



P&S Staff Guide



PS

Human Resource Services

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

Notice

The P&S 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. From time to time, conditions or circumstances may require the University to change, amend, or delete some of the policies and procedures and/or benefits contained in this document.

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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
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 Human Resource Services Staff

This information can also be found online at <https://hrs.uni.edu/> and 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	Benefits & HRIS Coordinator	(319) 273-4246	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

3.0 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.

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

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>.

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).

3.1 UNI Mission Statement

The University of Northern Iowa is a comprehensive public university with the mission to provide the state and region with the highest quality undergraduate education, as well as professional, graduate, and continuing education programs. Along with being a distinguished arts and sciences university, it maintains outstanding professional programs in areas such as education and business. It provides leadership in the preservice and in-service preparation of teachers, administrators and other educational personnel for schools, colleges, and universities. It offers programs and conducts research and community outreach programs to strengthen the educational, social, cultural, and economic development of Iowa and the larger community. For more information, please visit <https://strategicplan.uni.edu/>.

3.2 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 accessibility website at <https://uni.edu/resources/accessibility>. 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 Civil Rights Compliance](#) via telephone at (319) 273-2846.

3.3 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>.

3.4 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.

3.5 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 and reporting options, please visit <https://policies.uni.edu/1302>.

3.6 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>.

3.7 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.

3.8 Conflict of Interest (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 websites: <https://policies.uni.edu/403/> and <http://www.iowaregents.edu/plans-and-policies/board-policy-manual/21-human-resources/>.

3.9 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>.

3.10 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 workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of university faculty, staff, students, and visitors. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by employees and students 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 and/or referral for prosecution. Please refer to the full UNI Drug and Alcohol policy at <https://policies.uni.edu/413>.

3.11 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 Business Operations at (319) 273-6246 or via email at jon.westhoff@uni.edu.

3.12 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/>.

3.13 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](#).

3.14 Health and 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/safety-resources/campus-emergencies>. 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 either 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 ensuring 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://java.access.uni.edu/FormsRepository/faces/formList.jspx#F>

For more information on Workers' Compensation please visit: <https://hrs.uni.edu/your-benefits/health-benefits/workers-compensation>.

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://risk.uni.edu/safety-committees/university-safety-committee>

3.15 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 and clicking on Update my personal information/UNI Alert tab. For additional information about the UNI Alert System please visit the following website: <https://uni.edu/resources/alert>.

3.16 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 Senior Vice-President for Finance and Operations 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, Facilities Management, Power Plant and Facilities 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.

P&S employees would typically code the time missed as accrued vacation (non-temporary only) or unpaid leave unless other arrangements have been made with their supervisor. For more information, visit the Adverse Weather web page at <https://hrs.uni.edu/your-benefits/time-and-leave/adverse-weather>.

3.17 My UNiverse

My UNiverse, located on the UNI website (<https://uni.edu>), contains personalized, on-line information for all faculty, staff, and students. My UNiverse can be used to update personal information, access UNI email accounts, uncover campus events and news, access the University calendar, and access the Service Hub to request IT or OBO services.

3.18 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.

4.0 Office of Civil Rights Compliance

The Office of Civil Rights Compliance serves the University 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 education 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/>.

5.0 Administrative Organization

The University of Northern Iowa is governed by the Iowa State Board of Regents. 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>

5.24 Reduction in Force Proceedings

In the event it becomes necessary for the University to reduce its P&S staff services as a consequence of a shortage of funds, lack of work, revision in work, unit organization, curtailment in program offerings, abolishment of position(s), or a like action, an effort will be made to accomplish adjustment of staff through attrition, rotation and reassignment of staff, 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. For additional information, view the full Reduction in Force proceedings within the P&S Policies and Procedures at <https://policies.uni.edu/524>.

6.0 UNI Employment Opportunities

6.1 Employment Opportunities

For a listing of current open positions at the University of Northern Iowa, please visit the Jobs Hub in UNI Works at <https://uniworks.uni.edu>.

6.2 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/>

6.3 Position Openings and Placement Standards

Information concerning University P&S position openings is in accordance with affirmative action principles, communicated to potential candidates outside the institution via advertisement, placement agencies, websites, etc. Like information is also circulated throughout the University to permit qualified persons already serving within the institution to apply. Candidates for P&S position openings are required to possess minimum placement qualifications.

The primary standard for all University P&S position placements requires that the candidate recommended be, in so far as can be determined, the best qualified applicant available for the position. Candidates for placement with P&S positions are evaluated without reference to race, sex, creed, age, disability, or other criteria prohibited by law.

7.0 P&S Positions

7.1 Definition-P&S Positions

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.

7.2 Appointment and Service Status

The appointment categories noted below are applicable for University P&S staff in connection with permanent and temporary position assignments.

