

One Community. Big Ideas.


HR Partners Meeting June 6, 2018



MyTrack | Engagement | Experience | Excellence

<p>MyTrack Trainings</p> <p><i>Offers Refresher</i> Thursday, June 14th, 11am-12pm HR Training Room</p> <p><i>Recruitment Module Training</i> Thursday, June 21, 2pm-5pm HR Training Room</p> <p><i>Generations at Work</i> Wednesday, June 27th, 12-1pm Redwood Auditorium</p>	<p>BOLI Trainings</p> <p><i>Documentation, Discipline and Discharge</i> Tuesday, June 12th, 9am-12pm</p> <p><i>Record Keeping Requirements</i> Tuesday, June 27th, 9am-4pm</p> <p>Seats are available for these two June trainings. Please email amalan@uoregon.edu if interested.</p>
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Register on the MyTrack Learning Module




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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

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- CHRO Portfolio Updates



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.



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

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

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.



The screenshot shows the 'Employee Onboarding Portal' interface. It features a navigation bar with 'Home' and 'Get Started' buttons. A central profile picture of a man is shown. To the right, a 'Task List' section contains several items with checkboxes and status indicators: 'Complete New Hire Self-Service Profile', 'Review New Hire Information', 'Set Up My HR Contact Information', 'Review Employment Contract', and 'Review Payroll Details'. Each item has a 'Due Date' and a 'Status' (e.g., 'Not Started', 'In Progress').

PAC Delivery

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



The screenshot displays the 'New Hires Tasks' section. It includes a sub-section titled 'Onboard New Hire' with a list of tasks for a new hire named 'John Smith'. The tasks listed are: 'Complete New Hire Self-Service Profile', 'Review New Hire Information', 'Set Up My HR Contact Information', 'Review Employment Contract', and 'Review Payroll Details'. Each task has a 'Due Date' and a 'Status' column. Below this, there is a 'Supervisor Tasks' section with a similar list of tasks for a supervisor named 'Jane Doe'.

Youth Programs and Compliance

STEP 1: Register Program

- Complete the agreement to have program implemented in the community from the program website.
- Complete the program checklist for implementation on the program website.
- Complete the volunteer form.
- Review roles and responsibilities for the program.

STEP 2: Register Program

- Register youth program with the State of Oregon Department of Health Services.
- Provide insurance.

STEP 3: Train Staff

- Conduct required training and document program completion.
- Provide staff with a copy of the program manual.
- Provide staff with a copy of the program manual.
- Conduct additional training for staff.
- Complete a program compliance report.

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 (3rd week in May)
- Dean/VP Office communicate approval of courtesy renewal list to depts. (2nd week in June)
- Termination report will be sent to Dean/VP Office in mid-July



HR Partners

Questions and Answers





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Next HR Partner Meeting

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

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