply to the vacation payout.

Year of Service	Annual Accrual Hours	Annual Accrual Days
1st-4th	96 Hours	12 Days
5th-11th	136 hours	17 Days
12th-19th	176 Hours	22 Days
20th-24th	192 Hours	24 Days
25th+	216 Hours	27 Days

Maximum accrual is twice the annual accrual. If sick leave is being converted to vacation the maximum accrual is increased by 12 days. When the maximum accrual limit is reached no further time will accrue until some vacation is used.

8.13 Payroll

- Payday:** The last University working day of the calendar month
- Paycheck:** In general, the method of payment is direct deposit, which allows the employee's net pay to be deposited into their bank account on payday. Employees may view/print a copy of their pay slip and set up or make changes to their payroll payment election by navigating to the Pay application in UNI Works and clicking on payment election. Additional information and instructions for [payment elections](#) can be found by visiting the [Payroll](#) webpage.
- Federal and State Income Tax Withholding:** You can change your federal & state income tax withholding election (W-4 Form) through the Pay application by clicking on withholding elections. If you have questions on the Income Tax Withholding, we suggest you utilize the tax withholding estimators found on the respective [federal](#) and [state](#) websites.
- W2 Delivery Options:** As a cost saving measure and to provide a more timely and convenient delivery method, UNI offers employees the opportunity to select electronic delivery as the only method for receiving their W2 Form. To choose this option, you must give permission electronically. Your W2 Form will be available through UNI Works mid-January. If you choose to continue to receive a printed copy, it will be mailed to the address on file and

will arrive on or before Jan. 31. For additional information and instructions for giving permission for electronic delivery visit [Tax Documents](#).

- **Timecards:** For information on completing timecards or for approving timecards for staff reporting to you, visit [Time Tracking](#).

8.14 UNI Holidays

1. New Year's Day (observed)
2. Martin Luther King's Birthday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. Christmas Day (observed)
9. University Holiday

The UNI Holiday Calendar can be found at <https://hrs.uni.edu/mybenefits/holidays>.

8.15 Employee Assistance Program

The Employee Assistance Program (EAP) is a program provided by your employer to help you in your personal and professional life.

EAP is a service that offers initial assessment/referral and short-term counseling for employees and their immediate, tax dependent family members, and/or those family members covered on the employee's health insurance plan. EAP can address personal problems that may be affecting relationships, health, and work performance. Up to six sessions per problem can be made to assist you.

To contact EAP call
toll free at
1-855-784-2057.

You or an immediate family member can talk to a professional EAP counselor about: relationship difficulties, grief and loss, alcohol and drug abuse, depression, family conflicts, anxiety, financial problems, parenting issues, and stress and gambling concerns. Services available through EAP include 24-hour telephone access; in-person appointments; life coaching; financial and legal consultation; elder care resources; and webinars and newsletters. For more information about EAP, please visit <https://hrs.uni.edu/mybenefits/eap>.

9.0 Payroll Staff Contact Information

For questions, please contact Business Operations at 319-273-2162, Option 2 or email payroll@uni.edu.

10.0 Performance Review

A productive performance meeting serves as a collaborative planning session during which both the supervisor and employee can take an in-depth look at past and current performances and can together set new goals and objectives for the coming year.

The meeting helps the supervisor and employee establish a clearer understanding of the employee's job duties, responsibilities and priorities. It also provides an opportunity for the supervisor to coach the employee on how to become more proficient and productive.

Performance goals help employees:

- Find out how they are doing;
- Know what is expected of them;
- Take responsibility for their performance;
- Learn their performance strengths and weaknesses;
- See where their goals support organizational goals;
- Direct efforts where they can do the most for their own careers and for group and organizational success;
- Feel that they are taken seriously as individuals and that the supervisor is truly concerned about their needs and goals.

Scheduled performance appraisals include but are not limited to:

- [Two Week Discussion Guide](#),
- [Three Month Evaluation](#),
- [Six Month Evaluation](#),
- [Annual Performance Evaluation](#).

