

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Associate VP for Campus Services and Chief of Staff to the VPFA
Policy Title/# (if applicable):	Career Support Program for Unclassified Employees (OUS IMD 4.003)
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration (VPFA)

SELECT ONE: New Policy Revision Repeal

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Jeslyn Everitt

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Career Support Program for Unclassified Employees. Former OUS Internal Management Directive 4.003.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

RE OAs:

Officer of Administration (OA) Performance Management V.06.01, <https://policies.uoregon.edu/vol-5-human-resources/ch-6-performance-management/officer-administration-oa-performance-management>

OA Performance Management procedures, <https://hr.uoregon.edu/employee-labor-relations/employment-policies/oa-policies/performance-management-policy-and-procedure>

RE Faculty:

Department policies related to internal governance, merit raises, review and promotion, <https://provost.uoregon.edu/department-unit-policies>

United Academic CBA, <https://hr.uoregon.edu/employee-and-labor-relations/uo-bargaining-units-cbas/united-academics>

UO Faculty Handbook, <https://provost.uoregon.edu/faculty-handbook>

RE all faculty and staff:

Professional Development and Training Policy, 03.08.01, <https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-8-admissions-oregon-residency/professional-development-and>

HR resources for employee learning and professional development, <https://hr.uoregon.edu/learning-development>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This is an inherited OUS Internal Management Directive requiring the state’s public universities to have a policy in place that provides periodic evaluation of performance and indicates how it is related to compensation. We do not need a policy requiring us to have a policy.

Furthermore, the university has sufficient policies (detailed above) that address periodic performance evaluation, merit related compensation, and professional development/career support.

AFFECTED PARTIES

Who is impacted by this change, and how?

Unclassified employees, which includes OAs and faculty.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc..))

Name	Office	Date
Kaia Rogers	Human Resources (HR) Programs and Services	November 2018
Sonia Potter	HR Operations	November 2018
Missy Matella	HR Employee & Labor Relations	November 2018
	Senate Executive Committee	March 2019

POLICY TEXT- Proposed for repeal

Career Support Program for Unclassified Employees

Policy:

Each institution should develop and maintain a career support program for unclassified employees. The plan should provide for periodic evaluation including consideration of appropriate performance indicators. The plan should also include the manner in which unclassified compensation is related to the results of the periodic evaluation and career support needs of individual unclassified employees.

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