

Focus on Committees: Personnel Committees

Michelle Sackville

Regional Director, Region 8

Andrea Nelson

Assistant Vice President for Extension and Outreach

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Standing Committees

- Finance
 - Personnel
 - Programming
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- Must be less than quorum (3-4 members)
 - Posted agenda and minutes not required (in most cases)
 - Written report with recommendations to full council

Hiring

Model 1 & 2

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Hiring	Personnel committee makes recommendations to the full council to approve job description, hiring wage, start date, benefits in accordance with county personnel policy.	Provide council with job description template for editing and approval. Manage the job posting and notifications. Once hire is completed, process new staff forms for federal, state, university, and county needs. Ensure email address and login permissions are granted.	Provide responses to council for any questions concerning employment law, including employee status (employee or contractor) questions pertaining to the letter of intent, eligibility to work in the U.S., or if posting or hiring outside of what is described in the personnel policy.	UHR: Provide education, procedures, and templates for hiring process and onboarding . County Services: Support processing of university forms.

Model 3

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Hiring	Personnel committee makes recommendations to the full council to approve job description, hiring wage, start date, benefits in accordance with personnel policy.	Provide council with job description template for editing and approval. Manage the job posting and notifications. Once hire is completed, process new staff forms for federal, state, university and county needs.	Complete processing of university forms. Ensure email address and login permissions are granted.	Provide responses to council for any questions concerning employment law, including employee status (employee or contractor) questions pertaining to the letter of intent, eligibility to work in the U.S., or if posting or hiring outside of what is described in the personnel policy.	UHR: Provide education, procedures, and templates for hiring process and onboarding. County Services: Support processing of university forms.

Benefit Survey

76 counties provide a vacation and sick leave benefit
 24 counties provide a PTO leave benefit

- 9 counties provide self-funded, short-term disability, which may be used for maternity leave
- 2 counties offer maternity leave outside of FMLA
- 78 counties follow ISU’s holiday leave schedule
- 82 counties offer bereavement leave

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Benefit information collected Fiscal Year 2022 (December, 2021)
 Below is a summary of the benefit data by tax classification and area.

2022 County Benefit Survey | Employee Leave

Statewide		Vacation ³ (total hours)			Sick Leave ³ (total hours)			PTO ⁴ (total hours)		
		Year 1	Year 5	Year 10	Year 1	Year 5	Year 10	Year 1	Year 5	Year 10
All	Average	79	117	132	118	119	120	140	177	200
	Min-Max	24 - 168	80 - 168	80 - 192	42 - 240	48 - 240	48 - 240	40 - 208	80 - 312	80 - 312
Tax Classification		Vacation (total hours)			Sick Leave (total hours)			PTO (total hours)		
Population		Y1	Y5	Y10	Y1	Y5	Y10	Y1	Y5	Y10
Classification I	Average	75	116	131	114	116	117	137	176	197
Less than 30,000	Min-Max	24 - 168	80 - 168	94 - 188	42 - 240	48 - 240	48 - 240	40 - 208	80 - 312	80 - 312
Classification II	Average	89	112	138	135	135	135	139	170	198
30,000 to 49,999	Min-Max	40 - 140	80 - 144	80 - 192	80 - 240	80 - 240	80 - 240	96 - 176	144 - 200	187 - 216
Classification III	Average	80	120	120	144	144	144	161	192	229
50,000 to 89,999	Min-Max	80 - 80	120 - 120	120 - 120	144 - 144	144 - 144	144 - 144	146 - 177	167 - 217	209 - 249
Classification IV	Average	100	132	142	132	132	132	145	166	187
90,000 to 199,999	Min-Max	80 - 144	120 - 144	120 - 160	96 - 144	96 - 144	96 - 144	145 - 145	166 - 166	187 - 187
Classification V	Average	96	136	136	96	96	96	146	187	208
Greater than 200,000	Min-Max	96 - 96	136 - 136	136 - 136	96 - 96	96 - 96	96 - 96	146 - 146	187 - 187	208 - 208
Area		Vacation (total hours)			Sick Leave (total hours)			PTO (total hours)		
Regions within Area		Y1	Y5	Y10	Y1	Y5	Y10	Y1	Y5	Y10
Northwest	Average	65	115	120	114	120	120	140	165	182
Regions 1, 6, 7	Min-Max	40 - 80	88 - 120	120 - 120	48 - 144	48 - 144	48 - 144	120 - 145	160 - 166	160 - 187
North Central	Average	64	107	129	119	119	119	133	178	211
Regions 2, 3, 4, 8, 9, 17	Min-Max	40 - 96	80 - 144	112 - 160	80 - 144	80 - 144	80 - 144	78 - 195	144 - 231	168 - 281
Northeast	Average	79	123	135	124	124	124	177	239	250
Regions 5, 10, 11, 12	Min-Max	40 - 119	80 - 144	120 - 168	80 - 240	80 - 240	80 - 240	145 - 208	166 - 312	187 - 312
Southwest	Average	82	114	128	108	114	116	143	180	201
Regions 13, 14, 21, 22, 23	Min-Max	42 - 96	80 - 136	96 - 144	42 - 144	72 - 144	72 - 144	115 - 167	146 - 241	167 - 241
South Central	Average	66	112	139	93	93	93	137	170	188
Regions 15, 16, 18, 24, 25	Min-Max	24 - 104	80 - 151	120 - 160	48 - 104	48 - 104	48 - 104	40 - 177	80 - 217	80 - 249
Southeast	Average	105	128	140	138	138	138	120	120	160
Regions 19, 20, 26, 27	Min-Max	34 - 168	80 - 168	80 - 192	96 - 240	96 - 240	96 - 240	120 - 120	120 - 120	160 - 160

