

HR Partners Meeting
June 6, 2018 Highlights

HR Training Announcements:

- [Offers Refresher](#) and [Recruitment Module](#) trainings are scheduled in June. View and register for these trainings on the MyTrack Learning Module.
- A few openings are available in the upcoming BOLI trainings in June. Trainings include Documentation, Discipline and Discharge and Recordkeeping Requirements. Contact Ashley Malan, at amalan@uoregon.edu if you are interested in either of these two BOLI trainings.
- Human Resources is partnering with our Employee Assistance Program this summer to offer two wellness seminars. The first seminar is [Generations at Work](#) and is scheduled for Wednesday, June 27th, from 12:00 Noon to 1:00 PM. Register for this session on the MyTrack Learning Module.
- **Agenda:**

CHRO Portfolio Updates

Nancy Resnick, Chief Human Resource Officer and Assoc. Vice President

Office of Investigations and Civil Rights Compliance

Darci Heroy, Associate Vice President & Title IX Coordinator

OA Policy Updates

Annie Herz, Senior Employee Relations Coordinator

PAC Delivery

Haley Ruddell, HR Systems Analyst

Youth Programs & Compliance

Flo Hoskinson, Risk Manager, Safety and Risk Services

Courtesy Appointment Update and Closing

Jen Mirabile, Senior HR Programs Coordinator

CHRO Portfolio Updates - Nancy Resnick, Chief Human Resource Officer and Assoc. Vice President

- I'm excited and also sad to announce that I've taken a new position at the University of California – San Diego, as their Chief Human Resource Officer. It was a tough decision, but a new opportunity for me and my family.
- Jamie Moffitt sent an email to HR Partners outlining the transition in HR and I'm confident that Kaia Rogers, Senior Director of HR Programs, Services and Strategic Initiatives, along with Missy Matella, Senior Director of Employee and Labor Relations, will do a wonderful job leading the Human Resources Office until a search for my replacement is completed. I'm very thankful for the expertise of all members of the HR Leadership team.
- Over the last three years, we have worked hard within Human Resources and with all offices on campus to propel HR forward in a number of ways. I believe the HR department will continue its forward movement and I am very proud to have been a member of this team during a tremendous amount of change, partnership and collaboration.

OA Policy Updates - Annie Herz, Senior Employee Relations Coordinator

- We have updates to a few Officer of Administration (OA) procedures. These proposals are reviewed by the OA Employment Policy Advisory Group (OAEPAG). The nine members of this group provide feedback to HR OA policies and procedures and represent the interest of OAs. They also advise HR on issues related to changes to OA policies or procedures.
- The policy and procedure update process includes the following steps:
 - Discuss proposed changes with the OA Employment Policy Advisory Group.
 - Share proposed changes with OA Council.
 - Post proposed changes for 10 day comment period.
 - Review submitted comments.
 - Make updates if necessary.
 - Review final changes with the advisory group.
 - Provide education and training to ensure effective implementation.

Note: Policy changes go through the Policy Advisory Council

- Here are the most recent updates:
 1. Grievance Procedure: Section II Grievable Issues
 - a. Clarification was added to this section stating a grievance will generally not be sustained if it is filed for an action that is taken in accordance with university policies, procedures, or guidance (such as unit-level and HR). Here is the language; the addition is highlighted in green:

An OA can file a grievance related to (1) an adverse employment action, including but not limited to discipline and involuntary separation; (2) university action or inaction that is negatively impacting the OA's work environment; or (3) any allegation that he or she has been or is being adversely affected by an improper application or interpretation of a rule, regulation, policy, or procedure that is not specifically excluded below. **To the extent that an action is taken in accordance with university policies, procedures, or guidance (such as unit-level and HR), a grievance will generally not be sustained.**
 2. Time Off Procedures: Section III. Vacation Time, Part E. Conditions
 - a. To ensure consistency in departments across campus, clarification was added to this section regarding the amount of vacation time a new employee can receive in his/her new position when transferring from another Oregon public university. Here is the new language:

A new OA who is transferring from another Oregon public university may transfer up to 80 hours of vacation time to his or her new position.

3. Time Off Procedures Section IV Sick Time, Part G. Unearned Sick Leave Advance

- a. An OA is entitled to receive a sick-leave-with-pay advance, after exhaustion of short –term disability benefits, as needed to provide the difference between sick leave earned as of the onset of the illness or injury and a prorate of 520 hours; part-time staff are eligible to receive a sick-leave-with-pay advance proportional to FTE to provide the difference between the onset of the illness or injury and a prorate of 520 hours.

Clarification was added for those OAs who are in their probationary period at the university. Here is the language:

OAs who are in their probationary period (see OA separations procedure) are eligible to receive up to 80 hours of a sick-leave-with-pay advance...Units must contact the HR Medical Leaves Coordinator to determine an OA's eligibility for unearned sick leave advance.

4. Time Off Procedures Section VIII. Administrative Leave

- a. A requirement to consult with HR's Employee and Labor Relations team was added to this section regarding administrative leave. Here is the language:

Units must consult with HR's [ELR Team](#) before putting an OA on administrative leave. If it is not possible to consult with ELR (due to night shift, etc.) the OA's supervisor and/or chain of command may decide to place an OA on administrative leave for up to 1 working day if the OA's presence in the workplace compromises their own or others' safety, or compromises the security of information or resources. In such a situation, HR must be contacted as soon as possible the next business day.

