

AGENDA:

- **HR updates**
Mark Schmelz, CHRO & Associate Vice President
- **Summer and Fall Term Planning**
Missy Matella, Senior Director, Employee and Labor Relations
- **Unemployment Insurance**
Kaia Rogers, Senior Director, Programs, Services and Strategic Initiatives
- **UO Emergency Paid Sick Leave**
Kaia Rogers, Senior Director, Programs, Services and Strategic Initiatives
- **Virtual Training Opportunities**
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- **Talent Acquisition Updates**
Nancy Nieraeth, Director, Talent Acquisition
- **Question & Answer**

HR updates

Mark Schmelz, CHRO & Associate Vice President

- Thank you all for your hard work during this unprecedented time. I understand how difficult it is to work at-home and also deal with how COVID-19 has affected all parts of your lives.
- We are working in uncertain times and to plan for what is to come, we have asked for data from all of our departments. We need this data to be able to plan for the safest way to come back to campus. Missy Matella, our Sr. Director for Employee and Labor Relations, will talk more about the information we are gathering later and the surveys.
- Many employees are anxious about what coming back to campus will look like. I'm inspired by what we have accomplished so far, and believe we will be able to meet this challenge just as we met the challenge of working remotely over the last two months.
- Please plan to join the Town Hall meeting tomorrow and hear how the Incident Management Team, our President and Provost, and academic and student life leaders are working to prepare for our return and the students return to campus.
- Human Resources has stood up resources in new web site pages to support individuals and departments during COVID-19 and I'm proud of all that we've been able to do to support our UO community.
- Our Talent Acquisition team is working with departments to discuss possible exceptions to our current hiring freeze. They are working diligently to review and process these requests so you can plan for the coming year.
- We are going to announce a new Pay Action Freeze which will also have an exception process. The freeze applies to the following off-cycle pay actions: stipends, overloads, retention increases, expansion of duties, reclassifications (exclusions), work-out-of-class, and special merit increases.

- The following pay actions will be considered for exception:
 - Employees taking on significant additional work due to a vacancy
Generally, such work would be of a higher level than that which is typically assigned.
 - Appointment of individuals to roles that historically are paid a stipend (e.g. Department head stipends)
 - Critical retention issues in accordance with Oregon Equal Pay Act
 - Significant, permanent department restructuring with related assignment of significant additional work of a higher level in accordance with Oregon Equal Pay Act
 - Contractually obligated payments
 - Other extenuating circumstances that are tied to a mission critical function or successful recovery from COVID-19 for the university

- An email will be sent shortly announcing the new pay action freeze to unit leadership and HR Partners.

Summer and Fall Term Planning

Missy Matella, Senior Director, Employee and Labor Relations

- Thank you all for your hard work during this time. ELR has worked tirelessly with many departments and appreciate the work and collaboration with these departments and units.
- To plan for the fall we need to understand what employees need and be ready once we have approval from our state government to come back to campus.
- We have distributed a survey to academic personnel and we will be sending out an OA and Classified employee survey soon.
- The survey data will assist us with planning for how we can transition to on-campus work.
- We know this is sensitive information and we are keeping this information confidential at the highest level. Only one or two individuals within each unit will have access to this information.
- The information will be used for planning purposes. It will not be used for any other purpose.
- Units will have some say regarding who will come back to campus based on unit needs.
- Employee and Labor Relations will partner with all units to identify the best plan for them.

Unemployment Insurance

Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

- Human Resources has fielded many questions and concerns related to unemployment benefits from current and former employees, including student and graduate employees.
- We understand there are very long wait times to speak with an unemployment insurance representative and that there is currently a delay in processing claims; because of this difficulty, we wanted to provide as much information as we are able to for our employees.
- We have stood up a new website with information about [unemployment benefits](#) and the new CARES Act, as well as a number of FAQs.
- It is important to understand the university does not make decisions regarding unemployment claims and we do not know what claims will be approved.

Here are some tips we would like to share with our employees:

1. When in doubt, apply. Even if you aren't sure if your claim will be approved, you should still apply.

2. Don't wait until your last day of work or later to file your claim; file your claim right away. If your job is impacted by COVID-19, apply ASAP to ensure your claim is in the queue to be reviewed.
3. We recommend you submit your weekly certifications as soon as you can in order to have them in the system to be matched with your claim, and potentially speed up the processing of your claim.

[UO Emergency Paid Sick Leave \(EPSL\)](#)

Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

- We have updated the [UO Emergency Paid Sick Leave webpage](#) and FAQs with the following information:
 - New hires are immediately eligible for EPSL; there is no waiting period.
 - The expiration date of the Emergency Paid Sick Leave benefit is December 31, 2020.
 - We have also added information about temporary and retired employees. Both temporary and retired employees are eligible for EPSL if they have a regular, ongoing schedule. Please review the website for more information about these employee groups.
 - There was some confusion about when the EPSL should be used and we want to clarify that it is not mandatory to use the EPSL first, although it is probably in the best interest of the employee since there is an expiration date of December 31, 2020. Please review the website for more information.

Virtual Training Opportunities

Tiffany Lundy, Learning and Development Management

- Thank you for all of your support as I navigate my new position as the Learning and Development Manager in HR. I'm excited to work with all of you. Please reach out and connect with me if you have any questions or need assistance.
- I also want to highlight that this is a great time to think about some virtual training. Not only is it good for your work at the UO, but it's good for you mentally and emotionally to learn something new. It also allows you to step-away from the worry of COVID-19. Think about that for yourself and reach out to me if you need some help.
- UO Training updates
 - These trainings have transitioned to online:
 - Excel- all levels- May and June
 - Emerging Supervisor Series- July
 - These courses will be transitioned to a remote curriculum soon:
 - Supervisor Essential and Supervisor Development
 - Project Management Series
 - Don't forget, we have a number of remote resources through Skillport ELearning including audiobooks, online classes and certification programs.
 - Also, podcasts are a great way to start or end your day:
 - Here are a few uplifting podcasts I'd recommend:
 - [Happiness Lab- Dr. Laurie Santos](#)
 - [Unlocking us- Brene' Brown](#)

Talent Acquisition Updates

Nancy Nieraeth, Director, Talent Acquisition

- The triage and exception group is managing our hiring freeze exception process. We have over 100 requests.

- Unless we require additional information, we are able to respond to requests within a week.
- We are working with chiefs of staff to develop a model for possible reassignment for employees who have reduced work or a stoppage of work.
- We are working with unit leadership to identify employees for this reassignment opportunity.
- At this time the model for reassignment is only for those employees still working in their department.

Our next HR Community of Practice meeting is scheduled for June 3, 2020, at 2:00 PM. The meeting location or Zoom link will be sent to HR Partners prior to the meeting.