

AGENDA:

- **Pay Actions Freeze**
Stephanie Neuhart, Director, Classification and Compensation
- **UO Voluntary Summer Work Share Program**
Mark Schmelz, CHRO and Associate Vice President
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **Return to Campus Employee Survey**
Missy Matella, Sr. Director, Employee and Labor Relations
- **Talent Acquisition updates**
Jenna Rakes, Associate Director, Talent Acquisition
- **Question & Answer**

Pay Actions Freeze

Stephanie Neuhart, Director, Classification and Compensation

- Due to financial uncertainty created by COVID-19, the University of Oregon has implemented a freeze on pay actions. This action complements existing budget management measures, such as the current hiring freeze, that are in effect as we respond to financial impacts of COVID-19.
- Exception submissions are reviewed by the Classification and Compensation Unit before being forwarded to the Exception Committee for further review.
- Units will be notified of the decision for their submitted actions by the Classification and Compensation Unit.
- If you have questions about a pay action freeze submission, please contact hrclasscomp@uoregon.edu or Stephanie Neuhart directly at sneuhart@uoregon.edu.

UO Voluntary Summer Work Share Program

Mark Schmelz, CHRO and Associate Vice President

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

- We have quickly stood up the website highlighting the new UO Voluntary Summer Work Share Program, including FAQs, Unit & Supervisor guidance, program over and process information, eligibility requirements, reduced schedule/FTE, and unemployment payment information. This website will be updated during the week of June 8th with more information related to the implementation and administration of the program. Please familiarize yourself with this website and the FAQs if you haven't already done so, and keep checking back for updated information.
- The website is available at hr.uoregon.edu/workshare
- We have approximately 950 employees who have applied for this program and more requests coming in. The deadline to apply is June 3, 2020.
- Updated FAQ as of June 3, 2020: 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 currently working with the Oregon Employment Department to obtain the flexibility for employees to take leave without impacting their

unemployment benefits eligibility. 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. As more information becomes available, we will update this FAQ and communicate directly with Work Share participants.

- Employee leave accruals will not be affected by the FTE reductions during the UO Voluntary Summer Work Share Program.
- Official UO holidays will not impact the UO Voluntary Summer Work Share Program. More information about the July 4th holiday will be posted on the Work Share website.
- Please review the [UO Voluntary Summer Work Share Program FAQ](#) frequently and if you have specific questions please email workshare@uoregon.edu.

Return to Campus Employee Survey

Missy Matella, Sr. Director, Employee and Labor Relations

- The Return to Campus Employee Survey will be distributed by each unit and distribution will be varied and incremental based on each unit's core functions.
- The survey is a central HR tool and information submitted will be shared on a need to know basis.
- Please review the [Return to Campus](#) and [Resumption Planning](#) webpages for information about how the university is developing a plan to return to work.

Career Faculty Contract Information

Sonia Potter, Director, HR Operations

- Contracts for non-funding contingent Career faculty that were up for renewal this year are being generated and issued by HR Operations. Schools and Colleges will receive copies of the contracts issued.
- RTOs for all other faculty (Pro Tem, Visiting, Postdocs, etc...) will need to be completed by the departments and sent to HR via normal approval processes.

Talent Acquisition updates

Jenna Rakes, Associate Director, Talent Acquisition

- **Status of employee reassignment program**
 - Chiefs of staff and academic leadership were notified of the process to submit employees who have FTE available to the reassignment program.
 - Currently no submissions have been made, but units may still be working with their leadership to identify potentially available FTE.
 - If you or those you are working with have questions, please email talent@uoregon.edu
- **Temporary employment program changes**
 - Last Fall, the temporary employment program transitioned to Talent Acquisition, at which time the team began reviewing the process for hiring temporary employees for potential improvements.
 - On June 1, 2020, Talent launched a new temporary hire process which includes:
 - Smartsheet Request to Hire form, no longer requiring signatures
 - In time communication on next steps in the process after submission of the Request To Hire

- Updated documents, including a clearer temporary employment memo, partially filled PRFs to correct coding issues, and an updated Payroll Packet that is all documents that can be sent directly to Payroll.
- PRFs can be submitted through the new forms.uoregon.edu submission process that HR Operations recently launched.
- As a reminder, temporary hires are subject to the hiring freeze; however, exceptions are being considered.
- If you have questions contact the Talent team at talent@uoregon.edu
- **Talent staffing and assigned recruiter updates**
 - As of Monday, June 1, Nicole Cartelli, is out on parental leave. Nicole is one of three assigned recruiters in the Talent team that works with a set list of units/departments. We have reached out to those working with Nicole to introduce their new assigned recruiter and have transitioned items she was working on at the time she began her leave.

Our next HR Community of Practice meeting is scheduled for July 1, 2020, at 2:00 PM. The meeting location or Zoom link will be sent to HR Partners prior to the meeting.