

HR Community of Practice meeting  
July 5, 2020, meeting highlights

## Learning and Development Opportunities

- [Search Advocate Training](#)  
The Search Advocate training curriculum prepares faculty and staff to serve as advocates on search committees. This is a multi-day commitment. Attendance in all sessions is required to be certified as a Search Advocate.  
  
**Monday, 7/13 -9:00 am-1:00 pm**  
**Tuesday, 7/14 - 9:00 am-1:00 pm**  
**Wednesday 7/15, 8:30 am-12:30 pm**  
**Thursday, 7/16, 1:00 pm -5:00 pm**
- [Physical Distancing](#) - This online course is offered by Environmental Health and Safety. Register on the MyTrack learning module.
- [Connections Coffee Break for Current Supervisors](#) - July sessions are hosted by the Employee Engagement Committee. Find out more by reviewing the MyTrack description and registration.
- [Diversity: Equity & Inclusion for HR Professionals](#) - This webinar is hosted by Cascade Centers, the university's employee assistance program. Wednesday, July 8, 11AM-12PM  
<https://cascadecenters.com/Webinars>
- [Mental Health Discussion with HR Community of Practice](#)  
This professional development session for members of the HR Community of Practice is hosted by HR in collaboration with the University Counseling Center. Wednesday, July 15, 2PM-3PM. More information and registration can be found on the MyTrack learning module.

## Meeting Agenda:

### HR Community of Practice Year in Review

*Mark Schmelz, CHRO and Associate Vice President*

### HR Updates

- **Vacation Cap**  
*Mark Schmelz, CHRO and Associate Vice President*
- **Unemployment Compensation**  
*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*
- **UO Voluntary Summer Work Share Program**  
*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*
- **Resumption Planning**  
*Missy Matella, Senior Director, Employee and Labor Relations*
- **Bargaining update**  
*Missy Matella, Senior Director, Employee and Labor Relations*
- **Question & Answer**

## HR Community of Practice Year in Review

Mark Schmelz, CHRO and Associate Vice President

- Wishing everyone a happy start to the 2020/21 fiscal year. It has been one year since I started my position at the UO which seems like a good time to review and reflect on what we have accomplished over the year.
  - We transitioned from HR Partners to the HR Community of Practice



- Our HR Community includes University Human Resources, Unit Based HR Professional and Unit Based HR Practitioners. Each member plays a unique and valuable role within the HR Community of Practice.
  - We created HR competencies and highlighted the expertise of each HR member group.
  - We started to host quarterly professional development seminars for HR Community of Practice members.
  - We continue to connect with our community by hosting monthly HR Community of Practice meetings. Our Zoom meetings offer more accessibility and have increased meeting attendance.
- Meeting Our Four HR Strategic Principles:
    - Strategic Principle 1 -Continuously improve, develop, and provide support.....
      - We have reviewed our Talent processes and made changes for increased effectiveness and efficiencies.
      - We have enhanced our ADA services.
      - Classification and Compensation has developed many tools to help review and analyze HR data.
      - Graduate Employee Pay process is also currently under review.
      - Our COVID-19 response has allowed us to quickly automate work including electronic pay submissions and work share forms.

- Strategic Principle 2 – Lead engagement of the campus workforce.....
  - We created a new UO Flexible Work Arrangement policy.
  - Increased communication to all members of the university community around bargaining goals.
  - Learning and Development continues to increase offerings online and promote important trainings.
  - We enhanced our New Employee Orientation with the inclusion of the Benefits Orientation and a new session covering employee opportunities and access.
  - Our COVID-19 response was a critical component of our engagement activities including messaging to employees and supervisors, creating new benefits while negotiating them with our unions and we stood up new resources quickly for employees, managers, and supervisors.

Strategic Principle 3 – Engage HR professional and practitioners on campus to enhance HR knowledge, skills, and abilities....

- We continue to host HR Community of Practice meetings and transition to online meetings.
- We also upgraded and maintained the HR website by adding more resources and tools.
- We increased HR workgroup participation.
- We added HR professional development sessions and transitioned to online offerings.

Strategic Principle 4 – Reinforce and augment HR’s partnership with UO leadership in the implementation of strategic initiatives.

- We continue to make progress on the OA Job Family Framework.
- We continue to bargain with all the unions representing our employees.
- We monitor and enforce our Workplace Harassment and Discrimination training requirement for employees.

