



## Human Resources - FAQ and Hot Topics For Administrator/Manager/Supervisor 2022-2023

*Human Resources is dedicated to helping provide a positive climate and culture for all staff. To do so, we work to support all managers, supervisors and administrators in their work with employees and staffing. It is imperative for you to see HR as a partner both when things are going well and when things get bumpy. Don't be afraid to ask for help or admit that an error has been made. HR would rather learn about issues from supervisors than from employees or our unions. We wish to thank you in advance for all the work you will do this year to ensure our staff feel safe, welcome and successful.*

*Recently, your Human Resources colleagues brainstormed questions and hot topics that have been a focus over the last year. The below list is not exhaustive and is not in order of importance. We hope these are helpful. If we forgot something, let us know and we will add it to the list!!*

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### General Information

**If I am looking for information from Human Resources related to recruitment, staffing or any number of other topics, where can I find support?**

*Human Resources has created a Shared Google Drive that all managers, supervisors and administrators can access. It is a "one stop shopping" center for essential HR information. As resources are revised or updated, the document within the shared drive is updated. We highly recommend that you download the resource each time you need it rather than downloading a copy to your computer. This will ensure you always have access to the latest version. You can find the Shared Google Drive at: [HR Shared Google Drive](#)*

**Does Eugene School District 4J support remote work for employees?**

*With Eugene School District 4J, the expectation is that staff work onsite. All t4J Teleworking Agreements have expired. Only Human Resources may approve employees to work remotely. Supervisors should NOT be assigning remote work to employees. Supervisors do not have the authority to cut deals with staff regarding remote work.*

*If deemed appropriate by HR, we may assign remote work to staff. It is important to note that as we transition from TPL and quarantine requirements associated with COVID-19, employees will be expected to use their sick leave if they are ill and unable to report to work.*

**If I need an employee to work additional hours (classified or licensed) what do I need to know and do to ensure they are compensated appropriately?**

*When possible, additional hours, comp time and/or overtime for classified staff and/or extended contract for licensed staff should have prior approval from a supervisor before the work commences. When engaging in conversation with staff about working additional hours, be clear about the form of compensation associated with the work and ensure there is agreement between you and the employee.*

Any additional time worked by an employee should be documented on the appropriate form. See links below.

[Trade time- Classified](#) - Allows classified employees to trade hours worked in a single week.

[CompTime- Classified](#) - Earned at a 1.5 rate for hours worked in excess of 8 hours per day.

[Additional Hours- Classified](#)- Time worked in excess of daily contracted hours.

[Extended Contract- Licensed](#)- For approved work outside of contracted time, Professional Development, work during protected prep time, ect.

### **What is the importance and process associated with the “Back to School Memo” we receive from the Superintendent's office?**

*The Back To School Memo contains critical information and policy, including many legally-required annual reminders. Therefore, it is expected that each building/department principal/supervisor will ensure each employee under your supervision will receive and review the information provided in the memo. As the supervisor, you need to allow staff time to review this information. This works best when you build the time into the regular workday, whether at a staff meeting or at another time which is set aside to do this. Please be aware that classified staff are hourly wage employees, and you must allow this to happen during their regular work day. Licensed staff -- while exempt -- should also be supported to do this important task during their work day and not be expected to do so at home.*

*The District expects you to ensure that every employee in your building/department signs the Orientation Checklist signifying that they have completed it. You will need to collect all the completed checklists, scan them, and send them to [hr@4j.lane.edu](mailto:hr@4j.lane.edu) with the subject line: "Completed Orientation Checklists". This should be done by **Thursday, November 10th at the latest**. The originals should be kept in your building file for your use and reference when required to follow up with staff.*

*If you have questions about this process, Human Resources is happy to answer any questions and support you in completing this important task.*

### **What is the “best tool” in the toolbox for any supervisor? Documentation, Documentation, and more Documentation:-)**

*Good documentation shows employees are treated fairly and consistently.*

*Documentation should be factual, not judgmental; describe the actions that were taken in notable instances such as providing formal employee recognition or corrective feedback.*

