

April 29, 2009

MEMORANDUM

TO: Officers of Administration

FROM: Linda King, Associate Vice President for Human Resources

SUBJECT: **UPDATE ON OA PERSONNEL POLICY INITIATIVE**

I want to provide an update on the OA personnel policy initiative and new information available on the Human Resources OA website at:

<http://hr.uoregon.edu/oa/>.

Summary of Online Survey Results

The website link listed above includes the results of the online survey conducted last fall, including summaries of the written comments.

Initiative Objectives and Timeline Overview

The project steering committee has prepared an objectives and timeline that sets forth major tasks and deadlines. This document, posted on the website, was developed to meet the charge assigned to the steering committee using the feedback received from the OA in an information-gathering process (i.e., focus groups, large groups, and online survey) and input from vice-presidential leadership groups. The order of the activities was established based, in part, on the level of importance expressed in the information-gathering efforts. Steering committee and staff members have started working on their assignments.

As we proceed through this process, the objectives and timeline document may change: activities may need to be reprioritized, steps modified and timelines adjusted. In addition, it is not comprehensive in terms of listing all policies that will eventually be part of an OA policy document.

Some noteworthy points include:

- Policy drafting work will be grouped or sequenced to reflect the interrelationship of employment activities. Performance appraisals (i.e., new formats, tracking and improved oversight) and leadership professional development for OAs will be among the first activities undertaken. These steps acknowledge the importance of providing OAs with tools for success, including information on expectations and performance feedback as well as training and professional development. Revisions to the grievance process that address OA employment are also proposed.

- The timely notice process is contemplated for review in 2010, but will be proposed only for OAs hired after the policy has been formally adopted.
- These are difficult times to consider compensation adjustments, but the plan includes an effort to categorize OA positions into employment groupings of similar work and levels of responsibility, making it easier to assess internal and external salary equity.

The objectives and timeline was drafted under the oversight of the OA Policy Review steering committee and discussed with the OA Council who provided valuable perspectives and helpful consultation. A range of opportunities for interested OA review and input will be provided. In the meantime, please contact me if you have questions (6-2966, llking@uoregon.edu) or contact a member of the steering committee:

Linda King, Associate Vice President for Human Resources, Chair

Penny Daugherty, Director of Office of Affirmative Action & Equal Opportunity

Shelley Elliott, OA Council Chair

Renee Irvin, Coordinator of Finance and Operations, Architecture and Allied Arts

Moira Kiltie, Assistant Vice President for Research

Sonia Potter, Administrative Director of Personnel and Budget

Kathie Stanley, Chief of Staff, Office of the Vice President, Student Affairs

Greg Stripp, Assistant Vice President for University Advancement

Russ Tomlin, Vice Provost for Academic Affairs