Performance reviews are conducted annually; however, a more frequent performance review may be required due to various reasons including reclassification or reassignment. A Merit employee may also request a performance review from his or her supervisor.

11.0 Work Rules

At our University, we work together in an industry whose product is people. Common sense guides us in our consideration for each other, and over a period of years, has led to the development of some basic employment practices which each employee should find easy to follow as we work toward our common objectives. The following are violations of the work rules of the University and will constitute just cause for disciplinary

action. For more information about Regent Merit Staff Employee Rules, please visit:

<https://www.legis.iowa.gov/docs/iac/chapter/01-15-2020.681.3.pdf>

11.1 Related to Improper Work Performance

1. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments.
2. Neglecting job duties and responsibilities.
3. Loafing, loitering, sleeping, visiting or otherwise engaging in unauthorized personal business.
4. Disclosure of confidential information and records to unauthorized personnel.
5. Falsifying records or giving false information to University employees responsible for record keeping or repeated failure to submit time cards or time records in a timely manner.
6. Failure to observe all safety rules and practices, including the use of protective equipment and clothing, and regulations regarding the operation of vehicles and equipment.
7. Failure to report as soon as possible (not more than 24 hours) all accidents or injuries which occur during working hours or while the employee is engaged in the performance of University business. This includes all traffic accidents under such circumstances, regardless of ownership of the vehicles involved.
8. Attempting to keep secret or unavailable, information or records which are public or which rightfully should be furnished to authorized persons and/or the general public.

11.2 Related to Poor Attendance and Punctuality

1. Failure to report promptly at the starting time of a shift.
2. Leaving before the scheduled quitting time of a shift.
3. Failure to notify the proper authority of impending absence or tardiness in a timely manner prior to the designated starting time.
4. Unexcused or excessive absenteeism.
5. Abuse of sick leave privileges.
6. Leaving the place of duty during a work shift without permission.
7. Failure to observe the time limits of lunch, rest or wash-up periods.

11.3 Related to Misuse of Property

1. Abuse or misuse of materials or equipment.
2. Stealing, unauthorized possession or use of property, equipment or materials.
3. Unauthorized posting or removing of notices, signs, posters or similar materials.
4. Unauthorized use of University property or equipment.
5. Unauthorized entry onto University property.

11.4 Related to Unacceptable Personal Actions and Appearances During Normal Working Hours or While on University Business

1. Threatening, attempting or inflicting bodily harm to fellow employees or the general public.
2. Use of abusive or profane language toward others, including ethnic slurs.
3. Horseplay, including but not limited to practical jokes, pushing, running or throwing objects.
4. Failure to observe smoking regulations.
5. Possession of weapons, except as specifically authorized for the performance of duties.
6. Making false or malicious statements concerning other employees, the University or any of its parts.
7. Unauthorized possession or use of alcoholic beverages or narcotics, during work hours, while on University time or property or while engaging in University business.
8. Reporting to work in a condition judged to be unsafe to the employee, to others or to physical property.
9. Conduct judged to be indecent or immoral by common standards.
10. Eating and/or drinking in unauthorized areas.
11. Violation of health and sanitation procedures, directions or requirements. These include littering or creating unsanitary conditions.
12. Selling commercial or private products or services on University time or premises.
13. Unauthorized solicitation of funds or donations for any purpose on University time.
14. Unauthorized distribution of printed matter on University premises.