- Here are the links to review OA Policies:

- [UO Policy Library](#)
- [OA Employment Policies](#)

You can also go to the [Human Resources](#) web page and click on the following pages:

- Employee and Labor Relations
- Employment Policies
- OA Employment Policies

- Further information and a short video outlining these changes are available on the following web page:
 - [May 2018 OA Procedure Updates](#)
- The OAEPAG is currently working on additional proposed updates.

Office of Investigations and Civil Rights Compliance - Darci Heroy, Associate Vice President & Title IX Coord.

- The Title IX Office was renamed to the Office of Investigations and Civil Rights Compliance with the responsibility of investigating and responding to all forms of discrimination and harassment.
- The restructure consolidates efforts previously held by the Title IX Office and the Office of Affirmative Action and Equal Opportunity.

- The restructure will allow students, faculty and staff to report all types of discrimination and harassment to one office increasing our effectiveness in prioritizing work and eliminating confusion about which office to contact.
- The disability accommodations and affirmative action reporting functions will remain in the Office of Human Resources.

PAC Delivery - *Haley Ruddell, HR Systems Analyst*

- **Automated PAC delivery will be live in June through the MyTrack Recruitment Module**
 - New hires (through MyTrack) will now have their UO ID and PAC delivered via their applicant portal.
 - The PAC can now be reset by the new hire without calling the department or HR.
 - Once new hires have their UO ID and have reset their PAC they can claim their DuckID; this can be done prior to their start date.
 - New hires who already have a UO ID and PAC are given instructions to reset their PAC themselves and/or access their UO ID.
 - This applies only to new hires who have never been previously employed by UO, or who have been gone from the university for more than one year.
- **Delivery**
 - PAC Delivery Application Status sends an email to the new hire (new employees and rehires with greater than 1 year separation) with instructions to log in to the applicant portal to access the UO ID and PAC.
 - An email is also sent to the hiring manager about the UO ID and PAC instructing them to reserve a DuckID as soon as possible.
- **Automated PAC Delivery Form**
 - New hires are instructed to sign in at careers.uoregon.edu and access the Automated PAC Delivery Form.
 - If the new hire already has a UO ID and PAC, the UO ID and PAC fields will be blank on the form and instructions are given to reset their PAC or confirm they already have reset their PAC or confirm they know their PAC.
 - New hires are asked to check a box confirming they have claimed their PAC and completed the form. If they do so, their status will change to PAC Claimed. They may still have claimed their PAC even if their status does not change.
- **Onboarding Portal**
 - The onboarding task-list for both the new hire and the supervisor/delegate will be updated to reflect these changes.
 - The onboarding portal & HR website will also be updated with instructions.
 - Reminder: Supervisors and onboarding delegates can see both their tasks and their employee's tasks through the New Hires menu option!

- **PAC Delivery Webinar**
 - [PAC Delivery training webinar](#) is scheduled for June 15th at 9:30am – 10:00am.
 - Register on the MyTrack Learning Portal or look for the training video in a few weeks.

Youth Programs & Compliance - Flo Hoskinson, Risk Manager, Safety and Risk Services

- If your department administers a youth program, it is important that you understand our new [Protection of Minors Policy](#). This policy establishes clear guidelines and standards for youth programs on campus and was approved March 28, 2017.
- Youth Programs are:
 - All events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors.
 - A minor is any person under the age of 18.
 - Typical youth programs include, but are not limited to, instructional programs, day camps, overnight camps, and sports camps.
- Three steps to compliance for youth programs on-campus:
 1. Hire your staff and get help from HR if you have questions.
Complete all background checks and Volunteer Forms
Retain all employee and volunteer records.
 2. Register your program with the Office of Risk Management and enroll in insurance.
 3. Conduct required trainings:
 - a. Review Protection of Minors policy and procedures.
 - b. Review UO Conduct Code with employees and volunteers.
 - c. Each employee must view the online course, “Protecting Children”.
 - d. Complete the program summary report and email it to riskmanagement@uoregon.edu
- Review the [Youth Programs: Protecting Minors](#) web page. If you have any questions please contact Flo Hoskinson, in Risk Management, or Jen Mirabile, in Human Resources.

Courtesy Appointment Update and Closing, Jen Mirabile, Sr. HR Programs Coordinator

- In May, Human Resources sent a Cognos report to those departments with active courtesy appointments along with instructions regarding the [Courtesy Renewal Process](#).
- Departments will review their report for renewals and terminations.
- Terminations can be processed without approval from your Vice President/Dean’s Office. A new form has been created to end courtesy appointments and it is called the [Unpaid Appointment Termination Form](#). It can be found on the forms.uoregon.edu web page.

- Departments will submit their renewal list to their Vice President or Dean's Office by the 3rd week in May.
- The department's Vice President or Dean's Office will approve renewal lists by the 2nd week in June. Once your renewal list is approved, you can email or mail renewal notifications to your courtesy appointments.
- In mid-July, a termination report will be sent to your Dean or Vice President's Office for auditing purposes.
- You can update the sponsor information for your courtesy appointments by using the NOAEPAF Banner form. Information about using this form is located on the [Supervisor Record Maintenance](#) web page.

The next HR Partners Meeting is Wednesday, July 11th, at 2:00 PM, in the Crater Lake Room South, EMU.