Benefit Survey

68 counties provide access to health insurance

- 9 counties provide self-funded short-term disability
- 3 counties provide long term disability
- 4 counties provide life insurance

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Benefit information collected Fiscal Year 2022 (December, 2021)
Below is a summary of the benefit data by tax classification and area.

2022 County Benefit Survey | Insurance

Statewide		Single Coverage ¹		Family Coverage	
		Benefit Calculations	Number of Counties Providing a Benefit	Benefit Calculations	Number of Counties Providing a Benefit
All	Average	\$550	66 out of 100	\$875	8 out of 100
	Min-Max	\$100 - \$975		\$125 - \$1,650	
Tax Classification Population		Single Coverage		Family Coverage	
Classification I	Average	\$532	46 out of 78	\$800	5 out of 78
Less than 30,000	Min-Max	\$100 - \$975		\$125 - \$1,500	
Classification II	Average	\$525	10 out of 12	\$800	1 out of 12
30,000 to 49,999	Min-Max	\$100 - \$800		\$800 - \$800	
Classification III	Average	\$702	3 out of 3		0 out of 3
50,000 to 89,999	Min-Max	\$623 - \$784			
Classification IV	Average	\$575	5 out of 5	\$550	1 out of 5
90,000 to 199,999	Min-Max	\$300 - \$779		\$550 - \$550	
Classification V	Average	\$779	2 out of 2	\$1,650	1 out of 2
Greater than 200,000	Min-Max	\$707 - \$850		\$1,650 - \$1,650	
Area		Single Coverage		Family Coverage	
Regions within Area					
Northwest	Average	\$562	7 out of 12	\$762	2 out of 12
Regions 1, 6, 7	Min-Max	\$282 - \$755		\$550 - \$974	
North Central	Average	\$608	17 out of 22		0 out of 22
Regions 2, 3, 4, 8, 9, 17	Min-Max	\$100 - \$845			
Northeast	Average	\$489	8 out of 17	\$1,092	3 out of 17
Regions 5, 10, 11, 12	Min-Max	\$100 - \$975		\$125 - \$1,650	
Southwest	Average	\$529	14 out of 20	\$700	2 out of 20
Regions 13, 14, 21, 22, 23	Min-Max	\$200 - \$843		\$200 - \$1,200	
South Central	Average	\$456	11 out of 14		0 out of 14
Regions 15, 16, 18, 24, 25	Min-Max	\$275 - \$707			
Southeast	Average	\$627	9 out of 15	\$800	1 out of 15
Regions 19, 20, 26, 27	Min-Max	\$280 - \$800		\$800 - \$800	

Salary Guide

Salary information collected Fiscal Year 2021 (July 1, 2020).

Below is a summary of the wage data by tax classification and area. This wage data does not factor in education, experience or benefit information.