Temporary Appointment:

Designated when the service of a P&S staff member is required on a short-term basis to complete a particular project, temporarily backfill another P&S position and/or carry out certain duties and responsibilities. Such appointments may be rendered with a full or part-time schedule for an appointment period which shall not extend beyond one (1) year, without approval from the HRS Director or designee (HRS Director) in limited circumstances. P&S temporary appointments are not considered fully benefit-eligible.

Term Appointment:

Designated when the service of a P&S staff member is for a specific period of time required with a project, grant, contract, special activity offering, 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 for a period of at least nine (9) months, unless the funding renewal cycle occurs earlier. Re-appointments involving a like service schedule may be granted. Term appointments scheduled for at least half-time for at least nine (9) months are considered fully benefit-eligible.

Contract Appointment:

Designated when the service of a P&S staff member is tied to the performance of an intercollegiate athletic sport program (e.g., coaches). All staff members holding a contract appointment shall execute a written contract detailing the salary and benefits associated with the contract appointment. Subsequent contract appointments may be granted by executing a contract addendum or new contract. Contract appointments with a schedule of at least half-time for a minimum of nine (9) months are considered fully benefit-eligible.

Regular Appointment:

Designated when the service of a P&S staff member is required on an ongoing basis and does not otherwise match the temporary, term, contract or annual appointment definition. Regular appointments may be sustained by general funds, auxiliary funds and/or funding identified by the university as recurring. Regular appointments with an ongoing schedule of at least half-time for a minimum of nine (9) months of each year are considered fully benefit-eligible.

Annual Appointment:

Designated for positions involving major administrative assignments, policy development, and/or other related exempt duties and responsibilities. Annual appointments must be at a department director level or higher and typically report to a

division head. Annual appointments with an ongoing schedule of at least half-time for a minimum of nine (9) months of each year are considered fully benefit-eligible.

Notice of Non-Reappointment

A P&S staff member's appointment is considered to be renewed or ongoing unless notified otherwise.

7.3 Fair Labor Standards Act (FLSA) Exemption Status

Non-Exempt staff are entitled to overtime pay or compensatory time pursuant to the Fair Labor Standards Act (FLSA). Exempt staff are not entitled to overtime or compensatory time.

Whether a staff member is exempt or non-exempt depends on a) how much they are paid, b) how they are paid, and c) what kind of work they do. To be exempt a staff member must a) be paid at least \$684 per week (salary test), and b) be paid on a salary basis (salary basis test), and also c) perform exempt job duties (duties test). Staff must meet all three "tests" to be exempt. HRS determines if staff are non-exempt or exempt.

7.4 Pay Basis

Exempt P&S staff are paid on a salary basis and are not eligible for overtime or comp time.

Non-Exempt P&S staff are paid on an hourly basis. The pay-through date will begin approximately at the middle of the month and end at the middle of the following month. Payroll periods and paydays can be found at

<https://servicehub.uni.edu/docs/spaces/BO/pages/221643249/Payroll+Calendars>.

Hourly paid staff are eligible for overtime, or comp time, for hours worked over forty (40) in any workweek (Sunday – Saturday). For more information on comp time, go to <https://servicehub.uni.edu/docs/spaces/BO/pages/221643238/Compensatory+Time>.

7.5 P&S Policies and Procedures

To view all P&S Policies and Procedures, please visit <https://policies.uni.edu/chapter-5-staff-employment-policies>.

8.0 Performance Review Program

The University Performance Review Program for P&S staff is designed to evaluate the accomplishments of individual staff members in terms of mutually agreed upon performance objectives. Such objectives are identified by the P&S staff member and his/her department head to insure consistency with formally established department and division objectives and goals.

The review program, with applicable forms and procedures, is designed to assist the P&S staff member in assessing past performance and development of plans for future action in cooperation with and under the guidance of his/her department head. Included in such review and planning procedures is the development of objectives relating to both position performance and personal professional development.

Performance reviews are conducted annually; however, a more frequent assessment of performance may be arranged as required with a position reclassification, reassignment, promotion, or demotion. A staff member may also request from their department head a performance appraisal at any time. For performance appraisal information and forms please visit <https://hrs.uni.edu/learning-and-development/performance-development>.

9.0 P&S Council

A Professional and Scientific Staff Council was established in 1978 for the purpose of studying, formulating, and recommending to administrative officers of UNI policies of interest to Professional and Scientific employees. The Council, consisting of representatives elected by division members, meets monthly during university office hours. Meetings are open to the public unless voted into executive sessions. Meeting notices, minutes, a list of members, and the Council's constitution and bylaws can be found at <https://pscouncil.uni.edu/>.

