From:	hrpartners-bounces@lists.uoregon.edu on behalf of Sandee Bybee
To:	hrpartners@lists.uoregon.edu
Subject:	[Hrpartners] HR Info: Next Community of Practice Meeting, Outreach to Student Employees, UO Emergency Sick Leave, and Expanded FMLA
Date:	Monday, March 30, 2020 10:28:47 AM
Attachments:	ATT00001.txt ATT00001.txt

Human Resources would like to share the following information with you:

Outreach to Student Employees

A copy of an email sent to academic and administrative leadership providing guidance for communicating with student employees is included at the end of this email. ***Please share this information with anyone in your unit who supervises student employees*** so we can achieve greater consistency in communicating with our student employees going forward. Key components of this guidance include acknowledging impact, determining intent to return to work, offering alternative assignments, and access to UO emergency sick leave and the student hardship fund. Thank you for helping HR reinforce the importance of meaningful outreach with our student employees. Please contact Employee and Labor Relations in the Office of Human Resources at uoelr@uoregon.edu if you have questions or need further assistance.

Next HR Community of Practice Meeting: Wednesday, April 1 from 2:00 – 3:00 p.m. (Zoom Meeting)

Please join us for our April meeting. We will conduct this meeting through Zoom in the same manner as last week. The agenda for the meeting includes:

- COVID-19 updates
- FMLA and UO Emergency Sick leave updates
- Talent Acquisition updates
- General HR updates

Join the meeting with this URL: https://uoregon.zoom.us/j/845259226

UO Emergency Sick Leave Program

The UO emergency sick leave program is outlined on the COVID-19: Employee Leave Options on the HR website. This webpage also includes a guidance for COVID-19 related leaves by each employee group. ***Please remember to post the Families First Coronavirus Response Act required notice*** in any locations within your unit where employees are still reporting to work on campus, if possible. The poster is available on the Required Workplace Notices webpage. It is also included in the COVID-19 resources for faculty and staff on the HR website.

Temporary FMLA/OFLA Expansion Due to School Closure

The temporary FMLA/OFLA expansion due to school or child care closures goes into effect this week. Information about the expansion is available on the HR website. HR is collaborating with colleagues in Payroll and other offices to finalize the reporting, tracking, and other administrative processes related to this program and guidance will be provided as soon as it is available.

From: aallist-bounces@lists.uoregon.edu <aallist-bounces@lists.uoregon.edu> **On Behalf Of** HR Communications

Sent: Monday, March 30, 2020 9:13 AM

To: aallist@lists.uoregon.edu

Subject: [AALList] Outreach to Student Employees: Guidance for Communications

Dear Colleagues,

As the spring term gets under way at the University of Oregon, I would like to turn your

attention to the support and management of our student employees. Modified university operations has impacted each and every one of us, but the changes and difficult decisions that we have made to proactively respond to the COVID-19 (coronavirus) outbreak and deliver quality instruction in the spring term uniquely impacts our student employees both academically and financially.

The Office of Human Resources has collaborated with the Office of the General Counsel and Student Services and Enrollment Management to assemble guidance for communicating effectively with student employees. Providing meaningful outreach, support, and clarification is more important now than ever as we strive to show our gratitude and respect for the many contributions student employees make in every unit across our campuses. The guidance below helps us achieve greater consistency in communicating with our student employees going forward. ***Key components of this guidance include acknowledging impact, determining intent to return to work, offering alternative assignments, and access to UO emergency sick leave and the student hardship fund.*** Please share this information widely across your unit to keep others informed and make a concerted effort to provide this guidance to anyone who supervises student employees.

Thank you for helping HR reinforce the importance of meaningful outreach with our student employees. Please contact Employee and Labor Relations in the Office of Human Resources at uoelr@uoregon.edu if you have questions or need further assistance.

Best regards,

Mark Schmelz
Chief Human Resources Officer and Associate Vice President

Unit Guidance for Messaging to Student Employees:

Please note, that we are still working through policy decisions regarding the federal work study program and our student employees, so the guidance we have for you now does not include information specific to that particular group. We will share more information as it becomes available.

To the greatest extent possible, we encourage personal outreach to student employees.

