

# HR Community of Practice

February 3, 2021

2:00 PM-3:00 PM



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[Supervisor Round Table: Assigning Meaningful Work and Keeping Student Staff Engaged,](#)

Tuesday, February 9, 2PM-3PM

[Excel Formulas – Advanced](#)

Thursday, February 11 9AM-12PM

Lane County HR Association Meeting

[The Neurology of Equity of Inclusion](#)

Tuesday, February 16

7:30AM – 9AM

[Performance Management – Supervisor Essentials](#)

Wednesday, February 17, 10AM-12PM

[Supervisor Round Table: Wellness and Stress Management for Supervisors and Student Staff](#)

Thursday, February 25, 10AM-11AM

[Change and Ambiguity in the Workplace,](#)

Thursday, February 25, 10AM-11:30AM

[Preparing for a Difficult Remote Conversation](#)

HRCF professional development session, Friday,

February 26, 11AM-12PM

[19<sup>th</sup> Annual Labor & Employment Law Conference \(Virtual\)](#)

[Hosted by Stoel Rives LLP and Oregon SHRM](#)

Wednesday, March 3<sup>rd</sup> & 4<sup>th</sup>, 2021

- **Division of Equity and Inclusion**  
*Lesley-Anne Pittard, Assistant Vice President, Campus & Community Engagement*
- **HR updates**  
*Mark Schmelz, CHRO and Associate Vice President*
- **COVID Symptoms and Return to Work Process for Employees**  
*Martin Stanberry, ADA Coordinator/Associate Director, Employee and Labor Relations*
- **Performance Review Submissions**  
*Sonia Potter, Director, HR Operations*
- **Spring/Summer Faculty Hiring and Appointments**  
*Nancy Nieraeth, Director, Talent Acquisition*
- **Question & Answer**



# Division of Equity & Inclusion

*Lesley-Anne Pittard, Assistant Vice President, Campus & Community Engagement*



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# HR Update

*Mark Schmelz, CHRO and Associate Vice President*



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# COVID Symptoms and Return to Work Process for Employees

*Martin Stanberry, ADA Coordinator/Associate Director  
Employee and Labor Relations*



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# What Supervisors Need to Know

Employees are expected to stay home if they have *any* symptom of COVID-19 different than their baseline.

Employees may return to work if...

Their doctor completes the [COVID Return to Work Form](#) and clears them to return; **or**

10 days have elapsed since symptom onset; they are fever free without the use of medication; and other symptoms are improving.

If the employee tests positive they (or their supervisor) must complete the [COVID-19 case and contact intake form](#) as soon as possible.



# Resources and Contact Information

The UO's [Exposure Scenario Chart](#) is a helpful starting place for guidance in the moment.

Answers to return to work FAQs and more information about the process can be found on [HR's Website](#).

Questions should be sent to [HRCOVIDHelp@uoregon.edu](mailto:HRCOVIDHelp@uoregon.edu)





# Performance Review Submissions

*Sonia Potter, Director, HR Operations*



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# OA Performance Review Completion Submissions

- New tool (Smartsheets) for reporting OA performance review completions
- Transitioning officially February 5.
  - [OA Performance Review Completion Submission website](#)
- The actual performance appraisal should continue to be stored in the unit personnel file
- Reporting is in development
- Need review completion reports in the interim? Email [hrops@uoregon.edu](mailto:hrops@uoregon.edu)





# OA Performance Review Completion Submission Form

This is the OA performance review submission form where annual performance review completion is recorded.

Before filling out and submitting this form, please confirm that the performance review has been completed. If this performance review has not yet been completed, do not submit and please work with the OA and supervisor to conduct the review.



**UO ID - Employee \***

This is the UO ID that begins with the numbers 95. Double check that you have entered the correct 95#. It should contain 9 digits.

**First Name - Employee \***

**Last Name - Employee \***

**Review Process Year \***

Example: For reviews covering FY2020 select the "2020 OA Performance" review process.

**Review start date \***

Enter the date that starts the review year. For FY2020 the start date would be July 1, 2019.

**Review end date \***

Enter the end date of the review year. For reviews covering FY2020, the end date would be June 30, 2020.

Please check the box below before submitting this form.

**By submitting this form, I certify that this performance review has been completed. \***

**UO Email Address - Submitter \***

# Spring/Summer Faculty Hiring and Appointments

*Nancy Nieraeth, Director, Talent Acquisition*



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# Questions and Answers

**Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!**



**Thank you for attending today's  
HR Community of Practice meeting.**

**The next HRCoP meeting is scheduled for  
Wednesday, March 3, 2021.**

