



# Onboarding Orientation for Officers of Administration (OA)

Information Services

# Welcome to the University of Oregon and Information Services





# University Mission

## Mission Statement

### **Serving the state, nation and world since 1876**

The University of Oregon is a comprehensive public research university committed to exceptional teaching, discovery, and service. We work at a human scale to generate big ideas. As a community of scholars, we help individuals question critically, think logically, reason effectively, communicate clearly, act creatively, and live ethically.

## Vision

We aspire to be a preeminent and innovative public research university encompassing the humanities and arts, the natural and social sciences, and the professions. We seek to enrich the human condition through collaboration, teaching, mentoring, scholarship. Experiential learning, creative inquiry, scientific discovery, outreach, and public service.



# Presidential Priorities

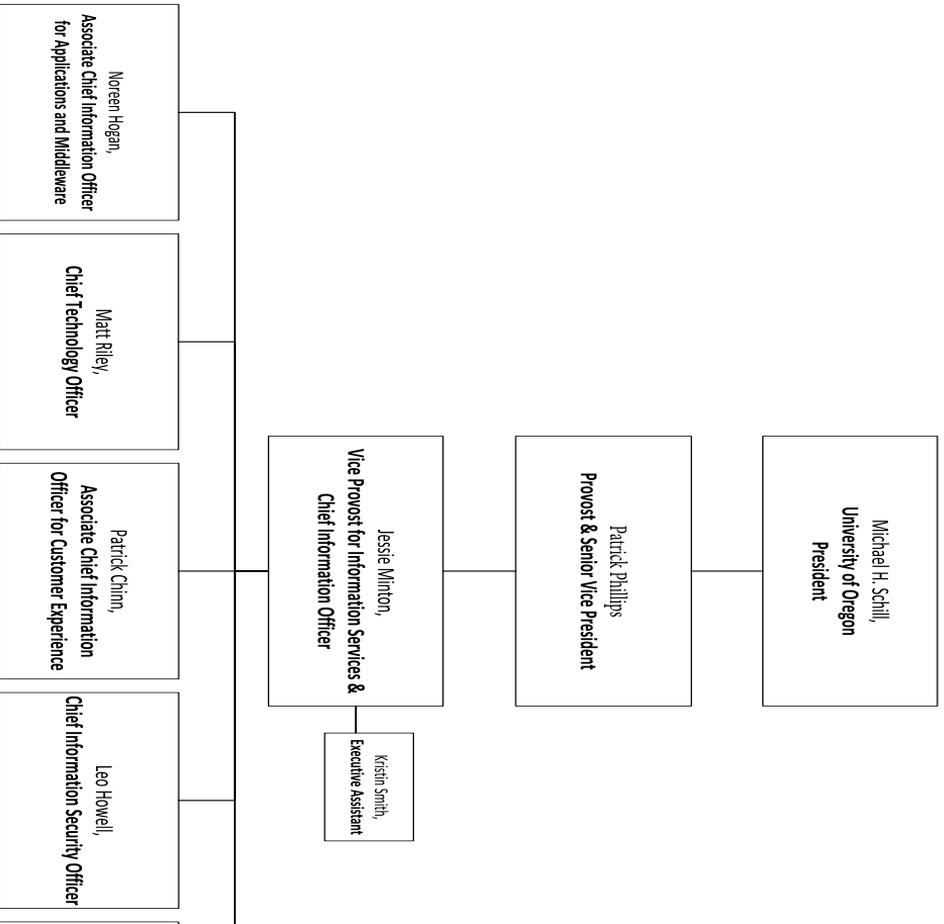
- Building tenure-related faculty and promoting academic research
- Ensuring affordability, access and success for students
- Delivering a rich, excellent educational experience for students in an inclusive and diverse environment.



# Information Technology Vision

UO will strive to create a collaborative and secure IT environment that attracts and retains the best students, faculty, and staff by providing a common foundation of anytime/anywhere technology access for all UO “citizens” and that focuses on strategically funding targeted technology capabilities to support its learning and research goals.