*Documentation should be created as close to when the incident occurs as possible so that records are timely, detailed, and accurate. If your documentation is handwritten, make sure there is a date and your initials/name on the document.*

*Documentation provides clear, concise statements about employee performance and evidence that supports decisions related to discipline or termination.*

*If you provide feedback to an employee without documenting the conversation, it's as if it didn't happen.*

**Is there a policy regarding email signatures and if so, what are the key points?**

*Email guidelines are intended to promote a professional, businesslike image in all Eugene School District 4J employee email communications.*

*Email signatures should include the employee's name, the school or department assigned, the name of the school district, email address and telephone number and preferred pronouns (optional).*

*They may also include job classification/title as reflected in official district records. To use a working title instead of the official job title, you must obtain written permission from a Human Resources administrator.*

*Email signatures should be in black text in an easily accessible font. Email signatures should not include colored text, complicated fonts, images, clip art, background, any personal quotes, slogans, legal disclaimers, or a job title other than the official job title.*

*Format Order:*

*Your name*

*Your official title (optional) | School or Department*

*Eugene School District 4J*

*Email address | Office Phone*

*Fax (optional)*

**Can I request for an employee to get email and badge access prior to starting their position or maintain it after their departure from the school district?**

*Over the last few years, we have increased security and consistency with regards to access to our buildings and systems to people who are not active employees. This means that unfortunately we are not able to grant early access to badge access, email or other electronic platforms. At the start of each school year, HR will work with technology to offer onboarding licensed staff access slightly early to ensure they are ready for induction.*

*When employees separate from 4J, there may be situations in which employees are granted additional time to transfer files from their Google account or Zimbra. However, this exception needs to be requested by HR in collaboration with the employees supervisor.*

**In advocating for employees, or making an “out of the box” request with HR or any other supervisor/department, DO NOT cc the employee on the email.**

*Sometimes employees come up with original thinking around a hurdle that stands in the way of their progress. These solutions, while they may feel like they have little consequence outside of helping an employee, may actually have a greater impact than one may think.*

*The school world is controlled by state and federal laws as well as collective bargaining agreements. The decisions that are made need to keep this in mind. Decisions that are made in one building can have adverse effects in other buildings, as collective bargaining agreements require us to treat employees the same way in similar circumstances.*

*When considering an outside the box solution, one should involve their department or level director. Let the employee know there is a need to consult with the appropriate colleague.*

When you reach out to the department/level director the employee should **not** be included (CCed) in that email.

Sometimes it is important to say “no” to an employee. A supervisor’s ability to answer the request in a way the employee can understand while feeling they were heard can be difficult in some situations. The ability to gracefully work through a situation where there may be an answer the employee does not like is a skill that is worth cultivating.

**What is the process when staff within our school/program plan a field trip experience for students?**

*There is significant risk and liability when taking students off 4J property. A number of years ago, circumstances created the need to provide a more formalized and structured process. All field trips, no matter how big or small, must document their trip.*

*This process is moving from Human Resources to the Instruction Department. While the process has not changed, the staff supporting schools working through field trips has changed. As more details are finalized, information will be shared with you.*

*For now, remember as the supervisor, you must participate in the process. You should be familiar and approve all trip details. Your critical lens is essential in keeping our students, staff and district safe.*

**In supporting supervisors in addressing situations of sexual misconduct, Title IX violations and Oregon Sexual Harassment, our Title IX Coordinator (Morgan Christensen) has created a number of resources. He has met with all administrators to review the process and debrief each school's cases from the 2021/22 school year. For your convenience, Human Resources has linked a document that Morgan provided for this FAQ.**

*Link for FAQ:*

*<https://docs.google.com/document/d/12bgZk31DKGULymWYm25W2NNxvlq5R4mlalmK5IF653U/edit?usp=sharing>*

**A staff member submitted the form documenting an incident with a physically aggressive student. What are the expectations and process when I receive one of these forms?**

