

CHARTER COMMITTEE ANNUAL REPORT TO THE SHARED GOVERNANCE COUNCIL

Committee: Family Issues Charter Committee

Report Year: FY2021-2022

Committee Chair(s)	Constance Wade & Wendy Loney
Committee Members	Kelly Messingham, Neda Barrett, Elana Buch, Nai-Ching Chi, Madde Hoberg, Katherine Kustes, Josephine Josten Administrative Liaisons/Non-Voting members: Diana Kremzar (Family Services), Megan Hammes (University HR), Michelle Kongable (FSDS Manager)
Committee Charge	The Family Issues Charter Committee (FICC) reviews and makes recommendations on the development and implementation of programs, plans, and policies that promote a positive climate for families of faculty, staff, and students throughout the life span. The committee also reviews and makes recommendations about the implementation of University child or dependent care programs and plans.
Current Year Meeting Dates	10/18/21; 11/29/21; 12/20/21; 01/18/22, 03/21/22, <i>Unable to meet quorum, meeting cancelled: 02/21/22 & 4/20/22, 5/16/22.</i>
Please indicate the typical frequency of meetings (e.g., first Tuesday of month at 4 pm). If there are subcommittees, please indicate the frequency of those meetings, too.	The Committee meets once per month during the Academic year, on Mondays typically from 12PM-1PM. Due to the ongoing pandemic, meetings were held using Zoom.
Current Year Activities	FY22 Plan: <ul style="list-style-type: none">Invited key stakeholders to discuss leave policies including staff from the University Employee and Labor Relations, Todd Rent to discuss policies. Welcomed M. Kongable as a liaison to the team to support relevant discussions.FICC reviewed peer institutions parental leave policies to identify webpages and examples of FAQsFICC explored options for parental leave, has prepared recommendations for 2021/2022 and identified areas of focus for 2022/2023. Year to Date Actions Completed: <ul style="list-style-type: none">Identified areas for improving the employee experience when reading, interpreting, and requesting information from various leave and parental websites.Explored methodologies that focus on the wellbeing of families and building a sense of community for UI (University of Iowa) employees.

<p>Topics your committee anticipates addressing during the coming year</p>	<ul style="list-style-type: none"> • Continue information gathering with key stakeholders regarding parental leave policy to build on current recommendations. • Review previous recommendations and evaluate next steps on parental and family leave policies within the scope of the committee. • Explore future work for the committee stemming from the COVID 19 pandemic and the ongoing impact on families. • Discuss methods for recruiting and retaining student members and how to increase diversity within the committee.
<p>Other issues of concern</p>	<ul style="list-style-type: none"> • Improve communication and feedback between shared governance council and charter committees, i.e., annual reports, committee recommendations, and membership. • Expand the requirements to allow faculty committee members to serve as chairs or co-chairs of the presidential charter committees. • Family issues are diverse, and the makeup of the group should be reflective of the needs of students, staff, and faculty. We wish to be as inclusive as possible within the limitations of the current diversity, equity, and inclusion. • UISG undergraduate student representatives have been a difficult group to sustain throughout the term. The committee will continue to explore strategies for recruitment and retention in this area.
<p>What should we tell applicants for this committee regarding expectations of members (anticipated workload, existence of subcommittees, etc.)?</p>	<p>The workload is typically no more than an hour or two hours per month outside of meetings.</p>
<p>The Faculty Senate Office collects agendas and minutes from the charter committees to send to the university archives. Please let us know the best way to get that information from you (e.g., direct us to a website, put us on the committee's distribution list, etc.).</p>	<p>Meeting minutes are collected and stored by committee liaison Diana Kremzar.</p>
<p><i>Recommendations, if any, to the shared governance groups.</i></p>	<p>The Family Issues Charter Committee 2021/2022 has the following recommendations for the shared governance council.</p> <p>Recommendation 1 Strengthen and enhance ongoing training and communication for the HR community in connecting employees (faculty and staff) with Faculty & Staff Disability Services (FSDS).</p> <p>Recommendation 2 Collaborate with owners of websites for Family Services, Benefits, and Faculty & Staff Disability Services to provide information on parental and family leave that is easier to discover and understand for all employees.</p>

FICC recommends providing ongoing training and communication for the HR community in connecting employees with Faculty & Staff Disability Services (FSDS) to strengthen and enhance the employee experience regarding various types of family caregiving and parental leave. The collaborative efforts between FSDS and the HR community would ensure HR professionals provide consistent and current parental and family caregiving information and readily connect employees with Faculty & Staff Disability Services and Family Services to improve access to parental and family leave resources.

Recommendation 2

FICC recommends owners of webpages for Family Services, Benefits, and Faculty & Staff Disability Services collaborate to begin the shared work of developing scenarios, FAQs, cross-links, and contact information on relevant webpages to ensure employees and students seeking information on parental leave can access and discover resources that quickly direct them to an appropriate contact for further assistance.

FICC recommends updating the following pages to improve access to parental leave policies and FAQ:

- Include on the UI [Parental leave](#) page additional language that emphasizes the collaborative efforts between UI Family Services and UI Faculty and Staff Disability Services (FSDS).
- A centralized page, for example “who to ask” is recommended to direct users to the appropriate HR (Human Resource) representative, outside of their unit, department, or college Human Resources contact, for employment related matters.
- [Family Caregiving Leave](#) covers childbirth but omits adoption and guardianship scenarios. Emphasize the relationship between UI Family Services and UI Faculty and Staff Disability Services (FSDS). Directing users to each resource would improve the user experience and discoverability.

The committee will continue to review current [UI Parental Leave policies](#), [Family and Medical Leave Act](#) (FMLA), [University of Iowa Parental Leave](#), [Family Services](#), and [Faculty and Staff Disability Services](#) webpages.

Examples from the [University of Michigan](#) uses language such as, “Maternity (Childbirth) and Parental Leave” on the main landing page, with useful guidelines for supervisors and FAQs. Additionally, FMLA Guidelines houses decision making flowcharts that illustrate the appropriate use of paid and unpaid time and FMLA eligibility for all staff, specifically the [pregnancy/birth of a child](#) (birth parent), [Birth of Child or Adoption](#) (non-birth parent) and [Foster Care and Legal guardianship](#) (non-birth parent).

Additionally, the committee heard testimonials from multiple University of Iowa (UI) employees about their individual experiences, challenges, and barriers to performance and pay with the current family and parental leave policies. Existing policies are scattered over several webpages with varying degrees of information, transparency, and points of contact. The ongoing pandemic has emphasized the need to continue the conversation on parental and family leave and provides an opportunity to continue this work with Faculty Senate, Staff Council, and other campus stakeholders.

Thank you for your consideration.

Wendy Loney, co-chair
Constance Wade, co-chair

Links for reference:

Parental Leave

<https://hr.uiowa.edu/support/faculty-and-staff-disability-services/parental-leave?msclkid=fd30852bd06e11ec9552cbfd31ce5e98>

Family Caregiving Leave

<https://hr.uiowa.edu/benefits/time-off-benefits/family-caregiving-leave>

Updated Coding Instructions for Family Caregiving Leave

<https://hr.uiowa.edu/benefits/time-off-benefits/family-caregiving-leave/updated-coding-instructions-family-caregiving>