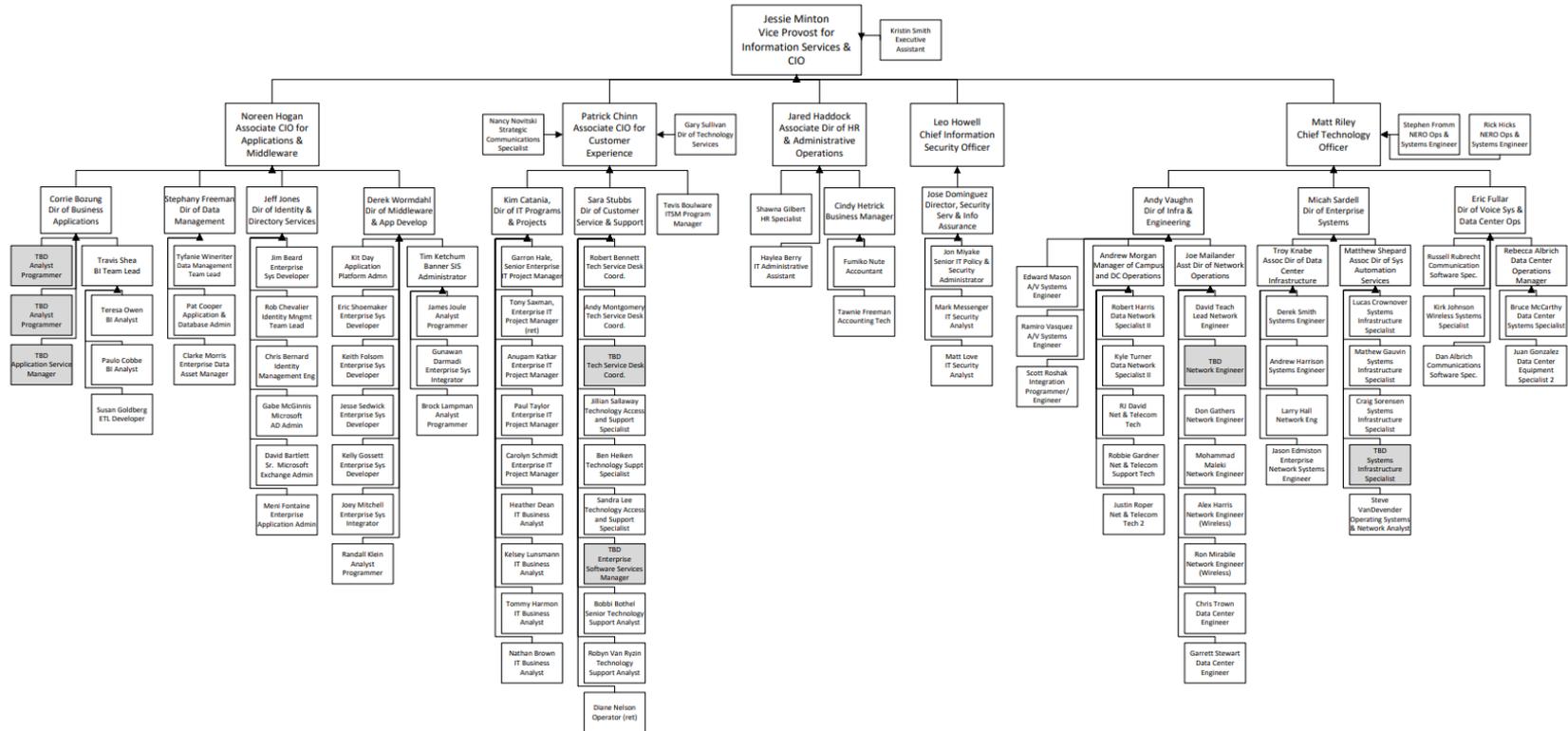




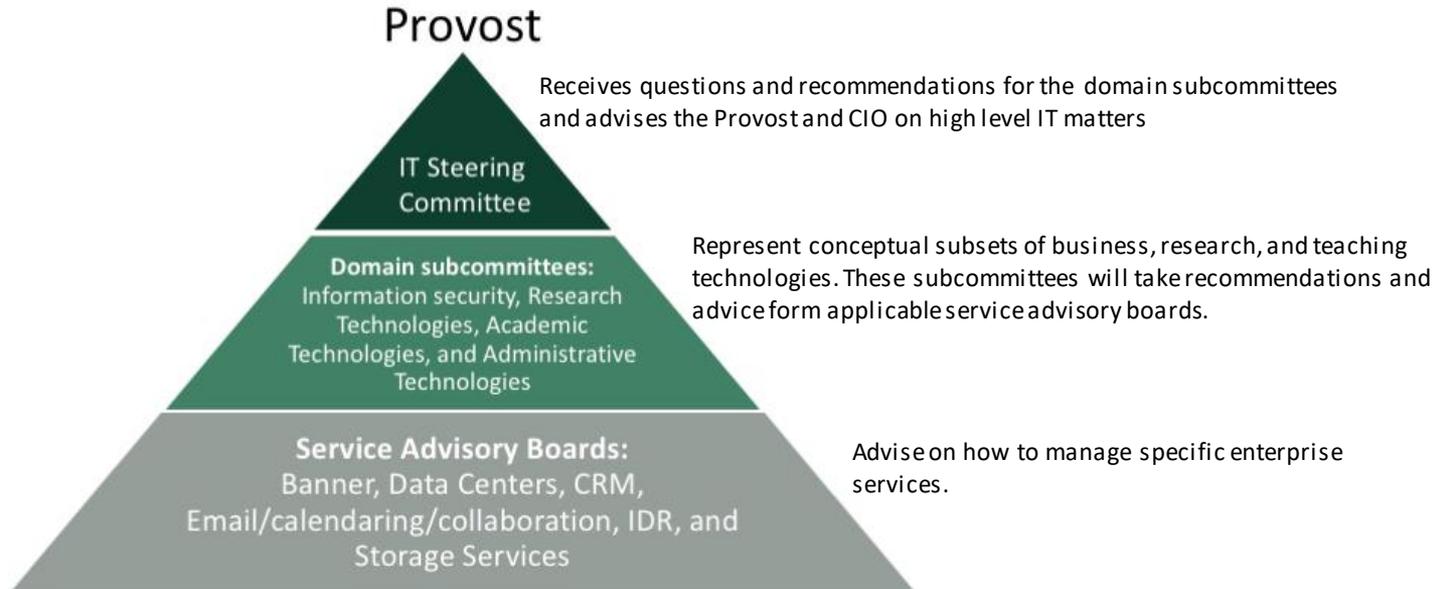
# UO Organizational Structure: IS Leadership