Statewide	Wage	County Director	County Specialist	Program Coordinator	Office Assistant	Office Manager	Assistant & Internal Bookkeeper
All	Average	\$26.18	\$19.68	\$18.79	\$15.71	\$18.93	\$21.17
	Min-Max	\$16.32 - \$39.17	\$11.00 - \$38.10	\$9.75 - \$44.99	\$9.27 - \$23.62	\$12.00 - \$25.54	\$16.49 - \$28.22
Tax Classification Population	Wage	County Director	County Specialist	Program Coordinator	Office Assistant	Office Manager	Assistant & Internal Bookkeeper
Classification I Less than 30,000	Average	\$24.45	\$18.89	\$18.09	\$15.48	\$17.82	\$21.18
	Min-Max	\$16.32 - \$35.52	\$11.00 - \$38.10	\$9.75 - \$27.38	\$9.27 - \$23.62	\$12.00 - \$23.61	\$16.65 - \$28.22
Classification II 30,000 to 49,999	Average	\$28.05	\$17.74	\$19.69	\$16.12	\$20.87	\$20.31
	Min-Max	\$25.75 - \$31.01	\$14.24 - \$21.43	\$10.00 - \$44.99	\$12.63 - \$20.00	\$20.87 - \$20.87	\$16.49 - \$26.40
Classification III 50,000 to 89,999	Average	\$33.31	\$22.58	\$20.56	\$15.87	\$25.54	
	Min-Max	\$33.31 - \$33.31	\$19.76 - \$24.98	\$15.68 - \$27.00	\$13.00 - \$18.28	\$25.54 - \$25.54	
Classification IV 90,000 to 199,999	Average	\$33.86	\$19.88	\$19.57	\$15.84	\$18.21	\$23.49
	Min-Max	\$26.00 - \$39.17	\$12.36 - \$32.13	\$15.00 - \$25.50	\$13.51 - \$20.47	\$18.21 - \$18.21	\$23.49 - \$23.49
Classification V Greater than 200,000	Average	\$37.01	\$28.43	\$20.78	\$18.06	\$25.50	\$21.25
	Min-Max	\$37.01 - \$37.01	\$26.57 - \$30.28	\$15.00 - \$28.16	\$17.16 - \$19.85	\$25.50 - \$25.50	\$21.25 - \$21.25
Area Regions within Area	Wage	County Director	County Specialist	Program Coordinator	Office Assistant	Office Manager	Assistant & Internal Bookkeeper
Northwest Regions 1, 6, 7	Average	\$23.52	\$17.56	\$19.54	\$16.26		\$20.30
	Min-Max	\$21.04 - \$26.00	\$13.22 - \$20.67	\$15.65 - \$25.97	\$10.70 - \$22.49		\$16.65 - \$23.49
North Central Regions 2, 3, 4, 8, 9, 17	Average	\$26.50	\$24.81	\$18.23	\$15.90	\$16.32	\$23.97
	Min-Max	\$19.06 - \$31.01	\$19.76 - \$38.10	\$10.00 - \$27.38	\$12.42 - \$20.00	\$15.19 - \$17.01	\$18.25 - \$27.53
Northeast Regions 5, 10, 11, 12	Average	\$28.05	\$22.13	\$19.16	\$15.25	\$20.77	\$21.59
	Min-Max	\$16.46 - \$37.01	\$21.93 - \$22.54	\$15.00 - \$26.00	\$9.27 - \$19.85	\$18.21 - \$23.61	\$16.88 - \$25.36
Southwest Regions 13, 14, 21, 22, 23	Average	\$24.28	\$18.89	\$18.81	\$15.75	\$16.17	\$20.82
	Min-Max	\$18.00 - \$33.31	\$13.67 - \$25.00	\$13.73 - \$27.00	\$12.50 - \$23.62	\$12.00 - \$19.17	\$17.84 - \$28.22
South Central Regions 15, 16, 24, 25	Average	\$20.19	\$18.61	\$18.23	\$15.42	\$21.68	
	Min-Max	\$16.32 - \$26.92	\$11.00 - \$30.28	\$9.75 - \$28.16	\$11.05 - \$19.19	\$14.00 - \$25.54	

Daily Supervision

Model 1 & 2

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Daily Supervision	Council names the responsibility of daily supervision to the regional director.	Prepare time sheet, leave, FMLA, and reimbursements for approval. Schedule staff meetings, one on one meetings, and provide regular coaching and counseling. Communicate new council or university initiatives.		Provide education for regional director on FMLA, ADA, and FLSA. County Services: Manage contract for time and leave absence management software and technical support. Provide training and support to bookkeepers to process payroll.

