

## **Glenwood Resource Center (GRC) Closure & Staff Retention**

### *Frequently Asked Questions (FAQs)*

*Updated 5/5/22*

- 1) What resources are available to help find new employment?**  
DHS will look into bringing in Iowa Workforce Development (IWD) to offer services on resume writing, interviewing, and job retraining. In addition, HR will provide resources to assist employees with finding a job within DHS or state government. DHS is also providing relocation assistance for employees who have been offered a job at other locations within DHS. DHS will make you aware of these and other opportunities as they become available.
- 2) How will my current work history be considered when applying for other State of Iowa jobs?**  
DHS will consider overall work performance, skillset, and education/experience as is done with all interviews. DHS will work diligently to assist employees in finding appropriate/applicable jobs for individuals desiring other opportunities within DHS and/or the SOI.
- 3) What resources are available if I would like to attend schooling?**  
DHS will provide employees information about training and schooling available or related programs. DHS is unable to pay for educational degrees but may be able to work with you on a flexible schedule.
- 4) If I relocate to WRC, will I be able to request the shift I prefer?**  
We will try our best to accommodate the employees preferred shifts but are unable to guarantee the employee will receive their preferred shift.
- 5) When is the Agreement for Receipt of Recruitment or Retention Pay due each seven (7) pay periods?**  
The due date of the retention form and the dates of the retention payment pay dates are on the updated calendar provided to all GRC staff on 4/20/22.
- 6) Will the retention incentive \$1,500 every 7 pay periods be increased as it seems very low (ex: COVID pay was \$100 per shift)?**  
The retention payment will remain at \$1,500. DHS continues to review incentives for overall recruitment/retention of staff.
- 7) Will the moving incentives be raised?**  
The moving incentives will remain at \$1,000 and \$2,500 for relocation expenses. DHS continues to review incentives for overall recruitment/retention of staff.

- 8) Why do new or short-term employees get the same incentive as long-term employees?**  
DHS values the support and commitment of all employees. DHS is ensuring all positions warrant employees of GRC to receive the pay incentives, regardless of their tenure.
- 9) When will my benefits end when leaving at the end of the 2 years (ex: health, dental)?**  
Benefits will end the last day of the month in which your service ends. At that time, employees will be offered [COBRA](#). See Human Resources for more information.
- 10) When the time comes, how will a reduction in force (RIF) occur?**  
DHS will follow Iowa Code and DAS administrative rules for merit-covered employees as it relates to any layoff or RIF.
- 11) Will I have bumping rights within facilities (ex: facility RTWs bumping waiver RTWs)?**  
Bumping is not applicable until a RIF (layoff) is implemented. When a RIF is implemented, layoff units will be defined at that time (following a delineated plan by DHS and GRC) and bumping is only allowed in the layoff unit. Many factors impact RIF and bumping rights.
- 12) Can salaried (FLSA exempt) receive overtime for covering additional shifts?**  
Salaried (FLSA exempt) employees are not eligible for overtime.
- 13) What happens with retirement if I'm couple of months short of being vested in IPERS?**  
Contact IPERS to determine your individual eligibility based on your personal work history, your age, and investments. Visit their website for more information at: <https://ipers.org/> or contact them by telephone at 1-800-622-3849. Email inquiries may be sent by completing the form found here: <https://ipers.org/about/contact>. More information and resources will be provided to you at a later date.
- 14) Why are the temp employees not eligible for the retention incentives?**  
To be eligible for benefits and pay incentives an employee must be in a permanent position in accordance with administrative rules. DHS will be talking with each temporary staff member at GRC about moving into a permanent (full time or part-time) position, wherein they would then be eligible.
- 15) Am I eligible for unemployment if I am RIF'd?**  
Iowa Workforce Development (IWD) will determine each individual's eligibility when a claim is filed. Visit their website for more information at: <https://www.iowaworkforcedevelopment.gov/>. You can also call [1-866-239-0843] or email [[uicclaimshelp@iwd.iowa.gov](mailto:uicclaimshelp@iwd.iowa.gov)].
- 16) Will the incentive pay add to my IPERS salary calculations?**  
The incentives are considered bonuses and do not add to employees IPERS salary calculations.

**17) How can I obtain IPERS information?**

There are many ways to obtain IPERS information as follows:

- [Ready Set Retire](#) is held virtually each month.
- [On-demand videos](#).
- [Creating A Secure Retirement](#) is held virtually each month.
- [Individual Counseling](#).
- [Publications](#)
- [Calculators](#)
- [Forms](#)
- Special Sessions at GRC (to be scheduled)

**18) Can you notify me before notifying clients that they will be moving, instead of same time as in prior house moves?**

Every effort will be made to notify employees prior, but it must remain confidential until the clients and guardians are informed through the appropriate channels.