

HR Partner Meeting Highlights
November 1, 20178

AGENDA

- HR Staffing, Kaia Rogers, Acting Chief HR Officer
- Administrative Leaves/Probationary Periods– Missy Matella, Interim Director, Employee & Labor Relations and Annie Bentz, Senior Employee Relations Coordinator
- Talent Acquisition Update, Nancy Nieraeth, Director
- HR Partner Announcements – Jen Mirabile, Sr. Program Coordinator

Presentation: Employee Assistance Program, Cascade Centers
Speaker: Julie Marshall, Vice President, Clinical Operations

HR Staffing, Kaia Rogers, Acting Chief HR Officer

- Missy Matella- Interim Director of Employee and Labor Relations (ELR)
Missy is working half-time in Human Resources and also continues her work in the General Counsel's Office.
- Tracey Tsugawa- Director of Affirmative Action and Equal Opportunity
Tracey comes to us from the University of Santa Cruz.
- Caitlin Willard- ELR Specialist
Caitlin relocated to Eugene from Ohio and started this week as our new ELR Specialist. She will be working closely with Chris Meade.
- Sr. Director of Employee and Labor Relations search is in progress.
- We will be advertising and searching for a Learning and Development Manager in the near future.

Probationary Period for OA, Annie Bentz, Senior Employee Relations Coordinator

- The probationary period for OA is 9 months. Please remind your department heads and/or supervisors that this is a policy is effective for new OA hires.

Administrative Leaves, Missy Matella, Interim Director, Employee & Labor Relations

- Putting an employee on administrative leave is a critically important decision that impacts the employee.
- Consult with HR before taking action so that HR can ensure that the appropriate timelines are followed, that the decision is consistent with previous decisions and to ensure that the employee is given direction regarding access to campus and technology during administrative leave.

Officers of Administration and Administrative Leave

- The university may place an OA on administrative leave with pay while the university conducts an investigation or considers the imposition of discipline.
- OAs on administrative leave may be restricted from using university property or e-mail.
- Compensation for administrative leave with pay will be equal to the OA's base rate of pay.
- Administrative leave is not disciplinary in nature.
- Please call HR to help you brainstorm the necessary administrative leave for an officer of administration.

Graduate Teaching Fellow Federation and Administrative Leave

- There is no provision for administrative leave in the GTFF collective bargaining agreement. However, the parties are working towards an MOU that may limit the number of days that a GE can be placed on administrative leave.
- Very important to work with HR so that the timelines are tracked because if we miss a deadline it can move to discipline and we don't want that as a result.

Service Employee International Union (SEIU) and Administrative Leave

- An employee may be suspended with pay pending an investigation.
- If this occurs, written notice of the allegations must be provided to the employee within seven (7) calendar days
 - Such a suspension with pay becomes disciplinary if the investigation
 - (1) results in further disciplinary action; or
 - (2) extends beyond fourteen (14) calendar days unless the Employer notified the affected employee and the Chief Steward or Union designee that the investigation is extended up to a total of forty-five (45) calendar days, including the reason(s) for the extension.
- Suspensions with pay will not be recorded in employee personnel files or used in any manner against an employee if no disciplinary action is subsequently taken.
- Please contact HR to discuss your SEIU administrative leave questions and concerns.

SEIU – Police Department and Administrative Leaves

- An employee may be suspended with pay pending an investigation
- If this occurs, written notice of the allegations must be provided to the employee within seven (7) calendar days unless such notice could compromise a criminal investigation
- Such a suspension with pay becomes disciplinary if the investigation
 - (1) results in further disciplinary action; or
 - (2) extends beyond fourteen (14) calendar days unless the Employer notified the affected employee and the Chief Steward or Union designee that the investigation is extended up to a total of forty-five (45) calendar days, including the reason(s) for the extension.
- Suspensions with pay will not be recorded in employee personnel files or used in any manner against an employee if no disciplinary action is subsequently taken.
- Please contact HR to discuss your SEIU Police administrative leave questions and concerns.

Teamsters

- There is no provision for administrative leave in the Teamsters collective bargaining agreement.
- Please contact HR to discuss your Teamsters administrative leave questions and concerns.

United Academics – Faculty and Researchers and Administrative Leaves

The University may place a bargaining unit faculty member on administrative leave with pay while the University conducts an investigation or considers the imposition of discipline.

- Administrative leave shall generally be limited to 75 days

The 75 day period may be extended for good cause, which includes

- An unusually complex the investigation
- A large number of witnesses identified
- A large volume of information which needs to be gathered and reviewed

If the 75 day period is extended, the university shall provide written notification indicating how much additional time is necessary and reasons for the extension of the investigation to the faculty member before implementing any such extension.

- Any additional extension of the leave beyond the timeframe described in the notice to the faculty member shall only be made by mutual agreement between the University and the Union.
- Please contact HR to discuss faculty and research administrative leave.

Final Thoughts:

- Putting an employee on administrative leave is a critically important decision
- Check in with HR before taking action.

Talent Acquisition Update, Nancy Nieraeth, Director, Talent Acquisition

- Staffing update – Corinne Cooley
Corinne will be supporting the recruiting team. She will be reviewing requisitions and you may be hearing from her if there are any missing items.
- Position descriptions for performance reviews – reminder
If you make routine updates to position descriptions during performance reviews, please note in the “Notes” tab that it is a routine update. Also, please ensure the anticipated recruitment date field is empty.
- November 1st – is the deadline to complete offer cards for winter starts
- Updates on Tenure Track Faculty hiring processes
 - Background checks will be required for new TTF
The Office of the Provost and Academic Affairs (OPAA) will be sending out announcements about this new requirement.
 - Academic Jobs online to finalize hire
We are working to determine how the academic jobs data will be uploaded to the MyTrack recruitment system.
 - Look for more announcements and changes coming soon from OPAA.

HR Partner Announcements, Jen Mirabile, Sr. HR Programs Coordinator

- MyTrack Learning Module will Go Live Monday, November 6th
 - Look for communication in AroundtheO, HR Partner and employee emails.
 - <http://hr.uoregon.edu/learning-development>
- Salary planner is open for review of the data
 - By November 10th we hope to have decisions on requested eligibility exceptions completed and available in salary planner for review.
 - Salary planner available for entry of proposed salary increases.
 - Timeline and instructions are on the [salary increase website](#).

HR Partner Announcements, Jen Mirabile, Sr. HR Programs Coordinator (continued)

- Student Employee Training Videos available on the Student Employee Engagement website
 - The topics include customer service, confidentiality, professionalism, personal branding, workplace attire and UO Workplace Culture
 - <http://uosee.uoregon.edu>
- New Gender Identity, Expression and Transition webpage for employees
 - You can find the information on the Work-Life Resources webpage under [“Navigating Work and Life”](#)
 - The information includes resources to get informed, become an ally, transgender resources, UO support and community resources

The next HR Partner meeting is scheduled for Wednesday, December 6th, at 2:00 pm, in the Crater Lake Rooms, Erb Memorial Union.