15. Unauthorized possession, lending, borrowing or duplication of keys. Careless or improper use of keys or credit cards, or failure to report promptly the loss of keys or credit cards.
16. Dress or grooming which is judged inappropriate or unsanitary for the employee's specific assignment.
17. Unauthorized or improper use of a uniform; failure to wear a uniform properly.
18. Failure to submit to inspection, any personal packages taken from the employee's work upon the request of a supervisor or security officer.
19. Gambling in any form while on University premises or University time, including but not limited to: sport pools, card games, check pools, betting, dice, raffles, etc.
20. Soliciting or accepting unauthorized compensation, reward, gratuity or gift of any kind for any matter related to the employee's job as an employee of the University.
21. Engaging in unauthorized political or union activities.
22. Making unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

11.5 Related to Prohibited Outside Activities and Employment

1. Transacting business as an employee of the University with any business entity in which the employee has an interest, except as authorized by law.
2. Engaging in any outside activity or employment which may impair the employee's independence of judgment or ability to perform as an employee of the University.

12.0 Learning and Development

12.1 Learning and Professional Development

The Lynda.com Online Training Library® is a constantly growing and evolving body of training video tutorials designed to help you learn what you want, when you want it. UNI students, faculty and staff have access to over 1,100 courses and 66,000 tutorials organized by subject, software, and instructor.

University training and staff development programs are designed to increase the effectiveness of personnel through activities which contribute both to individual development and to overall organizational performance. There are University sponsored programs in addition to external training opportunities. There are also specific programs that departments may offer to their employees.

Human Resource Services (HRS) also has a collection of books on various personal development, well-being, and supervisory topics available to check out. To learn more

about learning and professional development opportunities, email hrs-performance@uni.edu

12.2 Staff Tuition Reimbursement Program

The purpose of the Staff Tuition Reimbursement Program is to encourage continual learning and educational development by providing tuition reimbursement to eligible Merit and Professional & Scientific staff for coursework taken from an accredited post-secondary institution.

Tuition Reimbursement may be made available for courses offered by the University of Northern Iowa (UNI) or other accredited post-secondary institutions. The program is available to Merit and Professional & Scientific staff members holding a non-temporary position appointment of at least twenty (20) hours per week and having at least one year of continuous non-temporary University service. The qualified tuition-only reimbursement for undergraduate credit courses provides one hundred percent (100%) of the tuition-only cost for the course without exceeding UNI's resident tuition rate. The number of undergraduate awards will be determined by the amount of funding allocated for the Program each year. The qualified tuition-only reimbursement for graduate credit provides no less than ninety percent (90%) and up to one hundred percent (100%) coverage without exceeding UNI's resident tuition rate. The number of graduate awards and percent covered will be determined by University funding availability. A staff member may qualify for up to twelve (12) credit hours of approved study per academic year, not to exceed six (6) credit hours in a single academic semester or session under the Program. Regular academic and admission requirements must be met in order to qualify for the Program. For more information about this program, please visit <https://hrs.uni.edu/pd/strp>.

13.0 Other Employee Resources

13.1 Employee Well-being

The mission of UNI Employee Well-being is to enhance the well-being of UNI faculty and staff through holistic programs and initiatives that support a healthy lifestyle and create a healthy environment in which to live and work. Employees are offered free flu vaccinations, biometric screenings, and smoking cessation services. The program also includes an annual Benefits & Well-being fair, on-campus health and well-being challenges and educational learning opportunities. Employees have the option to use the Wellness & Recreation Center by paying an annual user fee. Employees also have access to fitness and leisure classes, personal trainers, adult and youth swim lessons, CPR and first aid classes, and over-the-counter products through the Student Health Clinic. For more information, visit <https://hrs.uni.edu/wellbeing>.

13.2 Recreation Services

Recreation Services offers employees the opportunity to use the on-site fitness facilities by paying an annual user fee. Employees have access to fitness and leisure classes, personal trainers, massages, adult and youth swim lessons, CPR and first aid classes, and over-the-counter products through the Student Health Clinic. Visit [UNI Recreation Services](#) for more information on the services offered.

