



Onboarding Orientation for Classified Staff

Information Services

Welcome to the University of Oregon and Information Services



University Mission

Mission Statement

Serving the state, nation and world since 1876

The University of Oregon is a comprehensive public research university committed to exceptional teaching, discovery, and service. We work at a human scale to generate big ideas. As a community of scholars, we help individuals question critically, think logically, reason effectively, communicate clearly, act creatively, and live ethically.

Vision

We aspire to be a preeminent and innovative public research university encompassing the humanities and arts, the natural and social sciences, and the professions. We seek to enrich the human condition through collaboration, teaching, mentoring, scholarship. Experiential learning, creative inquiry, scientific discovery, outreach, and public service.



Presidential Priorities

- Building tenure-related faculty and promoting academic research
- Ensuring affordability, access and success for students
- Delivering a rich, excellent educational experience for students in an inclusive and diverse environment.

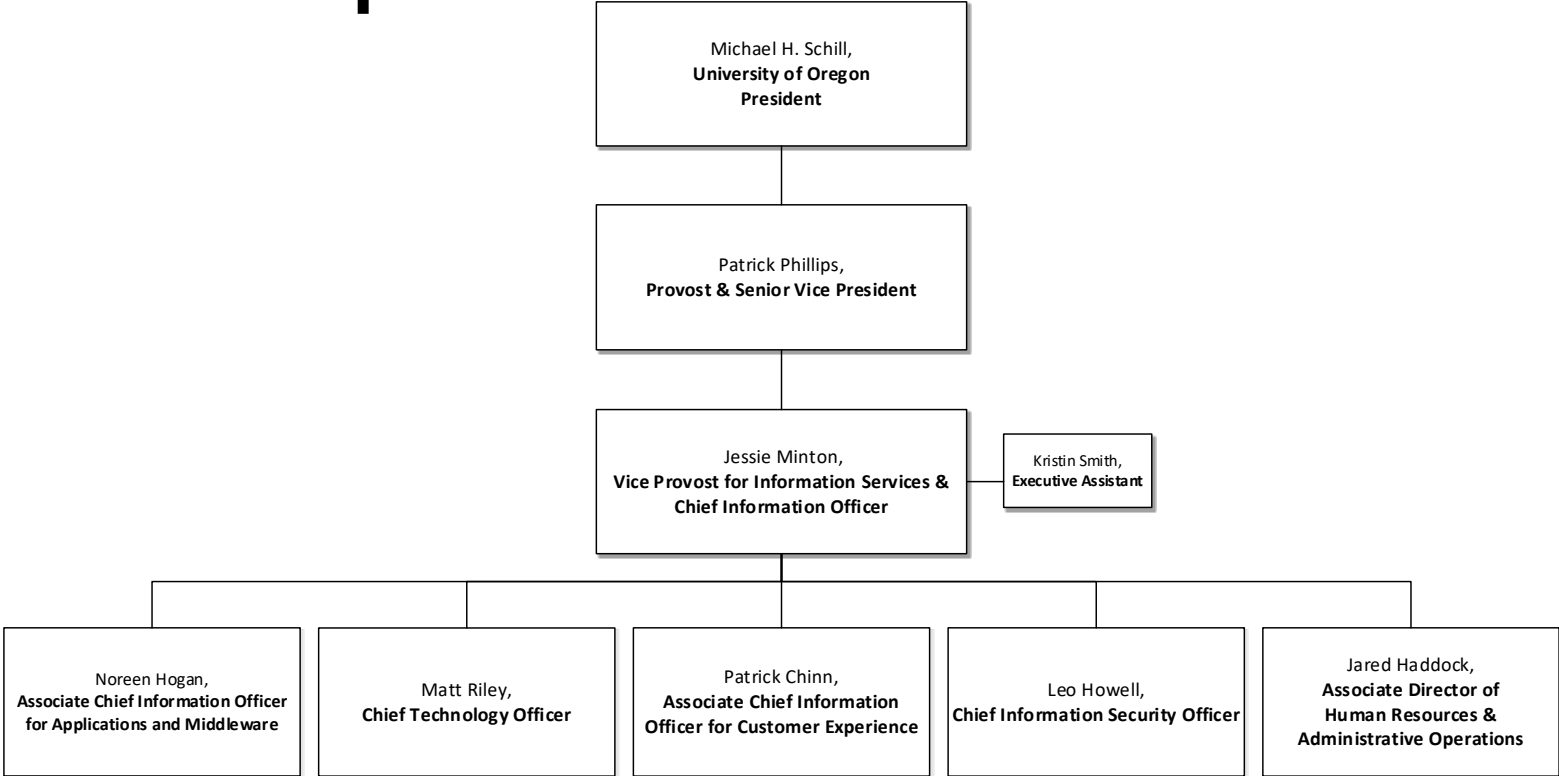


Information Technology Vision

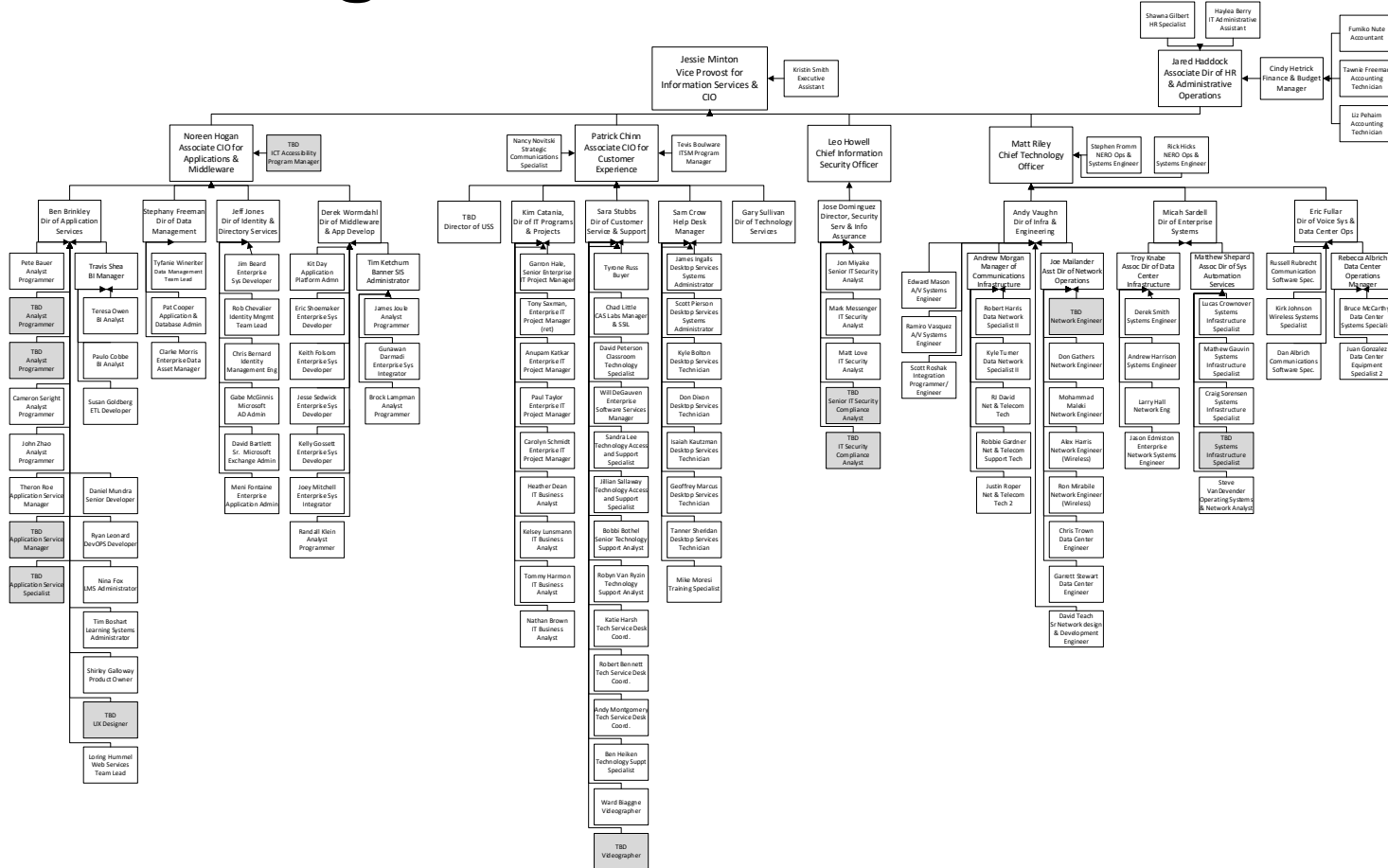
UO will strive to create a collaborative and secure IT environment that attracts and retains the best students, faculty, and staff by providing a common foundation of anytime/anywhere technology access for all UO “citizens” and that focuses on strategically funding targeted technology capabilities to support its learning and research goals.



