

Office of Human Resources Activity Area Plan

I. Overview

1. Activity Area: Office of Human Resources (OHR)
2. Lead: David N. DeJong, Acting Senior Vice Chancellor for Business and Operations; Vice Chancellor for Human Resources
3. Submitter of Area Activity Plan: David N. DeJong
4. Date of submission: XXX
5. Revision of a previously approved Activity Area Plan? No
6. Summary of plan: With limited exceptions highlighted below, personnel within the [Office of Human Resources will work from home for the duration of the COVID-19 pandemic](#), regardless of the University's operating posture.
7. As the lead of this activity area, I hereby confirm that OHR will commit to following the University's Healthcare Standards and Guidelines and Personnel Standards and Guidelines. In particular, while on campus, OHR employees will:
 - a. Wear face coverings in the presence of any other individual, and as they enter and leave buildings
 - b. Adhere to all physical distancing, safety, and hygiene signage
 - c. Use physical barriers or maintain six feet of physical distance while engaging with others
 - d. Clean their personal and office spaces at the beginning and end of work periods

II. Functions in Each Operational Posture

1. High Risk Posture

- a. Function 1
 - i. What: Ad hoc access to building to obtain supplies, maintain computer equipment, and address other needs that may arise
 - ii. How: On-site, physical handling of supplies and equipment
 - iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management
 - iv. Building: Craig Hall (various locations throughout)
- b. Function 2
 - i. What: Collection of mail, faxes, etc. in support of the Benefits and Employee/Labor Relations (ER/LR) functions of our operations
 - ii. How: once-per-week trips to OHR by one representative of Benefits and one representative of ER/LR
 - iii. Number of people/positions required on campus: 2 people, one visit each per week; access facilitated in cooperation with Facilities Management
 - iv. Building: Craig Hall (mail/fax rooms, 3rd and 5th floors)

- c. Function 3
 - i. What: Processing and verification of I-9 forms for new employees, and reverification of I-9s for non-immigrant employees
 - ii. How: Remote work posture, if permitted by United States Citizenship and Immigration Services (USCIS); otherwise, refer to Function 3 under the Elevated and Guarded Risk Postures
 - iii. Number of people/positions required on campus: 0 under remote work posture; otherwise, refer to Function 3 under the Elevated and Guarded Risk Postures
 - iv. Building: NA under remote work posture; otherwise, refer to Function 3 under the Elevated and Guarded Risk Postures

- d. Function 4
 - i. What: Provision of all other services to university clients. By functional area, this encompasses: Shared Services, Benefits, Talent Acquisition, Communications, Compensation, ER/LR, Organization Development, Oracle Cloud Project.
 - ii. How: Remote work posture
 - iii. Number of people/positions required on campus: 0
Building: NA

2. Elevated Risk Posture

- a. Function 1
 - i. What: Ad hoc access to supplies and maintenance of computer equipment
 - ii. How: On-site, physical handling of supplies and equipment
 - iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management
 - iv. Building: Craig Hall (various locations throughout)
- b. Function 2
 - i. What: Collection of mail, faxes, etc. in support of the Benefits and Employee/Labor Relations (ER/LR) functions of our operations
 - ii. How: once-per-week trips to OHR by one representative of Benefits and one representative of ER/LR
 - iii. Number of people/positions required on campus: 2 people, one visit each per week; access facilitated in cooperation with Facilities Management
 - iv. Building: Craig Hall (mail/fax rooms, 3rd and 5th floors)
- c. Function 3
 - i. What: Processing I-9 forms for new employees, reverification of I-9s for non-immigrant employees, and in-person verification of I-9s completed remotely under the High Risk Posture
 - ii. How:
 1. In-person interactions with employees

2. 15 minutes per interaction, prearranged on a reservation basis, one person per time slot
 3. Clients will be informed of and required to adhere to the [University's Health Standards and Guidelines](#), including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
 4. In accordance with the [University's Facilities Standards and Guidelines](#), spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines
- iii. Number of people/positions required on campus: 2 people per location on an ad hoc basis, depending on employee demand and corresponding reservation schedule
 - iv. Buildings: Craig Hall (first-floor reception area); Posvar Hall (outdoor patio); Scaife Hall (location TBD); as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines
- d. Function 4
- i. What: Provision of all other services to university clients. By functional area, this encompasses: Shared Services, Benefits, Talent Acquisition, Communications, Compensation, ER/LR, Organization Development, Oracle Cloud Project.
 - ii. How: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Building: NA

