



One Community. Big Ideas.

# HR Partners Meeting

## June 6, 2018

## MyTrack Trainings

### *Offers Refresher*

Thursday, June 14th, 11am-12pm  
HR Training Room

### *Recruitment Module Training*

Thursday, June 21, 2pm-5pm  
HR Training Room

### Generations at Work

Wednesday, June 27th, 12-1pm  
Redwood Auditorium

## BOLI Trainings

### *Documentation, Discipline and Discharge*

Tuesday, June 12th, 9am-12pm

### *Record Keeping Requirements*

Tuesday, June 27th, 9am-4pm

Seats are available for these two  
June trainings. Please email  
[amalan@uoregon.edu](mailto:amalan@uoregon.edu) if interested.



# One Community. Big Ideas.

## AGENDA

- CHRO Portfolio Updates

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

- OA Policy Updates

*Annie Herz, Senior Employee Relations Coordinator*

- Office of Investigations and Civil Rights Compliance

*Darci Heroy, Assoc. Vice Pres./Chief Civil Rights Officer/Title IX Coord.*

- 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*



One Community. Big Ideas.

# •CHRO Portfolio Updates

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green. These shapes are primarily located on the left and right sides of the slide, framing the central text.

# Spring 2018 OA Procedure Updates

# OA Employment Policy Advisory Group

1. **Larrissa Ennis**, Asst. Director of Community Relations/OA Council Member
2. **Cheryl Ernst**, Exec. Director American English Institute/OA Senator
3. **Keith Frazee**, Asst. Director for Orientation Programs/OA Senator
4. **Kelly McIver**, Communications Director, PIO/OA Council Member
5. **Teri Rowe**, Manager of Finance & Admin. EC, SOC/OA Policy Advisory Team
6. **Leslie Wolgamott**, Dir. Financial Svcs, Advancement/OA Council Member
7. **Missy Matella**, Senior Director Employee & Labor Relations (HR)
8. **Annie Herz**, Senior Employee Relations Coordinator (HR)
9. **Nancy Resnick**, CHRO & Associate Vice President (HR)

# OA EPAG

The OA Employment Policy Advisory Group provides feedback to Human Resources regarding the OA employment policies and procedures. The group plays an important role in representing the interests of officers of administration and advising HR on issues related to OA employment including proposed changes to policies and procedures.

# Policy/Procedure Update Process

HR follows the process to implement changes to OA employment policies\* and procedures periodically as needed:

- ▶ 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.

\*Policy changes go through the Policy Advisory Council



# Grievance Procedure:

## Section II Grievable Issues

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...

# Grievance Procedure:

## Section II Grievable Issues

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.**

# Time Off Procedures:

## Section III. VACATION TIME,

### Part E. CONDITIONS

OAs cannot borrow vacation time nor transfer vacation time to another employee. Unused vacation time can only be paid upon separation from employment or transfer to a position not eligible for vacation time. Unused vacation time cannot be transferred to a vacation-ineligible position. The maximum number of hours that will be paid out is 180. 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.

# Time Off Procedures:

## Section IV SICK TIME, Part G.

### UNEARNED SICK LEAVE ADVANCE

The purpose of this section is to provide salary continuance for up to 90 calendar days of absence due to an OA's FMLA/OFLA-covered illness through a combination of short-term disability and both accrued and advanced sick leave. Each sick leave eligible, full-time 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 sick leave earned as of the onset of the illness or injury and a prorate of 520 hours.

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.

# Time Off Procedures:

## Section VIII. ADMINISTRATIVE LEAVE

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.

# Where to find OA Policies and Procedures

UO Policy Library

<https://policies.uoregon.edu/>

Click on “Find existing UO Policies”

Search for “Officer of Administration”

Or

<https://hr.uoregon.edu/>

Click on “Employee & Labor Relations”

Click on “Employment Policies”

Click on “OA Employment Policies”

# Additional Proposed Updates Coming...

Questions?

Contact Annie Herz at 346-2972 or  
[annhb@uoregon.edu](mailto:annhb@uoregon.edu)

# Office of Investigations and Civil Rights Compliance

- Realigning sex/gender with all other statuses
- Maintaining visibility and priority
- Clarifying focus on investigations and compliance

All types of prohibited discrimination and harassment can be reported to the OICRC by students, employees, community members and other concerned individuals.



# PAC Delivery

## Automated PAC Delivery will be LIVE in June!

What does this mean for me?


