

Employment Practices Review Action Plan Summary – April 2022

Phase I April 2018	Review of employment policies including University-wide and Athletics policies on Human Rights, Sexual Harassment, Anti Retaliation and Violence.		
	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 was informed. This policy has since been replaced, first by the interim Policy on Sexual Harassment and Sexual Misconduct in compliance with Title IX regulations, and subsequently by the current Policy on Sexual Harassment and Sexual Misconduct.	Complete
	Human Rights Policy, compliant with state and federal workplace laws. Recommendations made to clarify and communicate this policy more effectively	Human Rights policy changes previously on hold due to litigation were revised in March 2022.	Complete
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.	Changes to the speech-based conduct section have been amended to reflect the state law. Additional revision for non-speech-based conduct is being implemented. 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. The Board’s Free Speech Training program has been implemented.	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. The 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.	OTAC user guide translations completed (3 languages - Spanish, French, and 2 dialects of Chinese).	Complete
Provide faculty hiring committees with uniform guidelines for the hiring process.	The Provost Office faculty search manual has been updated and organized around the Path to Distinction strategies and best practices. Training materials have been provided to the trainers via an ICON site.	Complete and ongoing
Expand Path to Distinction Program.	Best practices are being adopted by colleges and units. A "train-the-trainer" model for implicit bias training has been completed. Path to Distinction "train-the-trainer" program implemented. Approximately 30 individuals trained at the collegiate level. This has enabled the training to the faculty search committee members.	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 April 4, 2022 – 89% complete (for all individuals currently assigned the compliance) UIHC- Deadline extended to June 30, 2022, due to global pandemic - Currently 58% complete for all individuals assigned the compliance who are due on or before June 30, 2022
Increase HR representatives' responsiveness to workplace environment and employee concerns.	HR leadership facilitated discussions with the Senior HR Leader Pods on the topic of workplace civility and culture in May 2021. Employee & Labor Relations (ELR) and Office of Institutional Equity (OIE) presented to HR Reps and Seniors in August 2021,	Complete

Phase III
January
2020

	<p>with tips and best practices for responding to employee concerns of unfair treatment based on protected class status.</p> <p>UHR and the Office of the Provost co-sponsored two half-day sessions of HR Investigations Training presented by Husch Blackwell to 48 UI faculty and staff attending, representing Associate Deans for Faculty, Faculty HR Reps, and Senior HR Leaders as well as ELR and OIE investigators. This training will help those who investigate faculty and staff complaints under several university policies including Anti-Harassment, Violence, Anti-Retaliation, Professional Ethics and Academic Responsibilities (for faculty), and Ethics and Responsibilities for UI Staff.</p>	
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