10.0 P&S Staff Compensation & Classification Plan

P&S positions are classified and P&S staff are compensated using a market-based approach. This market-based approach aids UNI in attracting and retaining P&S staff. Like many organizations, UNI strives to position P&S overall cash compensation at the median of the market.

A 13 grade, market-based pay matrix is used for P&S non-temporary staff, with the exception of athletic coaches and athletic staff who are on contract appointments. The matrix is divided into ranges with the following general guidelines:

- First Third Range – the target pay range for early career staff and/or staff who are still developing and becoming proficient in their roles.
- Middle Third Range – the target pay range for mid-career staff who are also fully proficient in their jobs and consistently meeting performance expectations.
- Upper Third Range – the target pay range for highly skilled staff who are consistently high performing and typically have substantial time in the position.

Progression through the ranges is subject to many variables such as:

- Individual performance
- Budget constraints
- Rate of market progression of positions
- Internal equity considerations

The pay matrix will be reviewed annually to determine the appropriate matrix adjustment based on market trends and UNI's financial position. See salary matrix at <https://hrs.uni.edu/employee-groups/professional-and-scientific/ps-pay-matrix>.

10.1 Merit Increases

The ability of the University to provide merit salary adjustments for P&S staff members who meets expectations is dependent upon the extent of funds appropriated and limitations applicable, with such funding as salary allowances, are determined.

10.2 Compensation with Interim Appointment

The P&S staff member in an interim appointment is compensated at the minimum salary of the position pay grade for the duration of such appointment. If the staff member is already compensated at a salary level equal to or above the minimum salary for the pay grade to which the interim appointment has been classified an added salary allowance, if any, will be determined on the basis of the relationship between former and new duty assignments, prior training and experience directly related to position duties and like matters. If the position in which a P&S staff member serves an interim appointment is in a pay grade lower than that in which regular service occurs, the staff member will continue to be compensated at their regular salary during the interim appointment.

10.3 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.

10.4 Special Compensation

The special compensation policy establishes guidelines for the uniform and consistent payment of special compensation to University of Northern Iowa (UNI) employees for work which exceeds their normal duties. An employee's base salary is full compensation for the performance of their regular job duties and responsibilities, including any duties which are not specified but are necessary to fulfill job functions. Special compensation will be allowable provided that the additional work does not interfere with the fulfillment of regular responsibilities, is conducted outside of or in addition to regularly scheduled working hours, is approved by the division vice president before any work begins and is

consistent with all policies of any program sponsor(s). For additional information on this policy, visit <https://policies.uni.edu/441>.

11.0 Complaints and Grievances

A P&S staff member has the right to present a matter, concern or dissatisfaction relating to:

1. 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)
2. Administrative action involving employer discrimination based on age, national origin, physical disability, race, religion, sex, or other criteria prohibited by law.

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

Failing resolution by informal means, the formal grievance procedure may be initiated. Such procedure must be initiated no later than thirty (30) calendar 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.

12.0 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 in UNI Works 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 in 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](#).

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

13.0 Holidays & Absence Accruals

13.1 Holidays

The University provides for eleven (11) 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. Unscheduled (personal) holidays are accrued on a monthly basis and are added to the staff member's vacation account.

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- One additional holiday per year designated by administration

The UNI Holiday Calendar can be found at <https://hrs.uni.edu/your-benefits/time-and-leave/uni-holidays>.

13.2 Sick Accruals

Absence accruals for sick accrue at the rate of twelve (12) hours per month of service. P&S staff members serving with a term, contract, or regular appointment of half-time or more for no less than an academic year will accrue that fractional portion of the full-time entitlement. Sick time is cumulative and accrues to an unlimited maximum.

Sick time benefits do not apply with periods of illnesses or injuries during vacations and paid holiday periods. However, if a staff member is hospitalized while on their vacation, the staff member may use sick leave for those days confined to a hospital.

13.3 Sick Accrual Vacation Conversion Benefit

While there is no maximum limit on the number of unused accruals for sick that may be accumulated, P&S 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 P&S 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.

13.4 Court and Jury Service Absence

When a staff member is required to appear as a witness or serve as a member of a jury in connection with public or private litigation, they 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 absence is to be noted on the timecard.

13.5 Family Caregiving, Funeral, and Pallbearer Absence

A department head may grant a P&S staff member time off with pay:

- In the case of death in the staff member's immediate family, not to exceed three (3) days for each occurrence; for an individual engaged on an unpaid basis in the functions of a funeral, not to exceed one (1) day for each occurrence, and not to exceed two (2) days a year; in the event of an emergency for the temporary care of ill or injured members of the staff member's immediate family not to exceed an accumulation of five (5) days a year.
- All such time off is charged to the staff member's accumulative sick accruals. Such time will not be granted in excess of accrued leave. For the purposes of this policy, 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, stepbrothers, 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. Such leave is to be recorded on the monthly timecard.

