

# HR Community of Practice

September 4, 2024

2:00pm – 3:00pm



## Opportunities for HR Partners and Employees

- **The New Faculty and Staff UO Community Orientation and Resource Fair** September 16th at 9:00 – 11:00 am brought to you by New Employee Orientation Programs. This onboarding experience offers opportunities to network with other new employees, learn about available university resources and support at our resource fair, and join subject experts for information sessions designed to support your success as part of the UO community.
  - New Employees [Sign-up in MyTrack](#)
  - HR Community feel free to drop-in and say hello to HR Colleagues!
- **New Hire Benefit Enrollment Drop-In Help Session** [Sign up in MyTrack](#)
- **FYI Fridays** – Check out the list of [FYI Friday Opportunities](#) and register in MyTrack to learn more!
- **Payroll and other UO business trainings** on a variety of topics are available in MyTrack. Please search by topic or check the [MyTrack](#) calendar or library.

## Opportunities for HR Community of Practice (HRCP)

- **Building your HR Practice – HR Structure at UO** September 10th at 10:00 am [Sign-up in MyTrack](#)
- **Employee and Labor relations at the University of Oregon** - In this course, you will learn about Employee and Labor Relations (ELR) at the University of Oregon and will find information about additional training and resources. E-Learning on demand. [Sign-up in MyTrack](#)

## Data and HR Series from CUPA - HR

A series of three webinars this fall with three webinars:

- **September 10** – [Turning Insights Into Action: Designing and Implementing Impactful Employee Climate/Engagement Surveys](#) (Sponsored by Cornerstone OnDemand)
- **October 16** – [Data You Can Count On: Using CUPA-HR's Data Resources for Strategic Decision-Making](#) (Sponsored by PageUp)
- **November 14** – [Data Visualization and Storytelling Tips and Tools for HR](#) (Sponsored by PageUp)

# Dates and Deadlines

Please see the link to web page for a full list of deadlines for New MyTrack Offers, Renewal Appointments and PRFs:  
<https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

## Fall 2024 Hires and Changes

### September 2024 Changes

- **Fall 2024 RTO Renewal Deadline was August 1** for 12-month RTOs that renew September 16; otherwise, the deadline is **6 weeks** before the effective date.
- **Fall 2024 MyTrack Offers Deadline was August 26**

### October 2024 Changes

- RTOs
  - For 12-month RTOs the deadline is **6 weeks** before the effective date.  
**Friday, September 13** is the deadline for HR Operations to receive:
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect October 2024.

Please build in time for your business office to generate the renewal, offer, or pay documents and obtain all required approvals, with time to meet the monthly deadlines. These deadlines will help us send documents to the Payroll office by their [payroll document deadline](#).

# Agenda

- **Review of training, dates and deadlines, agenda review** – Sheena Kindred, Learning & Development Manager
- **Updates**
  - **Operations Updates** – Catherine Bonomini-Smith, Senior Associate Director HR Operation
    - Updates to student employee information form for new hires
    - Send list of department heads to HR ops
    - ESR (Employee Separation Request) and employees changing jobs on campus
    - Student employee employment clean up> terminate jobs, update job titles and supervisors
  - **September Pay Reminders** - Anita Gurule, Director Payroll Services
  - **Workplace Harassment & Discrimination Prevention Training** - Sheena Kindred, Learning & Development Manager
- **Presentation: Challenging HR Myths**
- **Meeting wrap-up** - Sue Russell, Director, HR Community of Practice

## Challenging HR Myths

- **Definition:** In this context, a myth is a common belief that needs challenging. Some are long held or may have once been true.
- **Purpose:** Breakdown the myths and affirm the truths.

## #1 Truth or Myth?

We can pay faculty whatever we want,  
as long as we attach a signed  
faculty pay action form (PAF).



## #1 Myth

We can pay faculty whatever we want, as long as we attach a signed faculty pay action form (PAF).

- Faculty pay must still adhere to the Oregon Equal Pay Act (OEPA). The Pay Action Form certifies that the appropriate person in your unit has reviewed the salary for pay equity.
- **Learn more:** <https://hr.uoregon.edu/career-and-fixed-term-faculty-pay-actions>

## # 2 Truth or Myth?

Employees in the SEIU bargaining unit cannot be paid moving expenses.





## # 2 Myth

Employees in the SEIU bargaining unit can't be paid moving expenses.