*When a staff member experiences a situation in which they want/need to document a threatening interaction with extreme student behavior, they complete and submit the [4J Incident Report](#). This form is submitted, within 24-hours, to the supervisor and **REQUIRES** the supervisor to follow up.*

*The supervisor must meet with the employee to discuss the event/situation to determine if any actions need to be taken in response to the report. The situation may require work with the IEP team, coaching of the staff member, discussions with the parent or any other appropriate response.*

*The supervisor’s response to the form must be documented (page 2 of the form) and sent to HR within 3 days. The employee should also receive a completed copy of the form.*

**Can I have classified staff fill extra duty roles defined in the licensed CBA, for example the School Assessment Coordinator duties?**

*It is important to understand that we are obligated by the collective bargaining agreement with EEA to make efforts to find licensed bargaining unit members to fill extra duty roles. We also understand that at times, administrators may not be able to find a licensed staff member to step up for a needed role. **When that happens, we need you to contact HR.***

*This past year, HR and OSEA worked through a mediation process regarding school testing coordination. There are important details and guidelines that must be followed. It is also important, as in all other situations, not to make deals with employees that circumvent either CBA.*

**Who in HR do I contact to support volunteers and the background check process?**

*After a long history of this process residing in HR, it is moving. Beginning immediately this process has moved to Risk Management and School Safety. The process has not changed. More information will be forthcoming from Risk Management and School Safety.*

## Recruitment

**What are the guidelines for conducting reference checks that will support a strong hire?**

*Remember, within our agency wide questions, candidates give you permission to contact all references. This approval does mean only the names they provide. It is critical you get a reference from their latest supervisor. Within the application, if the candidate responds with a “no” to our question, “May we contact this employer” you just need to take an extra step. Contact the candidate to share that they are a finalist for the position and you need to speak with their supervisor. This provides the candidate the opportunity to tell their employer they have applied for your vacancy. If the candidate still says you cannot contact their supervisor, you need to move on from the candidate (this is a red flag)!*

*Remember to listen to what the reference is not saying as much as what they are saying. Slow down and speak to references when at all possible. The electronic reference form is good support for a strong reference from their current supervisor.*

*Finally, if your candidate works in 4J, you should ALWAYS contact their current supervisor, your colleague. Do not assume that since they work for us there aren't issues you should be aware of when making the hiring decision. Do not just trust colleagues or staff to share what they know about the candidate.*

**I believe I may have a Veteran in my candidate pool. What is the district's obligation related to Veteran's Preference?**

*When conducting a recruitment, we are required by law to provide Veteran's Preference throughout the entire process. You need to remember to apply Veteran's Preference when screening applicants as well as when you interview them.*

*When screening your candidate pool, reference the two questions on our employment application intended to identify applicants who are veterans or disabled veterans. To qualify for the additional preference, applicants **must** attach the required documentation to each application. They must submit: (a) a copy of their Certificate of Release or Discharge from*

*Active Duty (DD214 or 215); or (b) a letter from the U.S. Department of Veterans Affairs indicating they received a non-service connected pension. Without documentation attached, we are not required to apply Veteran's Preference.*

Remember Veteran's Preference requires public employers to interview each and every veteran covered by the law who submits application materials that the employer determines show sufficient evidence that the veteran meets the minimum qualifications and all posted/advertised special qualifications of the position, including all specified skills or attributes that are either requested or required by the employer.

**Is 4J still anticipating a shortage of licensed guest teachers and continue the process of allowing our building classified staff to serve as a guest teacher in our program?**

*To start the 2022/23 we will no longer use classified employees as emergency guest teachers and will return to standard operating procedures.*

*Please rely on established guest teachers and Absence Management to fill licensed vacancies in your building. HR is not authorizing the use of classified employees to fill licensed vacancies.*

*The District and EAST (Eugene Association of Substitute Teachers) negotiated a higher rate of pay for guest teachers (\$231) than our neighboring districts (\$218). We believe the evolution of the pandemic and the increase in daily pay offered to guest teachers will support our efforts to rebuild a robust guest teaching pool.*

