

Employment Practices Review Action Plan Summary - June 30, 2021

Phase I April 2018	Review of employment policies including University-wide and Athletics policies on Human Rights, Sexual Harassment, Anti Retaliation and Violence policies.		
	Recommendation	Summary of Actions	Status
	Violence Policy, compliant with state and federal workplace laws. Recommendations made to clarify and communicate this policy more effectively	Added a statement encouraging people to report conduct they believe to be in violation of a policy, even if they are not certain that a violation has occurred. Removed ambiguity as to whether the university may take disciplinary action while a criminal process is pending.	Complete
	Sexual Harassment Policy, compliant with state and federal workplace laws. Recommendations made to clarify and communicate this policy more effectively	A reference was added to the University's policy concerning consensual relationships in the Sexual Harassment Policy. Criteria for suspension was clarified and faculty leadership informed. This policy has since been replaced by the Interim Policy on Sexual Harassment and Sexual Misconduct in compliance with Title IX regulations.	Complete
	Human Rights Policy, compliant with state and federal workplace laws. Recommendations made to clarify and communicate this policy more effectively	Human Rights policies changes on hold due to litigation.	Human Rights Policy changes prepared for implementation on litigation closure
University-wide Anti-Harassment policy does not accurately communicate what constitutes protected-class harassment in the workplace in compliance with applicable law. Accordingly, we recommend changes to this policy.	The sections addressing alleged harassment under designated laws and the content of speech/verbal conduct have been removed. The Isolated Behavior section has been revised to include isolated incidents as potential policy violations subject to discipline. Anti-Harassment training is already part of the current sexual harassment training that is required of employees. UI developed a Free Speech website affirming commitment to free expression.	Complete	

Review of the Department of Athletics employment practices.		
Recommendation	Summary of Actions	Status
<p>Phase II January 2019</p> <p>Search process - training for committee members, appropriate screening of applicants, importance of attracting diverse pool, best practices for stakeholder input into the process, process to establish starting salary, etc.</p>	<p>An online job aggregator is in place to automate the distribution of advertisements to local, state, and national boards. Recruiter trainings have been put in place. Athletics search chairs are required to reach out to potential diverse applicants during advertising period to increase pool diversity. All Athletics positions must be advertised on the NCAA and HBCU websites. Athletics also implemented a committee/interviewer feedback form to gather feedback from all involved with the interview process. Athletics Recruiters compile salary data prior to discussing potential salary offers with the Search Chairs. Salary data and departmental approvals are now reviewed by University HR for salaries above the median zone or in pay level 9 or 10.</p>	<p>Complete</p>
<p>Update Athletics Department manuals and handbooks. Provide handbook to new employees.</p>	<p>Policy information has been communicated to applicants in the hiring system. New Employee Orientation Handbook is sent electronically to new hires after the orientation meeting with Athletics HR has been completed. This practice will continue.</p>	<p>Complete</p>
<p>Develop effective methods to ensure employees complete harassment prevention training.</p>	<p>New employees are informed of their requirement to complete UI Anti-Harassment Training during orientation with Athletics HR. Manual completion monitoring of initial training requirements is also in place.</p>	<p>Complete</p>
<p>Revisions to FMLA policy in the University Operations Manual</p>	<p>Corrected the definition of "son or daughter" in the FMLA policy; Clarified the language concerning concurrent usage of FMLA leave</p>	<p>Complete</p>

Review of employment practices related to equitable treatment of employees in protected classes in academic and administrative units, including main campus and UI Health Care.		
Recommendation	Summary of Actions	Status
Evaluate OTAC's accessibility & outreach	UI Vendor is available, with translation work to begin soon.	In Progress
Provide faculty hiring committees with uniform guidelines for the hiring process.	Implementation is underway in partnership with the Office of the Provost, with search tools and training sessions rolled out from early 2021 to present.	In Progress
Expand Path to Distinction Program	Best practices being adopted by Colleges and Units. A train the trainer model for implicit bias training has been completed.	Complete and ongoing
Implement Supervisor Training	A required 4 session training program for faculty and staff supervisors. Topics include anti-retaliation policy, disability accommodation and leave issues, and performance evaluation.	Course content completed and launched in January 2020. Deadlines: Academic Campus May 31, 2021 - 98% complete UIHC Dec 31, 2021 - currently 50 % complete for new supervisors Ongoing
Increase HR representatives' responsiveness to workplace environment and employee concerns.	Training for Senior HR leaders and HR community is underway with additional sessions scheduled through 2021	In Progress
Role Clarification regarding salary setting	Comprehensive review and revision of the salary setting process, career development process, and compensation practices, as well as clarification of roles.	Complete
Assess how to use EOD audits to improve equitable treatment during the search process.	Assessment completed. Most errors associated with dispositioning of candidates in applicant tracking system. Additional training will be provided to recruiters. There will be increased transparency of metrics.	Complete and ongoing
Review the criteria and approval process for waiving the formal search process	Review completed for both P&S and faculty waivers. The review identified the need to develop a new process to allow for faculty to transfer to different appointments, and for annual review of search waiver volume. Developing new process to permit transfer related to faculty positions.	Complete and ongoing

Phase III
January 2020