

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Proposed Modification of University of Iowa Operations Manual
Date: September 9, 2002

Recommended Action:

Approve the modification of the University of Iowa's Operations Manual to provide a probationary period for part time Professional and Scientific (P&S) staff members the same as for full time staff.

Executive Summary:

Same probationary period for part time and full time P&S staff	The proposed change would make the probationary period for part time P&S staff the same as the probationary period for full time P&S staff. Currently, part time P&S staff serve the full time equivalent probationary period to achieve permanent status.
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Background:

Part time P&S staff serve greater probationary period than full time staff	The University's Operations Manual now provides that a part time P&S staff member will have the probationary period established based upon the length of time the person would have to serve to reach the equivalent of a full time staff member's probationary period. With current P&S probationary periods ranging from two to four years, a person serving half time in a position would have to serve four to eight years to achieve permanent status. The current length of the part time probationary period far exceeds the requirements of private industry.
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Staff Council and administration want reduced part time probationary period	The University's Staff Council reviewed the current policy and asked the administration to consider changes in it. The administration recognized that it does not require a greater length of time to determine if a part time P&S staff member is doing a job satisfactorily than it does for full time staff member. The administration and Staff Council agreed that the appropriate probationary period for a part time P&S staff member to achieve permanent status should be the same as for a full time staff member.
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Change proposed
in Operations
Manual

The proposed change in the Operations Manual is as follows:
Chapter III, Section 3.1, b. Career Status

- (1) Probationary staff members can earn career status upon completion of continuous and satisfactory performance in a position during the probationary period established for the staff member in the position. ~~Part time employment for 50 percent or more of a person's time will count toward the completion of the probationary period in proportion to the percentage of time employed. For example, two years in a half time position will complete one year of the probationary period.~~

University supports
change

The University's administration and Staff Council recommend this change and seek its approval by the Board.

Analysis:

Current P&S part
time probationary
period too long

- The University community believes a part time P&S staff member can be evaluated for permanent status in the same time required for a full time staff member. The longer period now required for part time staff is unnecessary.

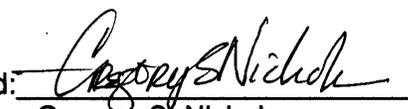
Industry standards
require less time

- The current practice is inconsistent with industry standards and is detrimental to recruitment and retention of qualified staff.

Board Office agrees
with proposed
change

- The Board Office agrees that the change recommended by the University to be reasonable and more consistent with industry standards.


Charles Wright

Approved: 
Gregory S. Nichols