*HR will continue to recruit guest teachers and monitor our ability to fill licensed vacancies. If circumstances warrant it, we may revisit this process and/or make appropriate adjustments as needed.*

## Leaves of Absence

**If an employee requests unpaid leave days, what do I need to know in order to respond?**

*Unpaid leave is not a right of an employee to take at their discretion. There are limited times, based on the Collective Bargaining Agreements, that an employee can be approved for unpaid leave. Employees must request this time, in advance from Human Resources. HR will generally contact the supervisor to discuss any potential hardship on the program, before approving the leave. To request unpaid leave, the employee should be directed to our leave webpage: <https://www.4j.lane.edu/hr/loa/>*

**Does signing an employee's Leave of Absence Request Form mean that I approve of the leave?**

*Whether or not you approve or do not approve of a requested Leave of Absence, **you still need to sign the request acknowledging that you have spoken with the employee about the request.** Signing an employee's Leave of Absence Request Form does not mean that you approve of or wish to deny the requested leave, only that you are aware of the request and have spoken with your employee about their leave of absence.*

*There is a section on the Leave Request for Unpaid Days form for you to indicate whether you approve or do not approve of an unpaid day(s) request, but is separate from your signature, which only acknowledges that you are aware of the request.*

**Who enters the leave used by an employee during a Leave of Absence?**

*For a full-time leave of absence, meaning the employee is not currently working, then Human Resources will enter all leaves used by the employee for the duration of the leave of absence. If an employee is on a full-time leave of absence, please do not enter the leave used or have office staff enter the leave used, as that may result in a doubled leave deduction to the employee's available leave, or a doubled pay deduction if the employee does not have any paid leave available.*

*For an intermittent or reduced-schedule leave of absence, the leave used needs to be entered as per the standard for your school or department, and will not be entered by HR. If an employee is on a reduced-schedule leave of absence, but has no remaining paid leave available, HR will adjust their pay assignment accordingly in Business Plus, and inform you once you no longer need to enter leave for that employee.*

**When should I direct my employee to the Leaves of Absence webpage on the 4J website to apply for a Leave of Absence?**

*If the employee is going to be fully off work for more than 5 consecutive days, they are required to request a Leave of Absence through Human Resources. Please direct them to the Leaves of Absence webpage at <https://www.4j.lane.edu/hr/loa/>.*

*Because different types of leave require different leave request packets, HR recommends against giving the employee a pre-printed Leave of Absence packet. If the employee fills out the incorrect packet for their Leave of Absence, it can cause their leave analysis to be delayed. It is better instead to direct them to the [Leaves of Absence webpage](#) or have them reach out to the Leaves team at HR at [hr\\_leaves@4j.lane.edu](mailto:hr_leaves@4j.lane.edu).*

**When should I talk to my employee about an intermittent Leave of Absence?**

*If an employee is frequently absent from work, but never for more than 5 days consecutively, you will need to have a conversation with them about their attendance. If during that conversation it becomes clear that they are dealing with an illness, or assisting a family member through an illness, they may be entitled to an intermittent Leave of Absence. At that time, you should direct them to the Leaves team and the [Leaves of Absence webpage](#).*

**When does an employee need to provide a doctor's note to return to work?**

*If the employee has been granted a full-time medical Leave of Absence for their own medical condition, before they can return to work they must provide to HR medical documentation from a healthcare provider certifying that they are medically cleared to return to work. HR will then inform the employee and you that they are cleared to return to work.*

*If the employee returns to work, but you have not yet heard from HR that they can return to work, please reach out to HR immediately to confirm that they are clear to return to work. Do not let the employee return to work without hearing from HR that they have been cleared to return.*

*An employee does not need a return to work release to return from any type of leave other than a medical leave for their own medical condition. However, they should contact you at least two days before they intend to return from their leave of absence.*

## Performance Management

### **If I have concerns about an employee's performance, what are the steps I should follow?**

*Step one, slow down and reflect. How would you like your supervisor to connect with you when you need coaching or correcting?*

