

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

University Human Resources
Employee and Labor Relations
3210 Beardshear Hall
Ames, IA 50011-2033
515 294-4800

September 2, 2014

Dear AFSCME Staff Member,

The University is upgrading the online hiring system that is used to collect applications for open positions. With this upgrade in partnership with AFSCME local leadership, University Human Resources will be updating the method by which employees can request a contract transfer to contract covered positions. No longer will employees need to submit a paper form in addition to their online application.

Effective with the rollout of the new system on Tuesday, September 9, 2014, employees wishing to exercise their contract transfer rights will need to complete the questions on the application when requesting a contract transfer for the position. Failure to request contract transfer on the application by the contract transfer deadline will negate your ability to use this option. You must appropriately select your request or deselect your previous request for contract transfer on each application. You are encouraged to review your entire application each time you apply before submitting.

The new system will not have historical applications you previously submitted before September 9, 2014. Please allow for additional time when applying the first time in the new system as you will have to create a new account and create a new application. Once you have created an application, you will have the option to modify it each time you wish to apply or use contract transfer.

For information about the contract transfer process, please review the Collective Bargaining Agreement between the State of Iowa and AFSCME at http://das.hre.iowa.gov/documents/union_contracts/afscme_contract_13-15.pdf. You may also contact University Human Resources at 294-4800, Local 96 for AFSCME Clerical Bargaining Unit employees at 515-291-3487, andybock@afscme96.org, or Local 870 for AFSCME Blue Collar, Technical, and Security employees at 515-239-7420.

For more information about the system upgrade, please visit <http://peopleadmin.hrs.iastate.edu/>.

Best Regards,



Kristi Darr

Director of Human Resources