

Human Resources Committee Memorandum
Board of Regents, State of Iowa

Subject: Annual Governance Report on the Operation of the Regent Merit System for FY 2004

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Date: September 1, 2004

Recommended Action:

Receive the governance report on the operation of the Regent Merit System for FY 2004.

Executive Summary:

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| Statutory Purpose | <ul style="list-style-type: none"> • The Board receives the annual report on the Regent Merit System (RMS) pursuant to its governance responsibilities established in Iowa Code Supplement §8A.402. • The Iowa Administrative Code 681-3 codifies the rules and practices of the RMS. |
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| Demographics | <ul style="list-style-type: none"> • There were approximately 8,014 employees in 301 titles in the RMS in FY 2004. • The largest number (8,585) of RMS employees in the last decade was reported for FY 1995. • Two-thirds of the RMS employees were female; 6.4% were minority. |
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| Compensation | <ul style="list-style-type: none"> • The average salary was \$33,025, an increase of approximately 6% from FY 2003. |

- The AFSCME agreement provided for a 2% across-the-board increase in pay on July 1, 2003. Employees received mandatory annual within grade increases valued at 4.5%. Increases are given not to exceed the maximum of the pay grade.
 - The Board provided a similar increase for the RMS staff exempt from collective bargaining due to supervisory duties or the confidential nature of their positions.
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Classification

- There were 191 reclassification requests; 292 new positions established; and ten classification appeals heard by an independent panel.
 - Two new classifications were added (Phlebotomist I and II), and five classifications were revised.
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Promotions

- Promotion by gender and minority status mirrored approximately their proportion in the RMS population.
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Turnover

- The turnover rate in the RMS was approximately 9%.
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Background:

Bargaining Unit Representation

- The American Federation of State, County and Municipal Employees (AFSCME) represents unionized employees in the RMS. About 87% of the RMS employees are represented by AFSCME. RMS employees account for about 40% of the statewide AFSCME bargaining unit.
 - AFSCME negotiates with the State for salaries and benefits for RMS staff pursuant to Iowa Code Chapter 20. Negotiations will begin this winter for the 2005-07 collective bargaining agreement with representatives from the Board Office and the Regent universities participating.
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Nonorganized Staff

- The Board establishes salaries and benefits for nonrepresented (supervisory exempt and confidential) RMS staff. In addition to the 914 supervisory RMS staff, there are clerical employees designated as confidential.

Pay Plans

- Classifications in the four AFSCME bargaining units (blue collar, security, technical and clerical) are paid on a single minimum-maximum pay matrix with 13 pay grades.
- Supervisory classifications are paid on a matrix similar to the AFSCME matrix except it has 18 pay grades.

Comparable Worth

- A job classification is assigned to a pay grade within the pay matrix based upon the point count which analyzes the skill, effort, responsibility and working conditions pursuant to the state law on comparable worth.

Classification Reviews and Appeals

- The rules of the RMS contain a classification review and appeal process. Utilizing this process, employees may request review of the classifications of their positions.
- Classification reviews are conducted at the departmental and institutional levels with a recommendation made at each level. The review process concludes with the decision of the Merit System Director in the Board Office.
- Employees dissatisfied with the decision of the Merit System Director may appeal to a three-member committee. The committee is chaired by an individual not employed by the Regent institutions and who is knowledgeable of position classification.
- There were 191 employees (down from 321 in FY 2003) who requested review of their RMS classifications. The reviews resulted in no change for 28 employees; a change in classification but no pay grade change for 29; a change in classification and movement to a higher pay grade for 122; and a change in classification and movement to a lower pay grade for 12.

- The institutions reported classification assignments for 292 new positions.
- Ten employees appealed the results of their classifications reviews to an outside panel in accordance with the administrative rules of the RMS. The appeals resulted in the decisions of the Merit System Director being sustained six times and reversed four.

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