

CAS Finance and Operations Meeting August 10, 2016

Office of General Council (Missy Matella and Bryan Dearing)

Missy presented first and offered the services of the Office of General Council to help with any issues that departments might face, some common ones that they see include FERPA, Subpoenas, Progressive Discipline, FLSA, and Public Records

Big changes are coming with FLSA because of a new law. This will affect possibly 2-300 OA's, who would need to be changed from exempt to non-exempt and paid for any overtime that they work, begin to track their hours, and take meals and rest breaks. The law will take effect December 1, 2016. More information will be rolled out including the names of those affected soon.

Grievance contact info was presented. A contact list will be sent to the budget managers listserv. You may contact GC office if you are unsure of who should be contacted.

Missy advised people to contact the University ombuds office about issues to discuss options confidentially, this could include issues that you have not determined that you would like to involve the University formally.

If you have a dangerous employee you may contact their office and they have a team to deal with this.

Missy discussed ADA requests, and encouraged people to contact the office of AAEO about anything that might be an ADA request. This will ensure that the the university as a whole is being consistent in what is "reasonable." AAEO will be able to shepherd you through the process. There are a lot of informal requests that might fall into the category of ADA requests.

Bryan presented on records requests and subpoenas. Unless it is a personal subpoena (i.e., it specifically names you), contact the GC office before accepting service of any subpoena. OGC can assist in determining whether service is valid and whether the subpoena itself is lawful. Please contact OGC in a timely manner since subpoenas and records requests can have strict time limits. This is a common occurrence on campus and the OGC office can be of assistance. Similarly, don't turn over public records (i.e., any

writings—in any form—containing information relating to the conduct of the public's business that is prepared, owned, used or retained by UO) without contacting their office.

For more information see PowerPoint presentation and contact information from Missy and Bryan.

Human Resources-OA Classification and Compensation Project, Talent Management System (Sonia Potter, Kaia Rogers, and Nancy Nieraeth)

Q&A –Questions were submitted ahead of time via survey

Talent management system:

Nancy was able to address some of the questions submitted and posed about the eminent implementation of PageUp People.

This year, the TTF searches that are underway will continue in the current system, they will not be migrated to the new system. Some departments use Academic Jobs Online to collect applications materials, and HR is still working on how this will be affected when the new system is implemented. This will mostly affect TTF searches beginning Summer/Fall 2017.

The PageUp system will replace the initial RTO that we currently create in Banner for setting up the position.

Faculty will be able to get Duck ID more quickly, it is often needed for access before the first day of classes/work for ordering books, etc.

A high level view of the capabilities of PageUp was requested.

Currently PageUp is in demo and training phase and there will be more on the way for opportunities to learn the system.

OA Compensation Project

Kaia addressed the themes of questions submitted regarding the OA Compensation Project.

Please review the project website, especially the FAQs and the Position

Placement Powerpoint for more information.
<http://hr.uoregon.edu/oa/class-comp-project>

The OA compensation structure is very different from the current Classified structure. The OA compensation structure does not currently have specific, defined criteria associated with each salary band; positions were placed within the structure primarily based on market salary data, where it was available. Information on how positions were initially placed in bands can be found in detailed Power Point presentation and there are FAQ's on the website for the project.

Initial placement in the bands was done by HR and consultants based on position descriptions that were submitted. Spreadsheet was then sent to administrative units for review. Some adjustments were made based on information from administrative units more in depth knowledge of positions and departments.

Miriam discussed what criteria CAS used while looking at these placements and encouraged people to contact her if they had questions about the process within the Dean's Office.

About 50 OA's on campus were below minimum and received increases that will be seen in August paycheck.

Information regarding band levels for each position will go up on Institutional Research website soon.

Appeals process will end September 30th, but reevaluation process will be ongoing, if your position description changes or you take on new duties the position should be re evaluated. Information regarding the appeals process is on the project website.