



## The University of Vermont

DATE: July 20, 2021  
FROM: Human Resource Services  
TO: HR Representatives  
MEMO: Hybrid New Employee Orientation, and Class' & Comp' Action Updates

### **Offer Letters for AFT Represented Positions**

Please incorporate the appropriate language in offer letters for positions represented by the AFT union. We have updated the offer letter templates on the [HRS Forms page](#): [Exempt Staff Offer Letter Template](#) and [Non-Exempt Staff Offer Template](#). The list of affected system titles and job codes is posted [here](#). Unless the position is supervising two or more regular employees or the nature of the work is deemed “confidential,” as defined by the Vermont Labor Relations Board, new hires (including transfers) into these system titles and job codes will be represented by AFT.

### **Offer Decline Reasons**

We would like to begin to capture and analyze the reasons why candidates have declined UVM’s job offer. We have added a new field “Reason Offer Declined” in PeopleAdmin. Within the hiring proposal, users will need to complete this field before the hiring proposal can be moved to Offer Declined status. This is setup as a text box so that you can summarize why the candidate has decided not to accept the job offer. HRS will be able to run reports on this field and begin to categorize the main reason why candidates are declining offers. Please reach out to Andrea Mast if you have any further questions about the new field.

### **New Employee Orientation**

The return to campus means the restart of in-person new employee orientation sessions featuring a hybrid presentation approach allowing both in-person and remote employees to participate. At present, Memorial Lounge is not yet equipped for hybrid presentations but will be within the next few weeks. In addition, Memorial Lounge is unavailable for several dates in the near term. Therefore, we plan to begin an in-person, hybrid new employee orientation starting Monday, September 13.

Reminder - there are no new employee orientation sessions scheduled for the week of August 23 (annual new Faculty orientations) and Monday, September 6 is Labor Day so orientation will be held Tuesday, September 7.

### **Classification & Compensation Actions**

The Classification & Compensation team is working through a large volume of PeopleAdmin actions. Please remember that we prioritize the actions for recruitments and hiring proposals above all other types of actions.

- Hiring proposals and recruitments/waivers: These actions are our first priority and are typically completed within 5 - 10 days.
- Reclassification and Off Cycle-Change in Duty actions: These actions are retroactive back to the date of submission and reviewed in the order they are received. We address these actions as quickly as possible. The actual timeframe is dependent on our workload, the complexity of the action, and the thorough and complete submission of materials from the department. We generally aim to address these actions within a 60-day timeline.
- Position description updates: Because there is no classification or salary change associated with these actions, they are the lowest priority and are reviewed and processed when time allows. If the department

needs the position updated for recruitment purposes or there is another reason this action is particularly time sensitive, please send a separate email with your request.

Anything you can do to ensure that your department has submitted thorough and complete information in the PeopleAdmin action, that clearly communicates their intentions, will help expedite the process.