- Routine HR Work Across Campus
  - Our community continues to do the HR work required to support the university’s operations, as well as, the new projects needed during this challenging time.
- 2019-20 Metrics
  - 87 formal ADA accommodations handled along with numerous informal consultations
  - 1,104 position descriptions approved
  - 649 recruitments or direct appointments processed
  - 1,105 offers to new employees
  - More metrics to come

- Where Are We Headed?
  - COVID-19 response will continue over the next months.
  - We will continue to use and learn from our response to COVID-19.
  - Our response to COVID-19 will inform further work on competency building.
  - We will increase our use of metrics to support our future decisions.

## **Vacation Cap**

*Mark Schmelz, CHRO and Associate Vice President*

- Work demands coupled with state-wide restrictions on businesses and travel, have limited opportunities for employees to take time off work. In recognition of this reality, university leadership has made the decision to **temporarily increase the maximum vacation balance allowed so that officers of administration and faculty on 12-month appointments may accrue vacation leave beyond the current maximum.**
- Beginning with the end of June accrual, the maximum vacation leave balance will be increased from 260 hours to 340 hours, which will allow you to accrue up to an additional 80 hours of vacation. The new balance maximum will be available until September 30, 2021 giving those accruing the additional vacation time to utilize the paid leave. All other provisions of vacation leave policies and procedures remain the same.

## **Unemployment Compensation**

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

We want to acknowledge the frustration, concern, and difficulty many of our employees have experienced trying to communicate with the Oregon Employment Department. We realize that their responses are significantly delayed. We encourage you to review the [Employment Department website](#), the [Claimant Handbook](#), or email the [Employment Department UI Help mailbox](#) if you have questions or concerns about your claim.

- **School Recess Period**
  - Many UO employees received a letter from the Employment Department stating they could not pay unemployment benefits to the employee because they were questioning their eligibility for unemployment benefits during a school recess period.
  - This is a standard letter that is being sent to many school or university employees and does not mean that your claim will be denied. This letter automatically triggers a review for more information. If your claim is actually denied, you should receive a notice of denial from the Oregon Employment Department (OED) that includes the reason for the denial.
- **Reasonable Assurance**
  - According to [state guidance](#), school employees who typically do not work over the summer (e.g., 9-month employees) may not be eligible for unemployment benefits during the summer recess, if they have a reasonable assurance of returning to work after the break. Reasonable assurance is subject to OED interpretation, but in general terms means that you have been assured you will return to work following the summer break.

- This limitation should not apply to 12-month employees who would be working over the summer had they not been on the extended benefits program. The University has informed the Employment Department of those employees who had an expectation of work for 12 months.
- The University cannot control how the Employment Department assesses UI claims. We encourage employees to explore their appeal right if they disagree with the Employment Department's decision.
- We put information about this on our [Unemployment insurance benefits webpage](#) and also sent an email this week to leadership and HR Partners that support areas that are clearly impacted. Since many of the employees who are experiencing this are not currently at work or checking their UO email, we think the best way to get this information to them is via their HR partner or unit leadership.
- We are doing everything we can to advocate for our employees with the OED; unfortunately, we don't have control over the OED's processes, communications, or timelines. Please help reiterate this with employees if they express frustrations with you, especially if they are under the incorrect perception that the issues are a result of UO communicating incorrect information to the OED, as that is not the case.

### **UO Voluntary Summer Work Share Program**

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

- 1,100 employees are on the Work Share program currently.
- We sent communications to participants, supervisors, and HR Partners on Monday, June 29<sup>th</sup> with some important updates, so if you haven't reviewed that email yet, I would encourage you to do so.
- **Participant Guide**
  - The UO Voluntary Summer Work Share Participant Guide includes enrollment forms, electronic weekly certification forms, instructions for submitting forms, as well as, a secure submissions portal.
  - Video instructions for this process are also available on the Participant Guide webpage.
  - Participant Guide Webpage:
 