Model 3

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Daily Supervision		Prepare time sheet, leave, FMLA, and reimbursements for Council approval. Schedule staff meetings, one on one meetings, and provide regular coaching and counseling. Communicate new council initiatives.	Attend staff meetings. Provide support and consultation to County Director. Communicate new university initiatives.		UHR: Provide education for regional and county director on FMLA, ADA and FLSA County Services: Manage contract for time and leave absence management software and technical support. Provide training and support to bookkeepers to process payroll.

Performance Review

Model 1 & 2

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Performance Reviews	Personnel committee recommends to full council what process and form to use on an annual basis. Personnel committee may also lead or participate in employee reviews.	Ensures annual performance reviews are completed in accordance with personnel policy and under the direction of the council.	Council will determine if legal counsel is needed regarding performance reviews, especially if unsatisfactory performance is recorded.	UHR Provide coaching to the regional director on these topics.

Model 3

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Performance Reviews	Personnel committee recommends to full council what process and form to use on an annual basis. Personnel committee may also lead or participate in employee reviews.	Ensures annual performance reviews are completed in accordance with personnel policy and under the direction of the council.	Ensures annual performance reviews is completed for County Director in accordance with county personnel policy and in collaboration with the extension council.	Council will determine if legal counsel is needed regarding performance reviews, especially if unsatisfactory performance is recorded.	UHR: Provide templates and education. Talk through with regional director how to conduct a review with a poor performer. Provide education for best practices on performance reviews and suggested timelines.

Poor Performance

Model 1 & 2

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
<p>Poor Performance</p>	<p>In compliance with personnel policy and legal counsel, approve course of action.</p>	<p>Carry out daily responsibilities in accordance with council plan and personnel policy.</p>	<p>Council contacts if there are legal concerns about future action to establish a plan.</p>	<p>UHR: Educate regional directors on all steps of the performance management process including coaching best practices and documentation best practices. Assist in writing/reviewing letters of expectations, Review/Edit Performance Improvement Plan language and/or written warnings, coach on follow through of the PIP and how to continue/next steps. Advise regional director when it is time to go to Whitfield and Eddy.</p>

Poor Performance

Model 3

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Poor Performance	In compliance with personnel policy and legal counsel, approve course of action.	Carry out daily responsibilities in accordance with council plan	Provide support and consultation to County Director.	Council contacts if there are legal concerns about future action to establish a plan.	UHR: Provide education on all steps of the performance management process. For regional directors, provide coaching and counseling and documentation best practices, assist regional directors in writing/reviewing letters of expectations, Review/Edit Performance Improvement Plan language and/or written warnings, coach on follow through of the PIP and how to continue/next steps. Advise regional director when it is time to go to Whitfield and Eddy.

Conflict

Model 1 & 2

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
Conflict	Personnel committee should be kept apprised of conflicts in the workplace. Committee provides recommendations to full council on any action. If conflict involves regional director or program specialist, see MOU for conflict resolution.	Manages conflict in the office with a goal to provide a safe working environment for every member of the staff.	Provides legal guidance to the extension council if they have responsibilities to protect employees.	UHR: Provide education and coaching for regional directors on conversations with staff to help resolve conflict and improved communication. Investigate complaints on regional directors. Educate on best practices on how to deal with threats in the workplace. Advise Regional Director when they should go to Whitfield and Eddy.

Conflict

Model 3

Personnel Action	Council	County Director	Regional Director	Whitfield & Eddy	University
Conflict	Personnel committee should be kept apprised of conflicts in the workplace. Committee provides recommendations to full council on any action. If conflict involves regional director or program specialist, see MOU for conflict resolution.	Manages conflict in the office with a goal to provide a safe working environment for every member of the staff.	Provide support and consultation to County Director.	Provides legal guidance to the extension council if they have responsibilities to protect employees.	UHR: Provide education on conversations with staff to help resolve conflict, and improve communication and conflict resolution. Investigate complaints on regional directors. Educate on best practices of how to deal with threats in the workplace. Advise regional and county director when they should go to Whitfield and Eddy.

**THANK
YOU!**

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