

## Delegated ELR Partner Roles and Responsibilities

The outlined Roles and Responsibilities below are general guidelines for handling employment situations and should not be used in place of a consultation with the Employee Labor and Relations team.

Item	Unit-Level Manager Role	HR Partner Role	ELR Team Member Role
Administrative Leave	Contacts HR Partner to determine appropriateness of administrative leave.	HR Partner consults with ELR team if administrative leave is desired. ELR to approve administrative leave.	Reviews situation and determines if administrative leave is appropriate.
Complaints/Investigation	Unit-Level managers consult with HR Partner regarding the issue. Matters of protected discrimination go directly to OICRC.	Contacts ELR to review the complaint to determine appropriate response. HR Partner will consult with ELR prior to holding a Weingarten or issuing discipline to officers of administration. Matters of protected discrimination go directly to OICRC.	ELR to review matter to determine whether an investigation is appropriate or if another response is required. ELR will perform investigations and will coordinate as appropriate on other potential remedial measures, like trainings, 360s, etc. Matters of protected discrimination go directly to OICRC.
Department policy changes	Create Unit-Level policies and procedures with review by HR Partner and ELR.	Review Unit-Level policies and procedures to ensure consistency with department policies and procedures.	Review department policies and procedures to ensure consistency with CBAs, UO Policy, employment laws, etc.
Discipline	Unit-Level manager contacts HR Partner to pursue discipline.	HR Partner consults with ELR team to determine if discipline is appropriate/investigatory meeting is necessary.	Determine when investigatory meetings are necessary, reviews for consistency across institution, conduct investigatory meetings, responsible for disciplinary actions.
Discrimination	Matters of protected discrimination go directly to OICRC. Do not investigate.	Matters of protected discrimination go directly to OICRC. Do not investigate.	Matters of protected discrimination go directly to OICRC. Do not investigate.

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ELR Trainings	N/A	HR Partner consults with ELR team to determine what trainings are appropriate for department and assists with ensuring that training is consistent with relevant policies, procedures and CBAs, and tailored to the unit's needs.	ELR team provides trainings to department or trains HR Partner to provide training to department, ensuring consistency with relevant policies, procedures, and CBAs.
Step 1 Grievances (formal)	Assists HR Partner, along with ELR team member to ensure factual accuracy of grievance response. May be different depending on bargaining unit.	Assists ELR Team Member in gathering information, interviewing employees, etc. Step 1 may be drafted by HR Partner with ELR approval and on our template.	Works with decision maker on process and response.
Step 2 and 3 Grievances (formal)	N/A	N/A	ELR works with decision maker on process and response.
Labor Management Meetings	N/A	HR Partners work with ELR to determine if department-level meetings with the Union are appropriate.	Represents University at labor management meetings, assists HR Partners to determine if department-level meeting with the union are appropriate, attend department-level meetings with the union as appropriate.
Matters that include high risk issues like potential retaliation claims, potential discrimination claims, intersections between ADA, FMLA and Workers Compensation	Contacts HR Partner to describe issue and ask for guidance (discrimination complaints should be referred directly to OICRC).	HR Partner gathers facts and prior history related to this matter and consults with ELR.	ELR provides support and advice to HR Partner regarding how to move forward.

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Performance Management	Sets work-rules, guidelines, clarifies expectations with employees, providing substantive performance evaluations on time.	Assists Unit-Level manager in creating consistent work rules, guidelines, issuing clarification of expectations, PIPs, performance evaluations.	Assists HR Partner in PIP process for OA's, approving PIP before it goes to employee. Consults with HR Partner on difficult performance issues and those that involve discipline.
Reorganizations	Develops plans and reasons for reorganization.	Discusses reasons for reorganization with the Unit-Level manager and puts together draft documents describing the new structure, the employees that will be impacted and the number of pay actions required. Consults with HR on reorganization.	Works with talent acquisition, provides guidance on re-org, works with HR Partner/Unit-Level manager to ensure consistency with CBA, UO Policy, etc. and advises on how to perform pay actions. Provides approval related to any reassignment or layoff memorandum.
Termination	Provides recommendation from Unit-Level.	Reviews termination recommendation, ensures consistency with department and that the unit has approval from VP/Dean.	Conducts pre-dismissal hearing, determines if termination is appropriate, and makes determinations with respect to last chance agreements and trial service releases.
Union Interactions	Notifies HR Partner when a Union reaches out directly.	Notifies ELR Team Member when a Union reaches out to Unit-Level manager or HR Partner and provides details to ELR regarding relevant background.	ELR responds directly to Union or works with HR Partner to provide response.

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Accommodations	<p>Refer employee to engage the Accommodation Process once on notice of request for accommodation.</p> <p>Provide info/records to ADA Coordinator regarding anticipated operational impact of requested accommodation, if any.</p> <p>Brainstorm accommodation ideas with employee and ADA Coordinator (or designee).</p> <p>Purchase/implement approved accomms.</p> <p>Report back to ADA Coordinator if accommodation is not effective or creating unanticipated hardship.</p>	<p>Work with supervisor to ensure timely referral when on notice for request for accommodation.</p> <p>Liaison with ADA Coordinator and engage in interactive process to brainstorm accommodation ideas.</p> <p>Assist department in compiling info and documenting operational impact of requested accommodation (e.g., impact of FMLA leave on operations in connection with assessment of whether an extension of leave would be an undue hardship).</p> <p>Inform ADA Coordinator of any situation raising concerns that disability related-limitations may create threat to health or safety.</p> <p>Support supervisors/departments in maintaining confidentiality of accommodations.</p> <p>Maintain documentation of approved accommodations, separate from personnel file, for ADA Coordinator.</p>	<p>All of the responsibilities identified in "HR Partner Role" and...</p> <p>Conduct initial discussion with supervisor and employee on requested accommodation and possible effective alternatives.</p> <p>Provide interim accommodation when we have a good-faith reason to believe supporting medical documentation will demonstrate condition is "disability" and reason to believe the accommodation requested is reasonable (i.e., it has been provided to other employees with disabilities).</p>

Updated 1/17/2019