13.3 Child Development Center

The UNI Child Development Center (CDC) is a non-profit early learning facility designed to meet the needs of young children by providing quality programming within a safe and nurturing environment. The program serves as an educational laboratory for UNI students majoring in Early Childhood Education and other related fields, facilitating the students' learning about young children. Each of the five classrooms has two licensed teachers and several UNI student assistants for a high quality adult to child ratio. The mission is to provide a nurturing and safe environment to support learning for the families and students of the University and community by three interwoven elements: age appropriateness, individual appropriateness, and cultural/social appropriateness. The curriculum is based on accepted theories of child development such as Piaget, Vygotsky, and Erikson, with a Reggio Emilia emphasis. The curriculum is individualized to meet the needs of every child with full inclusion of children with special rights. Each family's culture is respected and family members are encouraged to participate in the program. The program participates in the Child and Adult Food Care program serving nutritious meals and snacks included in the cost of tuition.

The CDC shall be open from 7:30 a.m. to 5:30 p.m. Monday through Friday. An evening program is available at low cost Monday through Thursday 5:30 p.m. to 9:30 p.m. for children birth to 6th grade. Summer sessions are optional for families and hours are Monday through Friday 7:00 a.m. to 5:00 p.m. No evening program is available during summer sessions. The CDC serves children from birth to age six and also a school age program serving children kindergarten through sixth grade. Summer camps are also available by the week. Current rates for students and non-students for academic year, school age, and summer programs can be found at <https://cdc.uni.edu/>. For more information, contact the Child Development Center Coordinator at (319) 273-3946 or online at <https://cdc.uni.edu/>.

14.0 Appendices

14.1 Appendix A: Contact Information

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>P</u>	<u>S</u>	<u>U</u>	<u>W</u>
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Academic Calendar: <https://registrar.uni.edu/calendars/academic-calendars>

Benefits Analyst

Jesse Lahmann
Human Resource Services
027 Gilchrist Hall
(319) 273-2824
jesse.lahmann@uni.edu

Calendar of Events: <https://unicalendar.uni.edu/>

Cedar Falls, City of: <http://www.cedarfalls.com/>

Wilson College of Business

325 Curris Business Building
(319) 273-6240
<https://business.uni.edu/web/>

College of Education

150 Schindler Education Center
(319) 273-2717
<https://coe.uni.edu/>

College of Humanities, Arts & Sciences

266 Communication Arts Center
(319) 273-2725
<https://chas.uni.edu/>

College of Social and Behavioral Sciences

319 Sabin Hall
(319) 273-2221
<https://csbs.uni.edu/>

Compliance and Equity, Office of

117 Gilchrist
(319) 273-2846
<https://equity.uni.edu/>

Employee Well-being

Carissa Johnson
Human Resource Services
027 Gilchrist Hall
(319) 273-4246

carissa.k.johnson@uni.edu

Employee Assistance Program

Toll free at 1-855-784-2057

<https://hrs.uni.edu/mybenefits/eap>

Forms Repository: <https://java.access.uni.edu/FormsRepository/faces/formList.jspx>

Graduate College

122 Lang

(319) 273-2748

<https://www.grad.uni.edu/>

Human Resource Services, Department of (Staff Contact Information, page 5)

027 Gilchrist

(319) 273-2422

<https://hrs.uni.edu/>

Inside UNI: Updated daily offering timely news and announcements. Inside UNI is customized for faculty and staff, current students and the media.

[Inside UNI](#)

Iowa Code: <https://www.legis.iowa.gov/law/iowaCode>

Payroll, Office of Business Operations (Staff Contact Information, page 20)

103 Gilchrist

(319) 273-2656

<https://obo.uni.edu/payroll>

Provost's Office

Seerley Hall 020

(319) 273-2517

<https://provost.uni.edu/>

Substance Abuse Services

Associate Director/Student Wellness

Health Education

(319) 273-3423

[Student Wellness Services](#)

UNI Administration Information: [Division of Finance & Operations](#)

UNI General Catalog: Specific information about courses and curricula, UNI history, faculty, admissions requirements, & housing and financial aid information.