- Supervisors should make every effort to verbally discuss the student employee's employment status. The points below should be used in these discussions.
- In units with large numbers of student employees, outreach by email may be necessary. In this case, the points below should be incorporated into the messaging.

All forms of correspondence with student employees should include:

1. Acknowledgment of the impact COVID-19 is having on the term for them, both academically and financially, and for UO.
2. Gratitude for their contributions and hard work as student employees.
3. A request for the student to confirm their intent to return for the spring term.
4. Where possible, highlight opportunities for continued engagement in work assignments – remote, in person (if available to support critical campus operations), in other departments across campus – even if the opportunities are short term they should be offered and be made available.
5. If the student is planning to return and continued work assignments are not possible (non-federal work study students), inform them that:
    a. they are permitted to use the new UO Emergency Sick Leave, which provides for up to two weeks of pay, which is prorated based on the number of hours the student employee would have been scheduled to work each week. For example, if they normally work 10 hours per week, they would be eligible for a total of 20 hours of pay under the UO Emergency Sick Leave program. They can also use

any accrued sick leave to cover missed shifts. They should notify their supervisor if they would like to use these leave options.
   b. once they exhaust their sick leave options, we are discontinuing their employment due to lack of work.
   c. we will keep their name for future employment opportunities at the university.

NOTE regarding Federal Work Study– We are working to make policy decisions related to the federal work study program.

6. Job search information:
   a. You can access Handshake, a career-readiness community for UO students and alumni. Handshake includes local, national, and international positions.
   b. The University Career Center offers a number of resources, including career coaching.
      You can schedule an appointment with a career coach by calling 541-346-3235 or via the Navigate app at uess.uoregon.edu/navigate.
7. Information about the student hardship fund in the Dean of Students Office. Suggest language:
   If you are facing financial difficulties, please contact the Office of the Dean of Students for help navigating your options. Email uodos@uoregon.edu or call 541-346-3216 during business hours.
8. Information about unemployment benefits. Please use this language approved by Human Resources and General Counsel:
   The State of Oregon Employment Department provides information and resources regarding unemployment, including a temporary rule. Qualifying for unemployment benefits is determined by the state agency and is based on criteria that includes hours worked and wages earned during a specified period of time. Typically, full-time students who are working as student employees at their university have not been awarded unemployment benefits. We cannot say how the state is going to treat these claims, particularly in light of the current state of emergency, and we will continue to monitor the situation. You can always file a claim to see if you receive benefits, and you are encouraged to explore available resources to learn more about your options.
9. Contact information for student employees to reach out to the unit with specific questions.

Template for messaging directly to student employees:

This is a very challenging time, and we recognize the unique impact the university's response to COVID-19 (coronavirus) has on student employees. We want to provide you with every bit of support possible.

Please check-in with your supervisor, as units and departments have been encouraged to do their best to identify work opportunities for student employees in order to keep you engaged in meaningful work, if at all possible.

If there is no work assignment for you to work at this time, you may use your UO emergency sick leave to receive up to two weeks of pay (prorated based on the number of hours you are scheduled to work each week). You may also use any available accrued sick leave. More information about leave options for student employees is available on the HR website.

Additionally, the following resources are also available:

- You can access Handshake, a career-readiness community for UO students and alumni. Handshake includes local, national, and international positions.
- The University Career Center offers a number of resources, including career coaching. You can schedule an appointment with a career coach by calling 541-346-3235 or via the Navigate app at uess.uoregon.edu/navigate.

- If you are facing financial difficulties, please contact the Office of the Dean of Students for help navigating your options. Email uodos@uoregon.edu or call 541-346-3216 during business hours.

You may be wondering about unemployment benefits. The State of Oregon Employment Department provides information and resources regarding unemployment, including a temporary rule. Qualifying for unemployment benefits is determined by the state agency and is based on criteria that includes hours worked and wages earned during a specified period of time. Typically, full-time students who are working as student employees at their university have not been awarded unemployment benefits. We cannot say how the state is going to treat these claims, particularly in light of the current state of emergency, and we will continue to monitor the situation. You can always file a claim to see if you receive benefits, and you are encouraged to explore available resources to learn more about your options.