



Year of Collaboration Exercise

HR Partner Meeting – August 1, 2018

HR Scenario 3

You have an OA employee who will be out of the office for an undetermined amount of time. You have another employee who could, temporarily, take on the duties of that position. How would you approach the situation for:

- a. an Officer of Administration (OA) taking on new duties?
- b. a classified employee taking on new duties?

10 minutes to discuss this scenario with your group

1. Identify the issues raised in this scenario.
2. Identify steps you might take to problem solve.
3. Identify the campus partners you might engage to assist you.

Report Out -15 minutes