



University of Iowa Pay Practices Related to COVID-19 Effective: 5/18/2020 until further notice

With the State of Public Health Disaster Emergency declared by Governor Reynolds on March 18, 2020, all UI employees outside of UI Health Care were directed to work remotely unless the critical function they provide must be completed on campus, and pay practices were developed for the spring semester through May 15, 2020. Those pay practices will be continued through the following weekend, until May 17. May 18th begins the summer intersession and is a normal transition point in employment cycles on an academic campus. In addition, the university has announced that courses are being offered online for the remainder of the spring semester and for the summer session. As the university plans for the return of students to campus for the fall semester, the following pay practices provide clarification of employment status for faculty, staff, and student employees. These pay practices have been developed in accordance with federal and state laws and regulations and Board of Regents rules and guidance pertaining to COVID-19, and may need to be updated as new legislation, regulation, and guidance is issued.

Health Care applicability: To ensure UI Health Care can maintain the workforce necessary to deliver screening, testing, and the appropriate level of patient care and clinical operations for all Iowans during the COVID-19 pandemic and recovery to normal operations, UI Health Care may issue its own internal guidance for employees and supervisors regarding the application of these pay practices.

These pay practices do not limit the ability of a college/organization to implement cost savings measures to meet budgetary needs related to staffing and pay. Additional information and guidance will be provided by the university regarding budget and financial considerations.

The UI, the colleges, and central service units will use the following principles in order to determine their budgets:

- Placing people first, as our university is only as strong as its students, faculty, and staff;
- Preserving the core values of the institution (Excellence, Learning, Community, Diversity, Integrity, Respect, and Responsibility);
- Delivering on the mission of education, research, and delivery of healthcare;
- Protecting the core activities of the university to ensure delivery of the mission; and
- Engaging shared governance and campus leadership

Pay practices implemented by the UI, the colleges, and central service units will follow these additional guiding principles:

- Maintain safety and well-being of our employees;
- Keep all employees in paid status to the greatest extent practicable;
- Maintain patient care as a priority for the University of Iowa, as well as the State of Iowa;
- Provide employees with the opportunity to perform meaningful work whenever possible, otherwise utilize paid leave accruals or unpaid leave;

- Comply with health and safety precautions as directed by appropriate university, state, and federal authorities;
- Comply with all applicable laws, rules, regulations, and policies regarding pay practices and funding sources; and
- Charge expenses for salary and related fringe benefits for all employees, including faculty, staff, postdoctoral scholars, and students, in a consistent manner across the university regardless of funding source.

Employee Categories

Resident Assistants

- Future hiring decisions will be based on business needs.

Graduate Assistants and Postdocs

- Report to work on campus or work remotely, as directed by the department/college.
- Academic appointments: Future hiring decisions will be based on academic/research needs of the department/college, taking into consideration commitments previously made to returning students.
- Fiscal year appointments remain in effect according to the terms of the appointment. Future hiring decisions will be based on academic/research needs of the department/college, taking into consideration commitments previously made to returning students.
- If unable to work due to illness or other COVID-related needs, utilize paid leave based on qualifying needs (COVID-related or otherwise; see Paid Leave Options below).
- An employee placed on unpaid leave or reduced effort because work is unavailable or because the employee is unable to work due to a COVID-related reason may be eligible for unemployment compensation benefits without exhausting all paid leave accruals. Additional information is available at [Iowa Workforce Development](#).

Faculty

- Tenured Faculty-- Remain in paid status. Report to work on campus or work remotely as directed by the college.
 - Those with academic year appointments may have summer salary available, based on their grant funding or departmental needs. Summer appointments funded by external grants/contracts are permitted to the extent that work can be completed either on campus or remotely. This may require a reduction in effort and compensation from the sponsor approved budget.
- Probationary Tenure Track, Clinical Track, Research Track and Instructional Track Faculty
 - Fiscal Year Appointments - Paid status based on existing contract terms. Report to work on campus or work remotely as directed by the college.
 - Academic Year Appointments –Paid status based on existing contract terms. Report to work on campus or work remotely as directed by the college.
 - Summer salary may be available based on the faculty member’s grant funding or departmental needs. Summer appointments funded by external grants/contracts are permitted to the extent that work can be completed either on campus or remotely. This may require a reduction in effort and compensation from the sponsor approved budget.
 - Decisions regarding contract extensions and new hires will be made by colleges based on academic/research needs, subject to existing university policy.

