HR Community of Practice

November 6, 2024

2:00pm – 3:00pm

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Opportunities for HR Partners and Employees

FYI Fridays
- Find inspiration with the SAIL Pre-College Program Friday, November 15th 11:00 AM - 11:50 AM Register in MyTrack

Supervisor Trainings
- Growing together- Techniques for Developing You and Your Team, Nov. 7, 2024, 1:30 PM to 3:30 PM
- Building a Feedback Culture, Nov. 14, 2024, 1:30 PM to 3:30 PM
- Creating an Engaging Workplace- Workshop for Supervisors, Dec. 5, 2024, 9:00 AM to 12:00 PM, winter and spring term sessions available.
- Five Paths to Leadership, Supervisor Workshop, Dec. 5, 2024, 2:00 PM to 3:30 PM, winter and spring term sessions available.

Search Advocate Workshop Series - November 2024
Register in MyTrack

Reminder: Workplace Harassment and Discrimination Prevention training in MyTrack!

Opportunities for HR Community of Practice (HRCP)

HRCP Professional Development Series
- Strengthening Your Working Partnerships , Tuesday, February 11, 2025, 9:00 am to Noon, HR Training Room
- Creating an Engaging Workplace, Tuesday, March 18, 2025, 9:00 am to Noon, HR Training Room
- Bringing your Expertise to the Collaboration, Tuesday, April 22, 2025, 9:00 am to Noon, HR Training Room

November 2024 HRCP SharePoint pilot site discussions
- **Join one of our upcoming Teams meetings:**
  - Thursday, November 14 from 9:30am-10:00am
  - Monday, November 18 from 11:00-11:30am
  - Friday, November 22 from 9:00-9:30am

Payroll/HR Administrator Leave Training December 3 10:00-11:00, sign-up in MyTrack

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.

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Dates and Deadlines

Hire and Pay Action Deadlines

Deadlines for New MyTrack Offers, Renewal Appointments and PRFs: https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs

Winter 2025 RTO Renewal Deadline was November 1 for RTOs that renew December 16; otherwise, the deadline is **6 weeks** before the effective date.

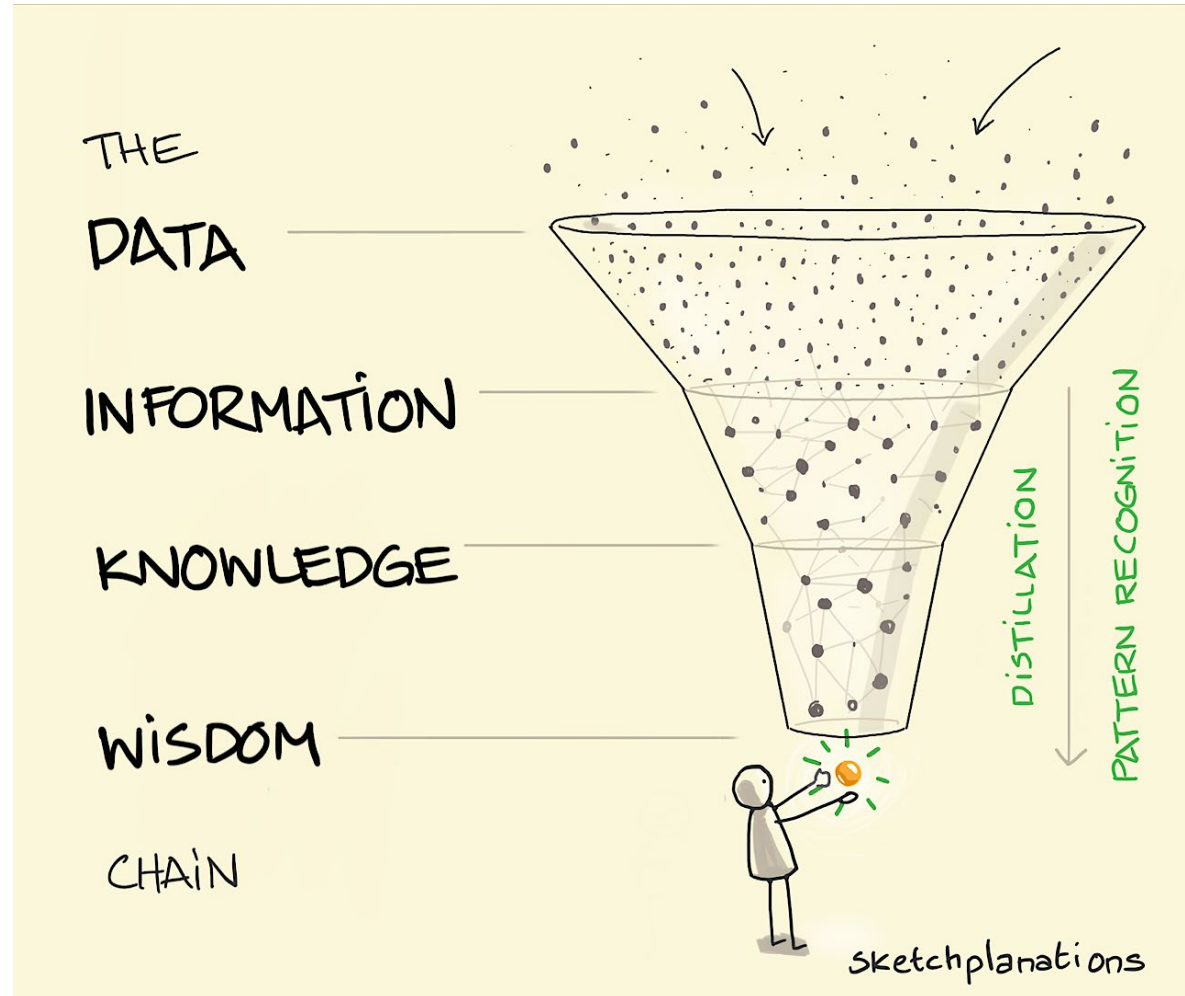**Friday, November 15** is the deadline for HR Operations to receive:
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect December 2024.