<https://catalog.uni.edu/>

UNI General Info

1227 West 27th Street

(319) 273-2311

<https://uni.edu/>

UNI Home Page: <https://uni.edu/>

UNI Public Safety

030 Gilchrist Hall
 On-campus: (319) 273-4000
 Off-campus: 911
<https://publicsafety.uni.edu/>

Waterloo, City of: <http://www.travelwaterloo.com/>

14.2 Appendix B: Definitions

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>G</u>	<u>L</u>	<u>M</u>	<u>P</u>	<u>R</u>	<u>S</u>
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- **Active service** is a period of paid employment performing the duties of the position.
- **Advanced starting rate** is a rate on the pay grade which is greater than the minimum rate of the pay grade for a specific class as provided for in the approved pay plan.
- **Base pay** means the employee's rate of pay exclusive of extra pay such as lead worker pay, pay for shift differential, pay for special assignment, on-call pay, call back pay, or any other incentive premium pay.
- **Class** means one or more positions, which are sufficiently similar in duties and responsibilities, that each position in the group can be given the same job title and require the same minimum qualifications as to education and experience, and that the same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions.
- **Classification appeal** is the act of contesting the classification or reclassification of a position as determined by the merit system director after a review of the duties and responsibilities of the position.
- **Classification review** is the process initiated by a permanent employee or department head requesting review of the classification of the employee's position.
- **Classify** means to make the original assignment of a position to an appropriate class on the basis of the duties and responsibilities assigned and to be performed.
- **Days** means working days unless designated otherwise.
- **Demotion** means a change of an employee from a position in a given classification to a position in a classification having a lower pay grade. Demotion may be voluntary, involuntary, or result from a reclassification of a position.

- **Grievance** is a dispute or complaint concerning the interpretation or application of merit system or institutional rules governing terms of employment and working conditions.
- **Lateral transfer** means a change from a position in one class to a different position in the same class or another class in the same pay grade.
- **Maximum rate** is the final value of the pay grade to which a classification is assigned. A "red-circled" rate is above the maximum.
- **Minimum rate** is the minimum value of the pay grade to which a classification is assigned. It is less than an "advanced starting rate."
- **Pay grade or grade** is the numerical designation on the pay schedule to which individual classes are assigned.
- **Permanent employee** is an employee who has completed the initial probationary period and thereby acquired permanent status in accordance with the rules of the system.
- **Position** means a group of specific duties, tasks and responsibilities assigned to be performed by one employee. A position may be 12-month or less, full-time or part-time, temporary or permanent, occupied or vacant.
- **Probationary period** is a six-month period to determine an employee's fitness for the position. A probationary period is required for an original appointment, reinstatement, reemployment to a class not previously held, promotion, voluntary demotion out of series or lateral transfer out of class.
- **Promotion** means a change in status of a permanent classified employee from a position in a classification to another position in a classification having a higher pay grade.
- **Reclassify** means to make a change in the classification of a position by raising it to a higher, reducing it to a lower, or moving it to another class of the same level on the basis of significant changes in the kind or difficulty of the tasks, duties, and responsibilities in such position, or because of an amendment to the classification plan, and officially assigning to that position the class title for such appropriate class.
- **Reduction in force** is a layoff resulting from a shortage of funds or work, a material change in duties or organization or abolishment of one or more positions.
- **Reemployment** is the reappointment of an employee from a reemployment list. An employee may be eligible for reemployment as a result of:
 1. Layoff or voluntary demotion in lieu of layoff

2. Medically related disability leave and exhaustion of vacation and medically related disability leave credits
 3. Failure to pass a subsequent probationary period on a promotion, lateral transfer out of class, or demotion out of series
- **Reinstatement** is the reappointment of a permanent employee who has resigned in good standing.
 - **Resident director** is the person appointed by the head of each Regents institution to administer the merit system rules at that institution.
 - **Suspension** is an enforced leave of absence with or without pay for purposes of conducting an investigation or as a disciplinary measure.

Guide last updated December 2024