3. Guarded Risk Posture

- a. Function 1
- i. What: Ad hoc access to supplies and maintenance of computer equipment
 - ii. How: On-site, physical handling of supplies and equipment
 - iii. Number of people/positions required on campus: 1-2 people per instance of need; physical presence required only infrequently; permission for access must be granted by Director of Administration, facilitated in cooperation with Facilities Management
 - iv. Building: Craig Hall (various locations throughout)
- b. Function 2
- i. What: Collection of mail, faxes, etc. in support of the Benefits and Employee/Labor Relations (ER/LR) functions of our operations
 - ii. How: once-per-week trips to OHR by one representative of Benefits and one representative of ER/LR
 - iii. Number of people/positions required on campus: 2 people, one visit each per week; access facilitated in cooperation with Facilities Management
 - iv. Building: Craig Hall (mail/fax rooms, 3rd and 5th floors)

- c. Function 3
 - i. What: Processing I-9 forms for new employees, reverification of I-9s for non-immigrant employees, and in-person verification of I-9s completed remotely under the High Risk Posture
 - ii. How:
 - 1. In-person interactions with employees
 - 2. 15 minutes per interaction, prearranged on a reservation basis, one person per time slot
 - 3. Clients will be informed of and required to adhere to the [University's Health Standards and Guidelines](#), including the need to wear face coverings, adhere to all physical distancing, safety, and hygiene signage, and maintain six feet of physical distancing
 - 4. In accordance with the [University's Facilities Standards and Guidelines](#), spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines
 - iii. Number of people/positions required on campus: 2 people per location on an ad hoc basis, depending on employee demand and corresponding reservation schedule
 - iv. Buildings: Craig Hall (first-floor reception area); Posvar Hall (outdoor patio); Scaife Hall (location TBD); as noted, spaces will be equipped with signage, hand sanitizers, and physical barriers to support adherence to the University's Health Standards and Guidelines
- d. Function 4
 - i. What: Provision of all other services to university clients. By functional area, this encompasses: Shared Services, Benefits, Talent Acquisition, Communications, Compensation, ER/LR, Organization Development, Oracle Cloud Project.
 - ii. How: Remote work posture
 - iii. Number of people/positions required on campus: 0
 - iv. Building: NA

III. Transitions between Operational Postures

As the environment shifts, the University's Senior Leadership Team will make determinations about when the University's operational posture must also shift to either more or less restricted.

As risk levels decline:

1. Shift from High Risk Posture to Elevated Risk Posture
2. Shift from Elevated Risk Posture to Guarded Risk Posture

As risk levels increase:

3. Shift from Guarded Risk Posture to Elevated Risk Posture
4. Shift from Elevated Risk Posture to High Risk Posture

The lone function impacted by a shift in posture is the processing of I-9 forms. A shift from the High to Elevated Risk posture will trigger a pivot to in-person processing. To facilitate the pivot, an appointment schedule will be established for each of the three processing locations, which will be prepared for use by Facilities Management following the plans they establish and in accordance with the [University's Facilities Standards and Guidelines](#). Employees returning to campus to facilitate processing will complete training modules and comply with [the University's Health and Personnel Standards and Guidelines](#). They will be notified one week in advance of the prospective need to return to campus to support I-9 processing, and will be informed of the time slot their presence is required on any given day 24 hours in advance of each required appearance.

A shift from the Elevated to High Risk Posture will prompt the resumption of processing I-9 forms remotely, as allowed by federal government.

IV. Stakeholder Outreach

Stakeholders of OHR include all University employees. Notification of OHR's remote-work status has been communicated broadly, and is indicated prominently on the home page of our web site: <https://www.hr.pitt.edu/news/office-human-resources-work-remotely-starting-monday-march-16>.

All requests for Form I-9 processing go through our HR Shared Services team via the OHR contact form: www.hr.pitt.edu/contact-ohr. Employees requesting processing support will be instructed as to the relevant protocol to follow given the University's current risk posture.

V. Monitoring and Amendment

Any revisions to this plan must be approved by the Vice Chancellor for Human Resources.