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.

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Agenda

- **Review of training, dates and deadlines, agenda review** – Sue Russell, Director HR Community of Practice

- **Updates:**
  - **Student Employment Exceptions Process** - Sarah Blanchard, Student Employee Coordinator
  - **HR Community of Practice – Outlook Calendar** – Sue Russell, Director, HR Community of Practice

- **Presentation: HR Data and Improvements -** Areas within University Human Resources will talk about a two data points in their areas as well and improvement they have made or will make in the coming year.

- **Peer Coaching** - Tiffany Lundy, Senior Associate Director, Employee Development & Engagement

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Human Resources 2024
Data and Improvements

THE DATA

INFORMATION

KNOWLEDGE

WISDOM

CHAIN

DISTILLATION

PATTERN RECOGNITION

sketchplanations

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Data Considerations – Reminder
The work that each of us does influences the data and improvements you will see highlighted today. Your contributions and POV have impact and value in transforming data into wisdom, making improvements, and communicating to support others. Lots of data and information today – take in what you can!

- **Privacy**: Consider business purpose for data and information access, confidentiality.
- **Precision:** Remember the value of accurate data. Influence on the larger picture and opportunities for equity.
- **Signals:** Stay curious, observe, ask questions, get to know your data.
- **Communication:** Share accurate information. Support understanding – the nuance, the what, how, and why.

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Big Picture Context: Employee Profile – University of Oregon - 2023 - Snapshot

Employee Group	Headcount
Administrators	31
Classified Staff	1,751
Faculty	2,097
Graduate Employees (GE)	1,431
Librarian	46
Officer of Administration (OA)	1,666
Student	3,459
Temp Employees	322
Total	**10, 803**

Institutional Research: https://ir.uoregon.edu/employees/employee-profile. See this site for data trends over time, numbers by gender and ethnicity, employee FTE.

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Human Resources Service Center (HRSC)

Louise Hutson, Human Resources Coordinator

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Human Resources Service Center (HRSC)

Quantitative data:
- HRSC reviewed and processed over 500 staff tuition benefit forms this Fall 2024 term, helping ensure that eligible staff and their dependents receive their benefit in a timely manner.
- HRSC on average verifies more than 200 employment verifications each month on behalf of ALL UO faculty/staff, working with external mortgage and loan officers to ensure that loans are processed quickly.

One improvement:
- HRSC is planning to create an intake form to improve and streamline Lactation Support Program requests, including the Personal Refrigerator Loan Program and dedicated Lactation Support Rooms. Currently requests come via email with substantial back/forth to capture needs. Stay tuned for future updates in this space.

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HR Benefits
Anne Willis, Associate Director of Benefits

Quantitative:

- **5,225 UO faculty, classified staff, and officers of administration** were enrolled in PEBB benefits as of 8/31/24.