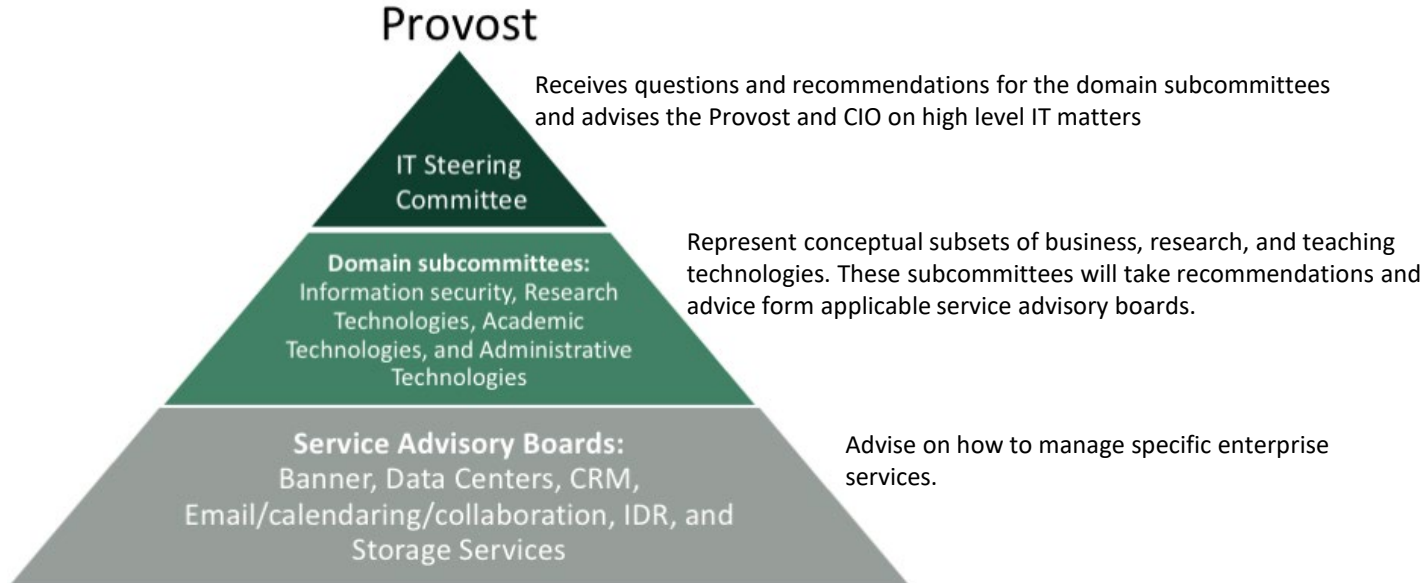
UO Organizational Structure: IS Leadership



UO Organizational Structure: IS



IT Governance Structure



The University of Oregon has a tradition of shared governance and community input. Since many IT services are used broadly by employees and students, it's important to consider use cases and user experience



Transform IT

Transform IT is the University of Oregon's program that will rationalize the use of information technology resources on campus to better support the University of Oregon's strategic academic and research missions

- Increase the level of IT maturity while creating equity in core IT services provided
- Establish effective organizational structures and governance, and provide transparency for IT investments
- Result in efficiencies and/or savings across the university that can be strategically reinvested in technology



Classified Employee

Classified employees at the University of Oregon are represented by the SEIU Local 503 union.