[D:\HR Files\https://hr.uoregon.edu/programs-services/uo-voluntary-summer-work-share-program/uo-voluntary-summer-work-share-program](https://hr.uoregon.edu/programs-services/uo-voluntary-summer-work-share-program/uo-voluntary-summer-work-share-program)
- **July 4<sup>th</sup> Holiday**
  - Official UO holidays will not impact the UO Voluntary Summer Work Share Program.
  - July 4<sup>th</sup> falls on a Saturday and is observed on Friday, July 3<sup>rd</sup> this year. The holiday hours will be counted as hours worked for the purposes of Work Share and should be reported in the Actual Hours Worked field in the weekly certification. Refer to the [FAQ](#) for more information.
  - For example, consider an employee who is generally a 1.0 FTE. The employee's Work Share schedule has been reduced to 0.8 FTE and the employee now works 8 hours per day Monday through Thursday. This employee could work normal hours (up to 24) June 29<sup>th</sup> through July 1<sup>st</sup>, take July 2<sup>nd</sup> off as their Work Share day, and take July 3<sup>rd</sup> off to observe the holiday. In this example, this employee should report 32 hours worked during the week of June 28<sup>th</sup> through July 4<sup>th</sup> via the Weekly Certification form.
  - If an employee on Work Share takes vacation days around the July 4<sup>th</sup> holiday, those should be reported to University Human Resources via the Weekly Certification form and to Payroll via their normal timesheet/time entry process and timeline.

- To receive holiday pay, SEIU and UOPA employees must be in paid status for at least one-half of their last scheduled day before the holiday, and for at least one half of their first scheduled day after the holiday, provided such scheduled work days occur within seven (7) calendar days before and after the holiday. An employee's Work Share day off does not count as a scheduled day and, an employee is in paid status if they are working or using accrued leave. For example, if an employee worked at least half day on the 2nd and the 6th or used at least four hours of leave on those days, they are eligible to receive the holiday pay.
- **Leave Usage and UO Voluntary Work Share Program**
  - Employees may request the use and approval of accrued leave from their supervisor while on the Work Share program.
  - Currently, the Oregon Employment Department deems employees who take leave to be ineligible to receive unemployment benefits (including the \$600 federal payment) for that week. However, UO is working with the Oregon Employment Department to obtain the flexibility for employees to take leave without impacting their unemployment benefits eligibility for that week. While this has not been finalized, UO has received indication that the Employment Department is willing to work with us on this issue and we are optimistic that we will be granted this additional flexibility. We do not know when we will get a final response from the Employment Department on this subject.
  - If UO can obtain this flexibility from the Employment Department:
    - employees will be able to take up to their reduced weekly hours in leave time and still receive their unemployment benefits for that week.
  - If the Employment Department decides not to grant us this flexibility:
    - employees can still take leave and UO would pay them up to their pre-Work Share hours for that week in lieu of them receiving unemployment benefits.
  - Leave usage information webpage:  
<https://hr.uoregon.edu/programs-services/uo-voluntary-summer-work-share-program/faq-uo-voluntary-summer-work-share-program#Can I use accrued leave while I am participating in the Work Share program>
- **Timelines**
  - We don't have any specific information on when our employees will begin to receive payment from the OED, but it is likely still several weeks out. Please remember that employees are still getting their pay from UO in the meantime and that Payroll has a [Pay Advance](#) available for employees, if needed.
  - Please review the [UO Voluntary Summer Work Share Program FAQ](#) frequently and if you have specific questions please email [workshare@uoregon.edu](mailto:workshare@uoregon.edu).

## **Resumption Planning**

*Missy Matella, Sr. Director, Employee and Labor Relations*

- Employee Return to Work surveys are currently being reviewed by departments for resumption planning.
  - If department and employee have differences in their resumption planning, Employee and Labor Relations will assist to come to a resolution.
- Work by each department and center is proceeding and return to work plans will be submitted to the Incident Management Team for approval before campus operations in departments can resume. [Return-to-Campus Tool Kits](#) have been developed by the IMT to assist departments with their planning.

- A decision tree was developed as a tool to assist with management of the return to campus and provided to HR Partners for awareness. HR Partners and unit leadership can use the tree in conjunction with their resumption planning when working with supervisors and managers. It was not designed with a broad audience in mind.
- A re-onboarding checklist will be developed for supervisors and employees to know what to do when they come back to campus.
- There will be several new protocols we will be enforcing including:
  - Face mask protocols
  - Temperature checks
  - Isolation protocols
- We continue to monitor OHA and CDC guidelines, as well as, the Governor's updated orders.

### **Bargaining update**

*Missy Matella, Senior Director, Employee and Labor Relations*

- Limited negotiations begin with United Academics and will proceed for approximately 3 to 4 weeks.
- Four issues are being bargained at this time:
  - Career FTE
  - Career Employment
  - Tenure Reduction Plan
  - Progression Pay Reduction Plan
- We will continue to communicate with campus and send progress updates.

Our next HR Community of Practice meeting is scheduled for August 5, 2020, at 2:00 PM. The Zoom link will be sent to HR Partners prior to the meeting.