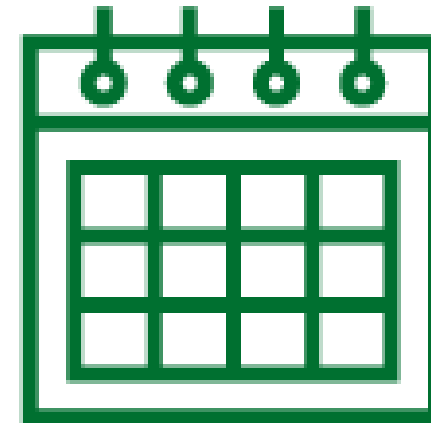- The Benefits office processed **1,146 requests for employee leave** between 9/1/23 and 8/31/24.
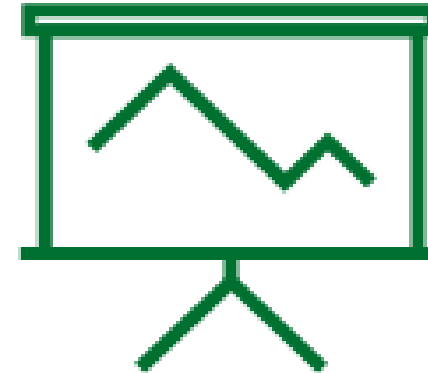
Improvement:

- We launched a **booking tool** for employees to make appointments with us.
  - Please **encourage employees to contact us** if they have questions about benefits or leaves.

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Human Resources Operations

Katie Bonomini-Smith, Senior Associate Director of HR Operations

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Quantitative:

- The new Employee Separation Request form has reduced the number of separations that need to flow through our team **by 45%!**

- In fiscal year 2024, we processed **4,100** PRFs and pay actions.

- Improvement: Continued work on creating electronic forms. Current focus is the Summer Appointments form.

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HR Learning & Development

Tiffany Lundy, Senior Associate Director of Employee Development and Engagement

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Quantitative:

- Our major employee engagement events had a combined attendance of **2,169**.
    - Creating an Engaging Workplace
    - Mentorship Reimagined
    - UO Kids on Campus Day
    - Years of Service recognition brunch
    - New Employee Orientation
    - FYI Fridays

- Care.com had **629** users this year, up from 437 last year.
    - Connects employee families with local caregivers- children, pets, homecare and more.

Improvement: New in spring 2025, the Community Connection and Resource Fair will be open to **all employees**!

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HR Communications

Anna Duncan, HR Communications Coordinator

Quantitative:

- HR has been responsible for **52 UO-wide messages** to various employee groups in the past year.

- We still have **1,000 webpages** and are actively working on audience-focused web strategy.

- New in March 2024: **HRCP newsletter**
  - News for the HR community
  - News to share in your units

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Classification and Compensation (CLCO)

Jenna Schuttpelz, Senior Director of TACC

Classification and Compensation (CLCO)

Quantitative data:

- From January through September, 2024, CLCO has reviewed 1,613 requests from campus. These include PDs, offer requests, retention requests, reclassifications, SEIU pay requests, and other pay action forms (PRF/ERF).
- In the review of these other pay action requests (PRFs/ERFs), CLCO approved over $5.7M in additional non-base pay. This does not include requests that bypassed CLCO review.

One improvement:

- Post COVID, the CLCO team had a large backlog of reviews. To address this, we implemented what we call CompFEST (Focused Efforts for Sustainable Timelines). CompFEST has allowed our team to work together to address reviews, build out training for newer team members, and norm among the team on complicated or unique requests.

