

Agenda:

HR Staffing

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

New Hire Deadlines

Nancy Nieraeth, Director, Talent Acquisition

Year of Collaboration – HR Scenario Exercises

HR Partners: Jen Mirabile, Sue Russell, Peter Fehrs, Ashley Malan, Julie Gray, Alicia de Gonzalez, Sherilyn Schwartz

HR Staffing

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

- Please join me in welcoming Jill O’Dea, the new Learning and Development Manager, who started this past Monday. Please feel free to reach out to Jill to discuss your learning and development needs; she is looking forward to collaborating with campus partners and Learning Administrators.

New Hire Deadlines

Nancy Nieraeth, Director, Talent Acquisition

- Just a reminder to submit your offer cards for your fall faculty hires.
- We see that we already have a number of new faculty through the MyTrack system and if anyone needs assistance please reach out to Talent Acquisition.

Year of Collaboration –Table Exercises

HR Partners: Jen Mirabile, Sue Russell, Peter Fehrs, Ashley Malan, Julie Gray, Alicia de Gonzalez, Sherilyn Schwartz

10 minutes to discuss this scenario with your group

1. Identify the issues raised in this scenario.
2. Identify steps you might take to problem solve.
3. Identify the campus partners you might engage to assist you.

HR Scenario 1:

Four students come to meet with you about one of their classes. They report that the professor lectures for 40 minutes before mentioning any content related to the class. They say the class is a complete waste of time, and they are not learning enough to be successful in the next course in the series. They report that during the last class the professor started berating students in a very loud voice for being “impertinent, ignorant and irredeemable”. The professor then adjourned the class for 10 minutes, wrote a quiz, and then came back and delivered the quiz – which included content they had not yet learned. The students are concerned about the effect on their grades, and their success in the next class in the series. They suggested the professor was drunk

or otherwise impaired. The faculty mentioned has been an associate professor for the last 23 years, and their teaching evaluations are typically average to low, but have never included these types of urgent student complaints.

Scenario 1

Issues raised	Steps to problem solve:	Campus partners to engage
Faculty member acting erratically	Reach out to department head by phone to discuss	Department Head, Dean, Provost –depending on level of support needed
Possible medical issues	Has this ever happened before: *faculty behavior *pattern of students complaining about faculty	Employee and Labor Relations
Student concerned about their grades and education	Let students know we will take some action to address	Workplace Accommodations – ADA Coordinator
Disrespectful/unprofessional behavior	Approach with compassion	Leaves Coordinator
Faculty not following syllabus	Community Standards Affirmation	Employee Assistance Program
Student assuming faculty is drunk		Dean of Students/Student Life – support for students
Faculty member has history of poor teaching evaluations		Health Center/Counseling Center – support of students
Gather all relevant information about course, faculty member, students		UO Police Department

SUMMARY:

A number of assumptions are made in the scenario that are not helpful. In this scenario, it will be important for an HR Partner to reach out to the Department Head and Employee and Labor Relations to discuss ways to address this issue. A conversation with the faculty member about the incident should take place with the department head. The department head may need some coaching from Employee and Labor Relations. Addressing the issue with compassion and understanding will be important because the faculty member may have some personal issues that are effecting their work.

In addition, the students need support as well and contacting Student Life and other student support resources may be necessary. Students need to be reassured that the issue will be addressed and they will be contacted.

HR Scenario 2:

An Officer of Administration in your unit has been in their role for the last 25 years. They have earned the respect of colleagues, and they are an important part of the functioning of the unit. In the first few months as their supervisor, you start to notice a change in behavior. They have been coming in late, with no mention of it in email or weekly meetings. Reports that they would have typically have ready early are now late, and include obvious errors. This person is known to be sensitive to criticism.

Issues raised	Steps to problem solve:	Campus partners to engage
Arriving late to work	Supervisor should have a conversation about the issues	Employee and Labor Relations OA policies – Annie Herz
Poor work quality	Since supervisor is new it may be an opportunity to have a meeting about expectations for the entire group/staff	Employee Assistance Program
Lack of communication	Is the work assignment still appropriate? What else is happening here?	Workplace Accommodations – ADA Coordinator
Reports are late	Supervisor should document the conversation	If you are thinking about accommodating an employee contact Martin Stanberry, Workplace Accommodations/ADA Coordinator, informal accommodations can be risky.
Long term employee change in behavior/commitment	Be curious and compassionate – could be an issue outside of work	
	Recognize their value b/c they have performed well in the past	
	If behavior does not improve – letter of clarification (classified) or performance improvement plan (OA)	

SUMMARY:

The supervisor is new and needs to address the behavior either with a 1:1 meeting or with the entire staff to clarify expectations. If the behavior does not change after the large group meeting, a 1:1 would be necessary to clarify expectations and check-in with the employee about other issues that may be effecting their job performance. Be curious and compassionate and come to an agreement about how the behavior and performance should be improved. Document conversation and work with Employee and Labor Relations if you need support in this area.

A department dealing with a similar situation found that the employee was recently assigned more work and was coming in later because they were staying late to complete assignments. The actual PD and new assignments needed to be reviewed to determine if the employee truly had the capacity to do all of the work during scheduled hours.

HR Scenario 3:

You have an OA employee who will be out of the office for an undetermined amount of time. You have another employee who could temporarily, take on the duties of that position. How would you approach the situation for:

- a. an Officer of Administration (OA) taking on new duties?
- b. a classified employee taking on new duties?

Scenario 3

Issues raised	Steps to problem solve:	Campus partners to engage
What is the critical work that needs to be done and how do you pay?	Once you know what the critical work is that needs to be done you can determine the pay	Classification/Compensation
How do we equitably share the work?	Engage in a conversation with the work team	Employee and Labor Relations
Prioritize the duties	Determine if there are supervisor issues and who reports to who	Payroll
Out of class for classified staff	Opportunity to review PD and consolidate the processes.	Leaves/Benefits Coordinator
How about utilizing a temporary or interim position	Identify ways to support the people through this change	Workplace Accommodations – ADA Coordinator
Can you pay overtime?	Communicate clearly about the change internally and externally	
Must pay an OA a stipend	Communicate logistics of who is doing what to those members of the community that work with that position/duties	
Are they moving to a new appointment or are they taking on additional duties?		
Do the employees want to take on these new duties?		
Undetermined length of time out is tricky		

SUMMARY:

Review the critical work that will need to be accomplished by your team while OA is out on leave. Engage with HR Classification and Compensation about the best ways to tackle the employee absence. Have a conversation with your team and ask them for ideas about the best way to accomplish the work. Talk with individuals you have identified to do the work about their interest in new duties/pay. Communicate internally about new changes and duties and support team through upcoming challenges. Communicate with all campus partners about duty changes and the logistics of how the work will be accomplished while the staff member is on leave.