Classified employees are governed by a Collective Bargaining Agreement (CBA) which is shared with six other public University's:

- Eastern Oregon University
- Oregon Tech
- Oregon State University
- Portland State University
- Southern Oregon University
- Western Oregon University



Classified Employee Continued

All newly hired classified employees serve a six month trial services period.

Trial service (probationary period) is an extension of the selection process and, as such, provides an opportunity to assess whether an employee's performance warrants regular status. Trial service is a six (6) full months for employees at .50FTE or greater and nine (9) months for part-time employees at less than .50FTE. The trial period for all employees may be extended up to three (3) months by mutual agreement between the local Union president and the University.

There is no trial service period for employees who transfer from UO or OUS positions in the same salary range or demote from a higher salary range.



Benefits

The University of Oregon provides a competitive benefits package to all eligible employees that includes options best suited to their needs and the needs of their family.

As a newly hired employee, you have 30-days to elect your benefits. You will have an opportunity to meet with a benefits consultant prior to your 30-days to discuss benefit options.



Vacation Leave

After having served in a bargaining unit position in one of the Universities for six full calendar months of service as a represented classified employee, employees shall be given the appropriate earned vacation leave and thereafter vacation leave shall be accumulated or prorated on the appropriate schedule as follows:

Years of Service*	Days of Vacation Earned
0-5 yrs (1-60mos)	12 days (8 hrs/mo)
5-10 yrs (61-120mos)	15 days (10 hrs/mo)
10-15 yrs (121-180mos)	18 days (12 hrs/mo)
15-20 yrs (181-240mos)	21 days (14 hrs/mo)
20+ yrs (241+mos)	24 days (16 hrs/mo)
25+ yrs (301+mos)	27 days (18 hrs/mo)

- Years of service as a classified employee

Vacation hours may accumulate to a maximum of 250 hours



Sick Leave

- Full-time classified employees accrue 8 hours of sick leave credit or each full month of service. Part-time employees shall accrue sick leave on a pro rata basis.
- Sick leave usage is to be recorded on a monthly basis.
- Unused sick leave credits can be accumulated without a limit.
- Sick leave is not payable upon termination from the UO.



Holiday Schedule

2019

New Year's Day – Tuesday, January 1, 2019

Martin Luther King, Jr. Day - Monday, January 21, 2019

Memorial Day - Monday, May 27, 2019

Independence Day - Thursday, July 4, 2019

Labor Day - Monday, September 2, 2019

Thanksgiving - Thursday, November 28, 2019

Day after Thanksgiving - Friday, November 29, 2019

Christmas Eve Day - Tuesday, December 24, 2019

Christmas Day - Wednesday, December 25, 2019

When a holiday falls on a Saturday, the holiday is observed the preceding Friday; when it falls on a Sunday, it is observed on the following Monday.

Special Day of Leave: Full-time employees receiving eight hours of leave, prorated for part-time staff. This day may be used on the day before or after Christmas or New Year's Day holiday. The University may be open these days, and time off should be scheduled to maintain department services.



Timesheets, Requesting Leave and Pay Day

- Within your first two weeks you will be given a timesheet reflecting your current leave balance.
- Timesheets will be placed in employee's mailboxes each month. When you have completed your timesheet, please have your supervisor sign it and place the document in the timesheet box in the mail room.
- Pay day is the last business day of each month, and the payroll cycle is the 16th of the month through the 15th of the following month.
- If you will be away from the office, please get approval from your supervisor first before making arrangements. Your supervisor will let you know during your first week how you should request leave.



Professional Development at UO

The university extends its commitment to continuous learning to its faculty and staff. There are many learning and professional development opportunities available for you to extend your knowledge and skill set and help you thrive in an organizational culture of innovation and change.

You can view the Learning and Development site to see all available trainings, workshops and e-learning opportunities.



Professional Development in IS

Information Services supports and encourages professional development activities related to business need. In an effort to maximize funds used for professional development and training (PD&T) opportunities, to ensure that knowledge is disseminated back to the organization, and to encourage staff to actively engage in activities that further their careers, IS has implemented the PD&T Program for all employees.

Information regarding the PD&T Program can be found within your welcome email.



Thank you and again, welcome
to the University of Oregon!



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