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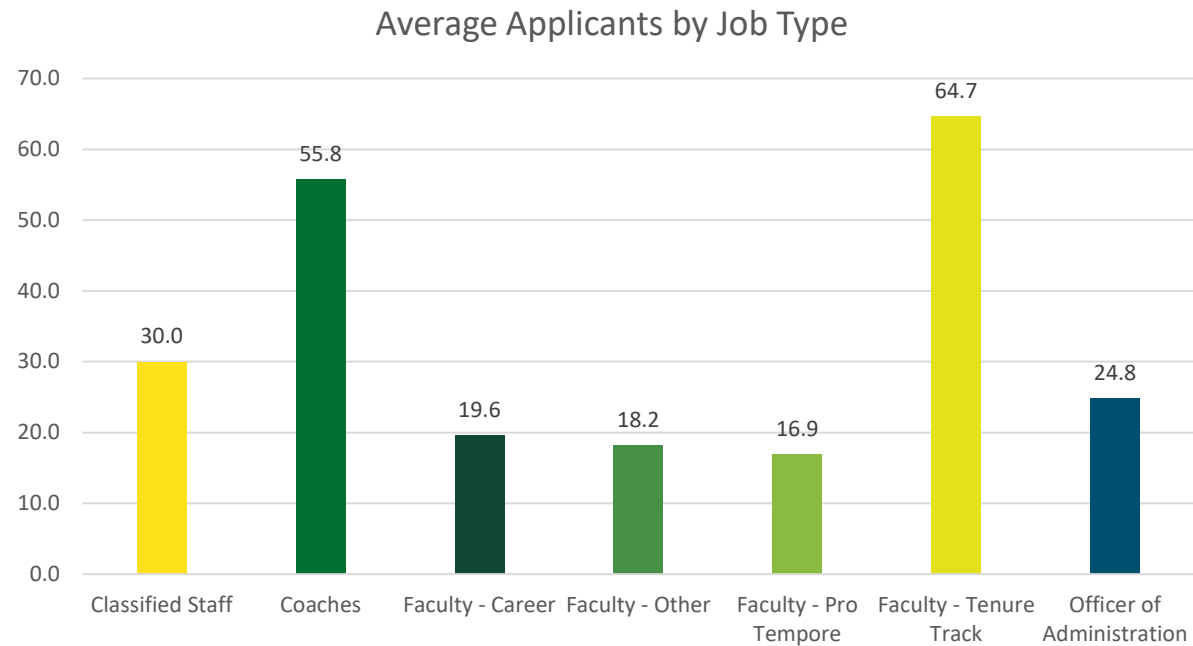OREGON

Talent Acquisition

Jenna Schuttpelz, Senior Director of TACC
Maeve Anderson, Associate Director of Talent Acquisition

Talent Acquisition

Quantitative data:

- September 2023-August 2024, over 27,000 applications have been submitted in MyTrack

Average Applicants by Job Type

Job Type	Average Applicants
Classified Staff	30.0
Coaches	55.8
Faculty - Career	19.6
Faculty - Other	18.2
Faculty - Pro Tempore	16.9
Faculty - Tenure Track	64.7
Officer of Administration	24.8

One improvement:

- Moving research reclassification requests to MyTrack (New!)

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Change to Pro Tem Research Reclassification Process
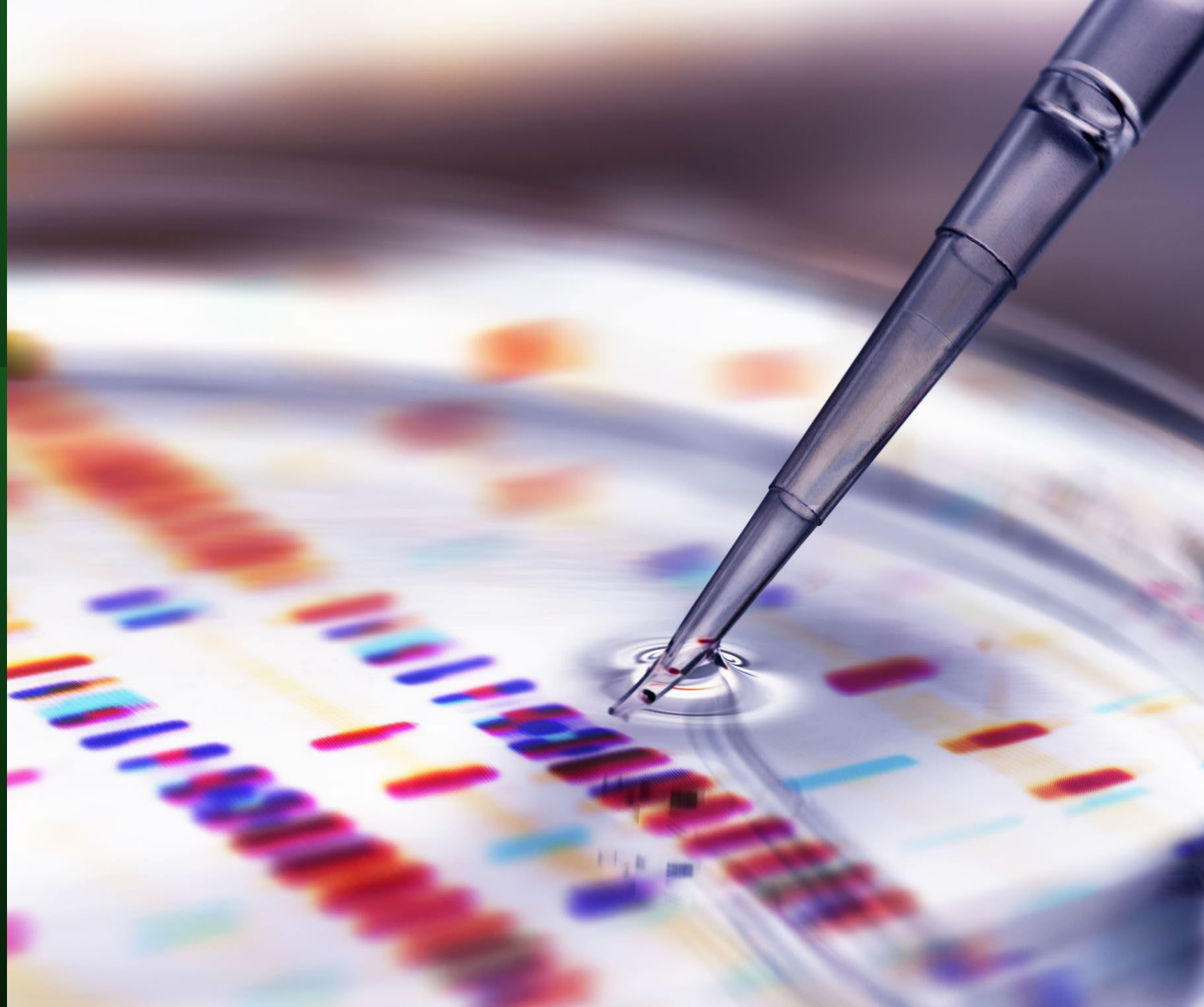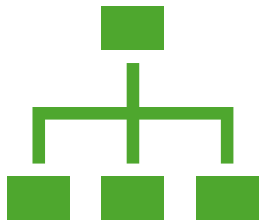
Current Process(es) for Research Faculty