- For positions that are hard to fill or may not have a large local pool of candidates, offering moving expenses is a great recruitment tool, regardless of employee type.
- **Learn more:** <https://ba.uoregon.edu/travel/movingrelocation-expenses>

## # 3 Truth or Myth?

FLSA determines if you get overtime or not,  
and we assign this status by your  
employment type (Classified vs OA)



## #3 Myth

FLSA determines if you get overtime or not, and we assign this status by your employment type (Classified vs OA)

- FLSA stands for Fair Labor Standards Act and is federal level guidance on which employees are exempt from overtime rules. There is a salary test and a duties test that the CLCO team performs to determine this - both OAs and Classified employees can be either exempt or non-exempt based on this assessment.
- Learn more: <https://hr.uoregon.edu/wage-and-hour-laws-and-guidelines>

## # 4 Truth or Myth?

SHRM = Society for Human Resource Management

**CONFIRMED**

## # 4 Truth

# SHRM = Society for Human Resource Management

- The Society for Human Resource Management (SHRM) is a professional association for human resources professionals.
- SHRM-CP, SHRM-SCP are professional credentials that indicate proficiency in a standard for HR practice and give you a comprehensive understanding of the practice of HR.
- Studying for a SHRM exam gives you context and background for your work and the role of HR in an organization.
- Learn more: <https://hr.uoregon.edu/hr-community-practice-training-and-resources> (see the links under Professional Development on this page)

## # 5 Truth or Myth?

Work of Comparable Character (WOCC)  
is determined by your job title.



**BUSTED!**

## # 5 Myth

Work of Comparable Character (WOCC)  
is determined by your job title

- Job titles are NOT how this is determined, instead the full position is reviewed with a focus on job duties, responsibility, and requirements.
- **Learn more:** <https://hr.uoregon.edu/position-descriptions>

## #6 Truth or Myth?

PECBA stands for Public Employee Collective Bargaining Act and defines what exclusions would make a position not represented by a labor organization.



**CONFIRMED**

## # 6 Truth

PECBA stands for Public Employee Collective Bargaining Act and defines what exclusions would make a position not represented by a labor organization.

- The Public Employee Collective Bargaining Act (PECBA), ORS 243.650–243.806, is a law in Oregon that establishes a process for collective bargaining and dispute resolution between public employers and their employee unions.
- Learn more: [https://www.oregon.gov/erb/Documents/2023-Q-A\\_ULPGuide.pdf](https://www.oregon.gov/erb/Documents/2023-Q-A_ULPGuide.pdf)

## # 7 Truth or Myth?

Veterans do not need to supply a DD-214 to show their veteran status for preference if they are applying for a faculty pool.

**BUSTED!**

## # 7 Myth

Veterans do not need to supply a DD-214 to show their veteran status for preference if they are applying for a faculty pool.

- All searches, even faculty pools, require the application of Oregon veteran's preference. A DD-214 is one document that would show eligibility but is not required if other documentation suffices.
- **Learn more:** <https://hr.uoregon.edu/oregon-veterans-preference-employment>

## # 8 Myth or Truth

I should reduce the number of application materials  
I ask candidates to submit.

**CONFIRMED**

## # 8 Truth

I should reduce the number of application materials I ask candidates to submit.

- Think carefully about what materials you truly need to assess your pool of applicants.
- The more materials we ask for, the more barriers we're putting in front of candidates. By asking for more, we potentially leave some of the best talent "on the table." Candidates with jobs that are casually looking are not going to jump through lots of hoops to apply. And remember, you can always ask for more materials later once you've affirmatively expressed interest in a candidate and they are more invested.
- **Learn more:** <https://hr.uoregon.edu/content/mytrack-user-guides-tools>

# Meeting wrap-up

Sue Russell, Director HR Community of Practice

- **Professional Development and Resources** -

- **Upcoming:** Professional Development for the HR Community, in addition to other HR specific and broader development opportunities, session per term, building your HR Practice, overall theme of partnership and collaboration in a cross-functional environment. In partnership with L and D. (Titles may shift a bit.)

- Fall - Creating an Engaging Workplace
- Winter – Strengthening Your Working Partnerships
- Spring - Bringing your Expertise to the Collaboration

- **Future Mythic Challenges?**

- Submit your MythBusters here: <https://forms.office.com/r/yNu02AGGp4>

- **I thought I saw it somewhere...** A tip from our first monthly Newsletter in March. After a candidate has accepted an informal job offer, remember to change their disposition in MyTrack to "Contingent offer accepted." This will prompt the Talent Acquisition team to proceed with the hire. Now is the time to make sure you complete the process in your area.

- **Next month** – October 2nd at 2:00 pm via Zoom

# Thank you for attending today's HR Community of Practice Meeting

The next meeting will be  
Wednesday, October 2, at 2:00pm

