

HR Community of Practice  
February 3, 2021, meeting highlights

## Learning and Development Opportunities

[Excel Formulas – Advanced](#), Thursday, February 11 9AM-12PM

Lane County HR Association Meeting, [The Neurology of Equity of Inclusion](#)

Tuesday, Feb. 16, 7:30AM – 9AM

[Performance Management – Supervisor Essentials](#), Wednesday, Feb. 17, 10AM-12PM

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

Thursday, Feb 25, 10AM-11AM

[Change and Ambiguity in the Workplace](#), Thursday, February 25, 10AM-11:30AM

[Preparing for a Difficult Conversation in a Remote Environment](#), HRCP 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

## Agenda

### Division of Equity and Inclusion updates

*Lesley-Anne Pittard, Assistant Vice President, Campus & Community Engagement  
Division of Equity and Inclusion*

### 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*

## Meeting Highlights

Lesley-Anne Pittard, Assistant Vice President, Campus & Community Engagement  
Division of Equity and Inclusion

- The Campus and Community Engagement portfolio includes the IDEAL implementation, Student Success and Engagement and Community Building and Engagement.
- February is Black History Month and there are a few events and programs scheduled. We hope you will take the opportunity to review the schedule and participate. The schedule is available here: <https://inclusion.uoregon.edu/bhm>
- DEI Strategies and Working Groups are alliances that may include faculty, staff, students, and community members from traditionally underrepresented groups. These grass-roots organizations of volunteers who donate their personal time and energy in support of making the university a more welcoming place.
- If you are interested in getting involved with these groups, please reach out to them. Contact information is available on their webpages.
  - [Asian, Desi, & Pacific Islander Strategies Group \(ADPI\)](#)
  - [Black Strategies Group](#)
  - [LatinX Strategies Group](#)
  - [Native American Strategies Group](#)
  - [Deconstructing Whiteness Working Group](#)

- Courageous Conversations is a program DEI has developed to create authentic and safe spaces for dialogue around current events centered on social and racial justice. DEI is looking for department who would like to participate in the program and those HR Partners who would like to become facilitators. Please reach out to Lesley-Anne at [lpittard@uoregon.edu](mailto:lpittard@uoregon.edu) if you are interested.

## HR updates

**Mark Schmelz, CHRO and Associate Vice President**

**Chris Mead, Associate Director, Employee and Labor Relations**

- The University of Oregon and United Academics (UA) will resume the collective bargaining process for a new contract during the winter term. Negotiations are expected to continue at least through the spring term. The current contract was extended by one year. It expires on June 30, 2021.
- Interviews for the open position of Senior Director, Employee and Labor Relations, are currently underway.
- Congratulations to Chris Mead and the bargaining team for successfully negotiating an extension of the SEIU contract to January 31, 2022.
- Key terms reached in the [letter of agreement](#) that extends the current collective bargaining agreement include:
  - Step increases continue during the extension period.
  - The \$40 monthly premium subsidy continues as outlined in Article 24, Section 2(A).
  - Inclement Weather leave as outlined in Article 58, Section 2(C) remains available.
  - All other articles in the current CBA remain unchanged.
- Please send Chris Meade, Associate Director, Employee and Labor Relations, any updates to consider for the next round of bargaining which is scheduled for September 2021.

## COVID Symptoms and Return to Work Process for Employees

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

- 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.
- 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](#) and questions should be sent to [HRCOVIDHelp@uoregon.edu](mailto:HRCOVIDHelp@uoregon.edu)

## Performance Review Submissions

**Sonia Potter, Director, HR Operations**

- A new tool (Smartsheets) will be used for reporting OA performance review completions.
- The university is officially transitioning to Smartsheets on Friday, **February 5**.
- Please review the [OA Performance Review Completion Submission website](#) for more information about this change.
- The actual performance appraisal should continue to be stored in the unit personnel file.
- Department completion reports are currently in development.
- Email [hrops@uoregon.edu](mailto:hrops@uoregon.edu) if you need to review completion reports for your area.

## **Spring/Summer Faculty Hiring and Appointments**

**Nancy Nieraeth, Director, Talent Acquisition**

- There has not been a final decision about Pro Tem hiring for Spring/Summer terms.
- We expect to hear by the end of February if appointments will continue to be released at the dean's discretion or if hiring exception forms will be required.
- Please be prepared to make hires by having a live pool for your new Pro Tem appointments. Instructional appointments also need position numbers assigned to the pool.
- You do not need a hiring freeze exception form to open your pool or to review applications.
- Only submit a hiring freeze exception request if it's critical you make an offer before the end of the month—usually if you're going to lose the pro tem candidate if you can't confirm an offer. Make it clear in the hiring freeze exception request why you cannot wait to make the offer.
- Rehires – please submit a Request to Offer (RTO) and it will be held until we have a decision on hiring.
- Summer Term: Please submit summer term appointments through the PRF process and they will be held until we have a decision on hiring.

**Our next HR Community of Practice meeting is scheduled for Wednesday, March 3<sup>rd</sup> at 2PM.**