*Depending upon the concern, the next step is to consider the appropriate time and strategy to provide the employee feedback. The severity of the concern and history with the employee should help guide you on how to proceed. We strongly recommend that ALL coaching and/or corrective feedback be provided in a face-to-face conversation. Then you must follow up the conversation with an email to document both the concern, coaching provided and any required actions. Remember, you can give directives in an email.*

*For repeat offenses, serious concerns, if you are unsure how to proceed, or if you just want confirmation of your actions, contact the appropriate HR administrator for their support. We can provide a sounding board, template documentation, or if needed support you with our presence during an investigative meeting.*

*Supervising staff and supporting their performance IS your most important responsibility. Students deserve the best of staff under your supervision. Human Resources wants to be your partner in creating the ideal environment for students to thrive.*

### **What is the length of the probationary period for classified employees and what is my role in supporting them during this time?**

[Article 9 in 4J/OSEA CBA](#)

*Newly classified employees hired into a regular position will serve a seven (7) month probationary period. Per the CBA, The district has the right to terminate classified employees with or without cause during their probationary period.*

*Please keep in mind, the probationary period is intended for both the employee and the supervisor to gain familiarity with the role, expectations and the culture in your building. During the probationary period it is just as important to provide positive feedback as it is to provide corrective feedback.*

*HR recommends proactively calendaring a check in period with your probationary employees to provide feedback and answer questions. These conversations should be documented and shared with the employee. Subsequently, written feedback can be used for an annual performance evaluation or if necessary and appropriate for a recommendation for termination during the probationary period.*

### **When an employee doesn't show up for work and fails to notify the supervisor (No Show/No Call) what should I do?**



*Employees are expected to adhere to attendance reporting expectations established by their supervisor.*

*Failing to provide advanced notice of an absence constitutes a no call/no show and is a violation of the district's attendance rule. In the absence of unforeseen circumstances a no call/no show may result in disciplinary action (contact the appropriate HR administrator).*

*In the event an employee fails to report to work without notice, you should call them. If there is no response, you need to follow up and may need to contact an emergency contact. If you are unable to make contact with an employee, you may need to contact the non-emergency line of the appropriate agency to request a well check.*

*If you need to request a well check, please notify HR then contact the appropriate agency*

- *Eugene Police Department- Non-Emergency- 541-682-5111*
- *Springfield Police Department - Non- Emergency- 541-726-3714*
- *Lane County Sheriff's Department- Non- Emergency 541-682-4150*

## **Benefits**

### **Employee Assistance Program (EAP)**

*All staff are eligible to use the EAP program. The District offers EAP benefits through Uprise Health. EAP is a free and confidential service to our employees and their dependents and provides a wide variety of benefits. To access services call 866-750-1327 or go online to [uprisehealth.com](http://uprisehealth.com) and use the access code: OEGB.*

*Employee Assistance Program Services include the following:*

#### *Counseling Services - 1 to 6 Visits*

- *Face-to-face counseling*
- *Counseling by phone*
- *No copays*
- *24-hour crisis assistance*

#### *Work-Life Balance Resources*

- *Legal & Mediation*
- *Childcare, Adult & Eldercare Services*
- *Online Will Preparation*
- *Mediation Services*
- *Identity Theft*
- *Financial*
- *Home Ownership Program*
- *College Planning Program*
- *Free Resilience Webinars*

### **Benefits Open Enrollment**

*OEGB Open enrollment for employee health insurance is mandatory, which means that you must log into your MyOEGB account between August 15th and September 15th to make NEW elections for the 2022-23 benefits (effective October 1, 2022 to September 30, 2023).*

*Failure to make new elections for the 2022-23 plan year will result in loss of health insurance benefits beginning October 1, 2022. Got to <https://myoebb.org/oebb/lpb.main>*

*The District offers our Flexible Spending Accounts through PacificSource Administrators. Flexible Spending Account Open enrollment is from August 15th to September 15th with the NEW elections for the 2022-23 benefits year becoming effective as of October 1, 2022. To make your new flexible spending account elections go to:*

*<https://psa.consumer.pacificsource.com/Login.aspx?ReturnUrl=%2f>*