- Fixed-term Faculty, including Visiting and Adjunct Faculty – Existing contract terms apply. Report to work on campus or work remotely as directed by the college. Decisions regarding contract extensions and new hires will be made by colleges based on academic/research needs, subject to existing university policy.
- If unable to work due to illness or other COVID-related needs, employees should consult with their HR representatives and Faculty and Staff Disability Services to utilize paid sick leave based on qualifying needs (COVID-related or otherwise; see Paid Leave Options below)
- An employee placed on unpaid leave or reduced effort because work is unavailable or because the employee is unable to work due to a COVID-related reason may be eligible for unemployment compensation benefits without exhausting all paid leave accruals. Additional information is available at [Iowa Workforce Development](#).

P&S, SEIU and Merit Staff

- Remain in paid status (with or without use of paid leave accruals) with the following expectations:
 - Report to work on campus or work remotely, as directed by the college/organization.
 - Perform work in current position provided meaningful work is available in it, as determined by supervisor.
 - If meaningful work is not available in current position, as determined by supervisor:
 - Register for the temporary redeployment pool,
 - Remain available for redeployment or recall,
 - Accept redeployment or recall when offered,
 - Utilize paid vacation leave or comp time if applicable, or unpaid leave, if meaningful work is not available.
 - Employee may request unpaid leave without exhausting paid vacation and comp time.
 - Unpaid leaves of absence may impact eligibility for UI benefits, including health insurance.
 - If redeployed, employees may be required to change their schedule, as needed (examples: different shift, rotational work schedule)
 - The university will make good faith efforts to provide reasonable notice of schedule changes and required overtime
 - Merit System Rules and university policies pertaining to overtime pay and shift differential will continue to apply
 - If unable to work due to illness or other COVID-related needs, employees should consult with their HR representatives and Faculty and Staff Disability Services to utilize paid sick leave based on qualifying needs (COVID-related or otherwise; see Paid Leave Options below)
 - An employee placed on unpaid leave or reduced effort because work is unavailable or because the employee is unable to work due to a COVID-related reason may be eligible for unemployment compensation benefits without exhausting all paid leave accruals. Additional information is available at [Iowa Workforce Development](#).

Biweekly hourly employees, including students, Merit, and P&S

Employees will be paid for hours worked through regular payroll procedures. Student employment will follow regular processes based on the academic/research/business needs of the organization. As per university policy, student employees may work up to 40 hours/week during the summer.

Paid Leave Options

If an employee (faculty, staff or student) is unable to work due to a qualifying COVID-19-related health reason or because of caring responsibilities for a child whose school or childcare provider has closed due to COVID-19, the following paid leave options may apply, depending on the employee category and eligibility. For more details on paid leave options and examples of specific leave scenarios, please review the [COVID-19 Leave Scenarios](#).

Employees who are eligible for UI benefits

For employee/family member illness, self-quarantined or caring for dependents due to school/childcare closures, the following paid leave types **may** apply:

- Federal Emergency Paid Sick Leave Act (not applicable to UI hospital orgs/departments);
- COVID-19 sick leave authorized by the Iowa State Board of Regents;
- Regular sick leave (if applicable, including Family Caregiving Leave);
- Vacation leave (if applicable);
- Catastrophic leave (if applicable); and/or
- Emergency FMLA Expansion Act provides up to 12 weeks of job-protected leave (paid and unpaid) to employees who are unable to work or telework due to the need to care for a minor child (not applicable to UI hospital orgs/departments).

Employees who are not eligible for UI benefits

For employee/family member illness, self-quarantined or caring for dependents due to school/childcare closures, the following paid leave types **may** apply:

- Federal Emergency Paid Sick Leave Act (not applicable to UI hospital orgs/departments);
- COVID-19 sick leave authorized by the Iowa State Board of Regents; and/or
- Emergency FMLA Expansion Act to provide up to 12 weeks of job-protected leave (paid and unpaid) to employees who are unable to work or telework due to the need to care for a minor child (not applicable to UI hospital orgs/departments).