13.6 Vacation

Full time (12 month) P&S staff members with other than a temporary appointment accrue 22 days of vacation and two (2) personal holidays per year. Vacation usage is not permitted in excess of the staff member's current vacation balance. Vacation accruals may be cumulative to twice the annual entitlement and is granted, upon the staff member's request, at the discretion and convenience of the employing department. The University reserves the right to require a P&S staff member to take vacation leave whenever in their judgment such action would be deemed by the administration to be in the best interests of the institution and the staff member. No staff member is required to reduce their accrued vacation accrual to less than one week by such action.

For P&S staff members in nine (9), ten (10) or eleven (11) month appointments with a schedule of at least twenty hours per week, a prorated amount of the two (2) personal holidays per year is accrued per the chart below. A prorated amount of the twenty-two (22) days of vacation is credited in the salary compensation, but is taken during periods not scheduled to work per the [P&S Service Schedule](#).

P&S Appointment Category	Annual Personal Day Accrual	Monthly Personal Day Accrual	Vacation Days Credited In Compensation
11 month	1.74 days	1.16 hours for 12 months	19 days
10 month	1.54 days	1.23 hours for 10 months	17 days
9 month	1.4 days	1.12 hours for 10 months	15 days

13.7 Comp Time

In accordance with FLSA, non-exempt staff who work over 40 hours in a workweek (Sunday - Saturday) will receive overtime pay of one and one-half the staff member's hourly pay rate or comp time at a rate of one and one-half times each hour worked over 40. The decision whether to provide overtime pay or comp time rests with the university. All hours worked must be recorded in the workweek that the work was performed. Non-exempt staff cannot volunteer for extra work in their position without pay for that time. Instead, all hours must be recorded on their timecard. Informal "banking" of time to other workweeks is not allowed. Failure to accurately record time worked on the employee's timecard may result in corrective action or discipline, including up to termination of employment.

Exempt staff are not eligible for overtime pay or comp time.

For more information about comp time, visit <https://policies.uni.edu/415>.

13.8 Military Leave of Absence

Employees who are members of the National Guard or a Reserve component of the United States Armed Forces 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. For more information about military leave, visit <https://hrs.uni.edu/your-benefits/time-and-leave>.

13.9 Adoption Leave

A newly adoptive parent is entitled to five days paid time off chargeable to sick accruals.

13.10 Family Medical Leave Act

The University complies with the Family Medical Leave Act (FMLA). Please refer to <https://hrs.uni.edu/your-benefits/time-and-leave/family-medical-leave-act> for more information or view the full FMLA policy at <https://policies.uni.edu/449>

14.0 Employee Assistance Program

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

To contact EAP,
call toll free at
1-800-327-4692.

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. 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/your-benefits/additional-benefits/employee-assistance-program-eap>.

15.0 Learning and Development

15.1 Learning and Professional Development

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.

The [LinkedIn Learning 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 5,000 courses organized by subject, software, and instructor.

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

15.2 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/your-benefits/financial-benefits/staff-tuition-reimbursement-program>.

16.0 Other Employee Resources

16.1 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/employee-well-being>.

16.2 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, 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.

16.3 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 Monday through Friday during the academic year, along with summer sessions. The CDC serves children from six (6) weeks to five (5) years of age. For more information, contact the Child Development Center Coordinator at (319) 273-3946 or online at <https://coe.uni.edu/child-development-center>.

17.0 Appendix: Contact Information

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Academic Calendar <https://registrar.uni.edu/calendars/academic-calendars>

Benefits Administrator

Human Resource Services
027 Gilchrist Hall
(319) 273-2423

Benefits Analyst

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

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

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

Civil Rights Compliance, Office of

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

College of Education

205 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

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

David W. Wilson College of Business

325 Curris Business Building
(319) 273-6240
<https://business.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 1-800-327-4692
<https://hrs.uni.edu/your-benefits/additional-benefits/employee-assistance-program-eap>

Employment

Careers at UNI: <https://careers.uni.edu/>

Form Repository

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

Graduate Studies

122 Lang
(319) 273-2748
<https://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.

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

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

Payroll, Office of Business Operations (Staff Contact Information, page 24)

103 Gilchrist
(319) 273-2656
<https://servicehub.uni.edu/docs/spaces/BO/pages/199753742/Payroll>

Provost's Office

Seerley 020
(319) 273-2517
<https://provost.uni.edu/>

UNI Administration Information

<https://uni.edu/resources/administrative-departments>

UNI General Catalog: Contains specific information about courses and curricula, UNI history, 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.cityofwaterlooiowa.com/>

Guide last updated February 2025