Are you planning on recruiting for a position during the month of January? **If so, read this section carefully**

In January, the Office of Human Resources will be completing a much needed major upgrade to OSU’s Online Recruiting System (PeopleAdmin). The upgrade offers a number of benefits, including:

- New features to both hiring managers and applicants
- More user-friendly interfaces
- Mobile device compatibility
- Enhanced reporting capabilities
- Integration with Banner

How will this upgrade impact HSBC customers?

- All recruitments in the current online recruiting system (PeopleAdmin) must be finalized by 5:00 p.m. on Friday, January 8, 2016.
- During the 2-week period from January 12 – 25, 2016, no new recruitments can be initiated or posted in the online system.
- This includes postings for student, classified, unclassified, temporary, and academic wage positions.

What if I know I will need to be recruiting for a position in January?

There are several options available to you:

1) Plan ahead! Begin working with the HSBC HR team to get your recruitment posted by Friday, January 8th.
2) During the 2-week suspension period, collaborate with your HSBC HR Team to assure that all paperwork and approvals are in place to post your recruitment as soon as possible once the new version of PeopleAdmin becomes available on Tuesday, January 26th.

What if I have an unplanned and/or emergency vacancy that I need to fill in January?

Some limited options are available for handling emergency recruitments during the 2-week suspension period. Please work with your HSBC HR contact to pursue options if you have an emergency situation.

Why do we need the 2-week suspension?

Once the data and user accounts have been pulled on January 12th, PeopleAdmin (the vendor) requires a two week period for testing the data that has been moved from 5.8 to the new platform prior to Go LIVE.

How will we manage the recruitments that are “in process” during the 2-week suspension?

- Recruitments that are currently in process in PeopleAdmin 5.8 will continue to be managed in the current 5.8 system.
- Units (and applicants) will still have access to those postings during the 2-week suspension.
- The 2-week suspension only applies to new actions and postings.

What if I have questions about this transition and/or suspension period?

Please contact your HSBC HR Team or the Office of Human Resources.
**Vacation Cash-Out for Classified Employees**

If you are a classified employee and wish to take advantage of the vacation cash-out option, please remember to submit the "Request for Cash Out of Vacation Leave" form. Forms are due to HSBC no later than **December 31, 2015**. Forms can be submitted to HSBC.HR@oregonstate.edu or mailed to Health Sciences Business Center-HR Unit, 425 Snell Hall. Additional information can be found in the November newsletter located on our website: [http://fa.oregonstate.edu/hsbc](http://fa.oregonstate.edu/hsbc).

**Special Day for Unclassified Employees**

The University has recently updated policy **580-022-0025**, Academic/Unclassified Employee Holidays, to include the granting of eight (8) hours (pro-rated based on FTE for part-time employees) of additional paid leave to 12-month unclassified employees. This special day was formerly known as the Governor’s Day.

**When can I use my Special Day?**

- The Special Day can be taken between the day before Thanksgiving and January 31.

**Can I split it up and use a few hours one day and then the rest of the hours another day?**

- No, the OSU Unclassified Special Day is to be taken in a single block of time.

**How do I record this leave in EmpCenter?**

- On your EmpCenter timesheet, record the leave using Pay Code “Governor’s Day.”

**What if I can’t use my Special Day between Thanksgiving and January 31?**

- Unclassified employees who are unable to be away from their duties to take the additional day of paid leave are to be allowed to use the paid leave prior to June 30, 2016. The employee must coordinate schedules with his/her supervisor to maintain regularly scheduled services.

**Who is eligible for the Special Day?**

- Unclassified employees in pay status during the time period in which the OSU Unclassified Special Day may be used are eligible to receive this additional day of paid leave.
- Temporary employees and contractors do not receive this additional day of paid leave.

**Graduate Assistant Paid Sick Leave**

Per Article 30 of the latest Collective Bargaining Agreement between the Coalition of Graduate Employees and Oregon State University, graduate assistants will now be eligible for paid sick leave. Sick leave eligibility for graduate assistants will go into effect on December 16, 2015. More information will be provided in the January 2016 newsletter.

**Supervisor/Manager Affirmative Action Responsibilities**

OSU’s Affirmative Action Plan (1) prohibits discrimination on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, and mental or physical disability; and (2) establishes a commitment to employ women, people of color, persons with disabilities, and veterans.

As a manager or supervisor, your responsibilities are to:

- Engage in good faith efforts
- Perform hiring, promotion, transfer, termination, and compensation in a nondiscriminatory manner
- Evaluate job performance
- Take action to prevent discrimination/harassment
- Tell employees how to access the discrimination complaint system

The Office of Equity and Inclusion (OEI) offers a variety of programs designed to increase understanding of equity, inclusion, and diversity. For more information, please check out the training opportunities located here: [http://oregonstate.edu/oei/training](http://oregonstate.edu/oei/training).
Veterans Hiring Toolkit

OSU is committed to equal opportunity in employment and to ensuring that US service veterans and disabled veterans have opportunities to secure meaningful civilian employment and advance in such employment at OSU once their military service is complete.

The U.S. Department of Labor has developed a toolkit designed to assist and educate employers who have made the proactive decision to include veterans in their recruitment and hiring initiatives. The toolkit provides a guide for designing an initiative that works for your unit. The Veterans Hiring Toolkit includes:

- Step 1 – Design a Strategy for your Veterans Hiring Program
- Step 2 – Create a Welcoming and Educated Workplace for Veterans
- Step 3 – Actively Recruit Veterans, Wounded Warriors and Military Spouses
- Step 4 – Hire Qualified Veterans and Learn How to Accommodate Wounded Warriors
- Step 5 – Promote an Inclusive Workplace to Retain Your Veteran Employees
- Step 6 – Keep Helpful Tools and Resources at Your Fingertips

This helpful resource can be found on the Office of Equity and Inclusion website (http://oregonstate.edu/oei/recruitment-and-hiring) under “Information for Hiring Departments.”

Executive Order 13665 – Prohibitions Against Pay Secrecy Policies and Actions

Effective January 11, 2016, it will be illegal for Federal Contractors to disfavor applicants who make inquiries about compensation. OSU meets the criteria for a Federal Contractor as defined in the Executive Order.

In the past, search committee members, hiring managers, and/or others involved in the recruitment and selection process may have reacted unfavorably to an applicant who made inquiries about a position’s pay rate. This practice is considered discriminatory with respect to compensation and must be discontinued. It is unwise to measure an applicant’s sincere interest in a job based on an inquiry about compensation. Those who employ such practices are subject to enforcement action that can lead to labor disputes that are burdensome and costly.

Please visit http://go.wh.gov/KeFthp (tiny URL) to review Executive Order 13665.

Questions should be forwarded to Kerry McQuillin with the Office of Equity and Inclusion (OEI). Kerry can be contacted at Kerry.McQuillin@oregonstate.edu or 541-737-4381.

New Look for Newsletter in January

In January, HSBC we will be changing the design of the newsletter to support University Marketing efforts to maintain a strong OSU brand. Watch for the new and improved January 2016 newsletter!

Happy Holidays!