



Crucial Conversations Starting Thursday, July 11 Multiple dates and times HR Training Room

HR Orientation for New HR Partners Thursday, July 11, 1PM-3PM HR Conference Roum

Emotional Intelligence in the Workplace Wednesday, July 17, 12PM 1PM Straub Hall Room 145

Leadership in Student Supervision Wednesday, July 24, 9AM-12PM HR Training Room

Wednesday, July 31, 2PM-3-30PM HR Training Room

New Employee Orientation Tuesday, August 6, 8 15AM-11 45AM Ford Alumni Center

BOLI Workshops
A few complimentary seats available If interested email learning@uoregon edu

Advanced Leave Laws in Oregon Tuesday, August 27, 2019, 9AM-4PM

Wage and Hour Laws Wednesday, Sept. 4, 2019, 9AM-4PM

Documentation, Discipline and Discharge Thursday, September 5, 2019, 9AM-4PM



Agenda

- OA Job Family Framework Position Description Initiative Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

 - Resources and Web Guidance
 - o PD Best Practices
 - HR Partner Panel o Q&A
- **HR** Operations

Sonia Potter, Director, HR Operations

- **Talent Acquisition** Nancy Nieraeth, Director, Talent Acquisition
- Workplace Harassment and Discrimination Prevention training Tiffany Ray, HR Training and Compliance Officer

OA Job Family Framework PD Initiative	
Process & Timeline Review and update all OA position descriptions between July 8th and August 30th Units are expected to engage OAs in the process Units define a three level approval process Detailed information available on the HR website: PD Update Initiative landing page: hr.uoregon.edu/OAPDUpdate Unit Guidance: hr.uoregon.edu/OAPDUpdate-Unit-Guide	
OA Job Family Framework PD Initiative	
NEW! Resources and Web Guidance • How to print/export to Word • How to submit PD for OAJFF • How to view your PD as employee • PD module change webinar	
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OA Job Family Framework PD Initiative	
Position Description Best Practices	
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HR Operations

Fall Faculty Renewals

- · July 1
- Issue renewals by August 15 and July 15(Law)
- If not into us yet please get them in as soon as possible.

Fall Faculty New Hires

- · August 1 for Law
- September 3



Talent Acquisition

- · Updates to MyTrack: applicant screen and notes date
- · Talent Acquisition "Buddy" Launch
- Temporary Employment: new guidance for Temporary Non Regular

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Workplace Harassment and Discrimination Prevention update





Total Completion - 92%

- Graduate Employees 77%°
 Faculty 84%
 Officers of Administration 93%
 Classified Employees 95%

Eight units had a 100% completion and another three had 99% completion!



One Community, Big Ideas.	-
Next HR Partner Meeting Summer Networking & Refreshments	
Wednesday, August 7 2:00 PM	(1070)
Location: Redwood Auditorium Erb Memorial Union	
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