- New hires will...
  - have their UO ID and PAC delivered via their applicant portal
  - will be able to reset their PAC on their own without calling the department or HR
  - will be told that once they have their UO ID and have reset their PAC they can claim their DuckID
  - hires New hires can claim their DuckID prior to their start date
- New hires who already have a UO ID and PAC will be given instructions on how to reset their PAC themselves and/or access their UO ID

# PAC Delivery

## How does this work?




- 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
  - Sends an email to the hiring manager about the UO ID and PAC instructing them to reserve a DuckID as soon as possible

### Applications

 **Postdoctoral Scholar** PAC Delivery - Faculty Offer accepted Actions ▾  
#521756 Submitted: 23 May 2018 via none Status changed 1 Jun 2018 Flags Form Resume

### History

Item:  Job:

Date & time	Item	
 Today, 10:31am System	Additional form: PAC Form, Status: Incomplete Postdoctoral Scholar	<a href="#">View</a>
 Today, 10:30am Haley Ruddell	E-mail: UO ID and Personal Access Code (PAC) Available, To: uopuptraining+thelma@gmail.com, From: University of Oregon Careers<uocareers@uoregon.edu> Postdoctoral Scholar	<a href="#">View</a>
 Today, 10:30am Haley Ruddell	Status changed to 'PAC Delivery - Faculty' by Haley Ruddell. Postdoctoral Scholar	

# PAC Delivery

- New hires are asked to sign in at [careers.uoregon.edu](https://careers.uoregon.edu) and access the Automated PAC Delivery Form



Save and jump to: [Home](#) > [PAC Form](#) > [Submit](#)

## PAC Form

### ACCESSING UNIVERSITY TECHNOLOGY RESOURCES

Welcome to the University of Oregon. Below is your UO ID and temporary Personal Access Code (PAC). If the fields below are blank, please skip to the section titled **IF NO UO ID NUMBER OR PAC IS DISPLAYED ABOVE**.

You can use your UO ID number and temporary PAC to log into [duckweb.uoregon.edu](https://duckweb.uoregon.edu) where you will be prompted reset your PAC upon initial login. Employees manage benefit and payroll information including direct deposit, mailing and permanent addresses, view earning statements, tax information, and leave balances.

To reset your PAC and log into DuckWeb:

- Go to [duckweb.uoregon.edu](https://duckweb.uoregon.edu) (opens in new window)
- Follow the instructions on the page for "First-time Users"
- Be sure to acknowledge you have reset your PAC here (below)

UO ID NUMBER

TEMPORARY PERSONAL ACCESS CODE (PAC)

Once you have reset your PAC, your UO ID and temporary PAC will no longer be accessible through this form. For assistance with your UO ID, please contact your hiring department. For assistance with your PAC, please contact Human Resources.

#### Claiming your DuckID:

New employees use their UO ID number and PAC to claim their DuckID. Your DuckID is your UO email address when followed by [@uoregon.edu](mailto:@uoregon.edu). It is also used to sign into and access UO technology systems including email accounts, Canvas, wireless network, and other resources.

- To claim your DuckID, please go to [duckid.uoregon.edu](https://duckid.uoregon.edu) and click "Claim your DuckID" and follow instructions

The timing for access to resources accessed with your DuckID depend on whether you are faculty or staff and when your start date is. Please refer to the Get Started page in the onboarding portal (accessible via your applicant account) for more information or to the Claiming a DuckID task on your tasklist.

Please check the box that you have completed your DuckWeb PAC reset and hit continue and then submit and exit on the next page only after you have reset your PAC in DuckWeb. If you are unable to reset your PAC at this time, click save and exit and come back to this form via your applicant portal when it is convenient to reset the PAC.

I have completed resetting my PAC in DuckWeb.

# PAC Delivery

- If the new hire already has a UO ID and PAC they are asked to follow instructions on the form and the UO ID and PAC fields will be blank.

## IF NO UO ID NUMBER OR PAC IS DISPLAYED ABOVE

Previous students and employees of UO have already been issued an ID number and PAC. You will need to use your previous ID and PAC. If you do not remember your PAC you can have it reset. There are two ways for you to reset your PAC.

1. You may reset it in DuckWeb by clicking on the "Forgot PAC" button and answering your security question. (*preferred method*)
2. You may also call Human Resources (541-346-3159) with your UO ID or stop by Human Resources with your university photo identification card to have your PAC reset.

I know my PAC or have asked HR to reset my PAC

Yes

### DuckIDs for Previous Students and Employees:

Previous students and employees of UO may also have access to a previously issued DuckID. Access to previous DuckIDs is not automatic or guaranteed. If you remember your previous DuckID please go to [duckid.uoregon.edu](http://duckid.uoregon.edu) to view or update your account information. If you encounter problems, please follow the instructions available on that website.


Continue

Save as a draft and exit

# PAC Delivery





- New hires will be asked to check a box that they have claimed their PAC and complete 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.