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# IT Governance Structure



The University of Oregon has a tradition of shared governance and community input. Since many IT services are used broadly by employees and students, it's important to consider use cases and user experience



# Transform IT

Transform IT is the University of Oregon's program that will rationalize the use of information technology resources on campus to better support the University of Oregon's strategic academic and research missions

- Increase the level of IT maturity while creating equity in core IT services provided
- Establish effective organizational structures and governance, and provide transparency for IT investments
- Result in efficiencies and/or savings across the university that can be strategically reinvested in technology



# Officer of Administration (OA)

Officers of Administration at the University of Oregon hold a wide range of positions:

- Supervisors
- Managers
- Administrators
- Confidential Office Workers
- Advisors
- Counselors
- Professional Academic Support

They play an essential role in upholding and contributing to the mission of the University of Oregon by:

- Effectively managing programs, people, resources and facilities
- Providing professional services and support which create an environment that enhances students' educational, social and personal growth; and furnishes long-range strategic planning and overall leadership and direction from departments and the institution as a whole.



# Officer of Administration (OA)

All newly hired OAs will serve a nine (9) month probationary period. Probationary period is an extension of the selection process and, as such, provides an opportunity to assess whether an employee's performance warrants regular status.

OAs have formal policy's that govern them as well as resources to help aid in supporting the OA community. Additional information on OA policies and resources can be found in your welcome email.



# Benefits

The University of Oregon provides a competitive benefits package to all eligible employees that includes options best suited to their needs and the needs of their family.

As a newly hired employee, you have 30-days to elect your benefits. You will have an opportunity to meet with a benefits consultant prior to your 30-days to discuss benefit options.



# Vacation Leave

- For OA's there is no waiting period for vacation leave. Once earned an employee can use it.
- An employee will earn 15 hours of vacation leave each month.
- The maximum accrual of vacation leave is 260 hours. Any excess hours beyond 260 will be lost.
- Upon leaving the university, vacation leave is paid out up to 180 hours.
- Your supervisor will follow up regarding the request leave process.



# Sick Leave

- Full-time OA's accrue 8 hours of sick leave credit or each full month of service. Part-time employees shall accrue sick leave on a pro rata basis.
- Sick leave usage is to be recorded on a monthly basis.
- Unused sick leave credits can be accumulated without a limit.
- Sick leave is not payable upon termination from the UO.



# Holiday Schedule

All OAs receive time off for holidays as outlined below. OAs must be in paid status on the day immediately before and after a holiday to receive holiday pay.

## 2019

**New Year's Day** – Tuesday, January 1, 2019

**Martin Luther King, Jr. Day** - Monday, January 21, 2019

**Memorial Day** - Monday, May 27, 2019

**Independence Day** - Thursday, July 4, 2019

**Labor Day** - Monday, September 2, 2019

**Thanksgiving** - Thursday, November 28, 2019

**Day after Thanksgiving** - Friday, November 29, 2019

**Christmas Day** - Wednesday, December 25, 2019

When a holiday falls on a Saturday, the holiday is observed the preceding Friday; when it falls on a Sunday, it is observed on the following Monday.



# Timesheets, Requesting Leave and Pay Day

- Within your first two weeks you will be given a timesheet reflecting your current leave balance.
- Timesheets will be placed in employee's mailboxes each month. When you have completed your timesheet, please have your supervisor initial it and place the document in the timesheet box in the mail room.
- Pay day is the last business day of each month, and for OAs the payroll cycle is the 1<sup>st</sup> through the last day of the month.
- If you will be away from the office, please get approval from your supervisor first before making arrangements. Your supervisor will let you know during your first week how you should request leave.



# Professional Development at UO

The university extends its commitment to continuous learning to its faculty and staff. There are many learning and professional development opportunities available for you to extend your knowledge and skill set and help you thrive in an organizational culture of innovation and change.

You can view the Learning and Development site to see all available trainings, workshops and e-learning opportunities.



# Professional Development in IS

Information Services supports and encourages professional development activities related to business need. In an effort to maximize funds used for professional development and training (PD&T) opportunities, to ensure that knowledge is disseminated back to the organization, and to encourage staff to actively engage in activities that further their careers, IS has implemented the PD&T Program for all employees.

Information regarding the PD&T Program can be found within your welcome email.



Thank you and again, welcome  
to the University of Oregon!



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