## Applications

 **Postdoctoral Scholar** **PAC Claimed** [Offer accepted](#) Actions ▾  
#521756 Submitted: 23 May 2018 via none Status changed 1 Jun 2018 [Flags](#) [Form](#) [Resume](#)

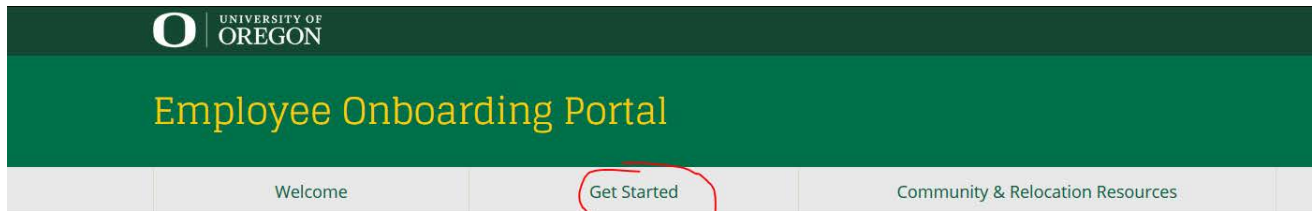
## History

Item:  Job:

Date & time	Item	
 Today, 11:09am System	System changed status to 'PAC Claimed' on completion of 'PAC Form'	
 Today, 11:09am System	'PAC Form' completed	
 Today, 10:31am System	Additional form: PAC Form, Status: Completed	<a href="#">View</a>
 Today, 10:30am Haley Ruddell	E-mail: UO ID and Personal Access Code (PAC) Available, To: uopuptraining+thelma@gmail.com, From: University of Oregon Careers<uocareers@uoregon.edu>	<a href="#">View</a>

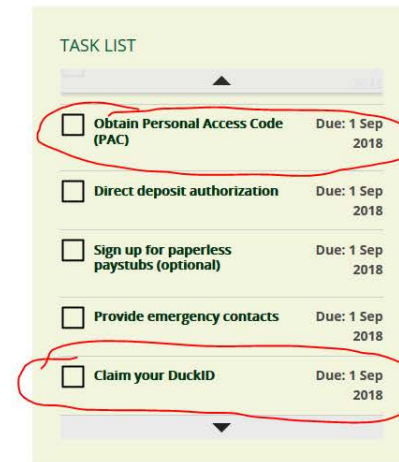
# PAC Delivery

- The onboarding tasklist 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.



Welcome to the University of Oregon. I am delighted that you have decided to join our UO family.

We are a diverse community of faculty, staff and students - tied together by our mission of transformational education, innovative research, and service to society. We pride ourselves in being inclusive, respectful, and welcoming to all. I know you will embrace our mission and values.



# PAC Delivery

- Reminder: Supervisors and onboarding delegates can see both their tasks and their employee's tasks through the New Hires menu option!

**New hire tasks**

Thelma White

Start date: 1 Sep 2018  
Postdoctoral Scholar

No Email found for Thelma

[Employee task list](#) [Supervisor](#) [All tasks](#)

**Pre-arrival**

[+ Add new task](#)

Confirm arrival details with supervisor	<input checked="" type="checkbox"/> <input type="checkbox"/>
Obtain Personal Access Code (PAC) 1 Sep 2018	<input type="checkbox"/>
NEW HIRE PACKET 27 Aug 2018	<input checked="" type="checkbox"/> <input type="checkbox"/>
NEW HIRE SETUP PROCESS 1 Sep 2018	<input checked="" type="checkbox"/> <input type="checkbox"/>
Claim your DuckID 1 Sep 2018	<input type="checkbox"/>
UO ID, PAC, AND DUCKID 1 Sep 2018	<input checked="" type="checkbox"/> <input type="checkbox"/>
Locate employment eligibility documents 1 Sep 2018	<input type="checkbox"/>

# Youth Programs and Compliance

## STEP 1:

### Hire Program Staff

- **Notify HR of intent to hire** summer camp employees. Visit the [Seasonal Employment webpage](#) for more information.
- **Complete background checks** for volunteers, employees and students working with minors. Visit the [Background Check Guidelines webpage](#) for instructions and form.
- **Complete the volunteer form** and submit a copy to the Office of Risk Management. Visit the [Volunteers webpage](#) for instructions and form.
- **Retain records**, which include hiring documents, background check clearance and volunteer forms, according to UO records retention requirements.

## STEP 2:

### Register Program

- **Register youth program** annually with the Office of Risk Management.
- **Enroll in Insurance.**

#### [Registration and Enrollment Link](#)

*Youth programs hosted by third-party contractors must be registered by the UO entity facilitating the contract.*

## STEP 3:

### Train Staff

- **Conduct required trainings** and **document participant completion.** [Required trainings](#) include:
  - Protection of Minors policy and procedures
  - Conduct requirements
  - "Protecting Children" (online course)
- **Conduct additional training**, if needed. Visit the [Training Employees webpage](#) for resources.
- **Complete a [program summary report](#)** and email to [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu).



# Courtesy Appointment Updates

- Lists of active courtesy appointments distributed
- Departments determined renewals and terminations
- Terminations processed using Unpaid Appointment Termination Form (automatic approvals)
- Departments forward final renewal list to Dean/VP Office for approval (3<sup>rd</sup> week in May)
- Dean/VP Office communicate approval of courtesy renewal list to depts. ( 2<sup>nd</sup> week in June)
- Termination report will be sent to Dean/VP Office in mid-July

## Questions and Answers



One Community. Big Ideas.

## **Next HR Partner Meeting**

**Wednesday, July 11, 2018,  
2:00 PM**

**Location: Crater Lake Room South  
Erb Memorial Union**