At the 3 Year Mark

1. Submit an RTO to reclassify

2. Incumbent is given a new position (B) number.

3. Unit submits a PD edit in MyTrack to associate PD with new B#

Before 3 Year Mark

1. Unit submits a reclassification (UA) via MyTrack.

2. PD and B# are updated via this process.

Problems We're Solving

Having two separate processes is confusing.

The employee is separated from their PD through the RTO process.

It's cumbersome to re-attach the employee to their PD.

New Process

All research pro-tem to career reclassifications will be processed through MyTrack via a new approval process.

New Process - Pros

01
Single process regardless of pro tem clock

02
One step for unit – no need to remember to update the PD later.

03
Employees won't become divorced from their PD.

04
Encourages position description maintenance.

Process

- Open the relevant PD in MyTrack and scroll down to the bottom to restart approvals (just like you would with any PD edit).

- Select "Reclassification (SEIU or UA)" as the reason (at the top of the PD).

- Make any needed PD edits and attach relevant documentation including the NEW Resarch Pro Tem to Career Reclassification Form.

- Attach a complete and signed pay action form if there is a pay change.

- Submit for review and apprpovals using the new approval process "Research Pro Tem to Career Reclass"

A few things to note

- This process is ONLY for **research** categories and only to move the faculty member from pro tem to career.
  - Research assistant
  - Research associate
  - Research scientist
  - Research engineer
  - Research professor
- Starting tomorrow, RTO's will not be accepted (if you've already submitted an RTO, it will be processed)
- Plan ahead! We ask that you submit the reclassification via MyTrack 45 days prior to when you want it to be effective to allow for full processing and sending updated information to Payroll.

What this process is NOT

A method for reclassifying instructional positions.

A method for promoting faculty. **Changes in rank will not be approved via this process**

A way to change a faculty member's category (e.g. post doctoral scholar to research associate; or research assistant to research associate).

A way to significantly change or increase the duties of the position.

Peer Coaching Pilot Program

Overview: Join our innovative Peer Coaching Pilot Program, designed to empower participants through the principles of Michael Bungay Stanier's acclaimed books, *The Coaching Habit* and *How to Tame Your Advice Monster*. This program aims to cultivate a culture of curiosity, active listening, and effective coaching within our community.

Audience: HR Community of Practice and VPFA LEADS graduates

Recruiting: Roles are open to all, regardless of title or experience. Coach: Help a campus colleague while improving your coaching skills. Coachee: Receive support and guidance from a peer.

Program Objectives:

- Develop Coaching Skills: Learn and practice the seven essential coaching questions from *The Coaching Habit* to foster deeper, more meaningful conversations.

- Tame Your Advice Monster: Understand and manage the impulse to give advice, enabling more empowering and insightful dialogues.

- Build Peer Support Networks: Create a supportive environment where participants can share experiences, challenges, and successes.

UO Peer Coaching Kickoff: Monday, December 9, 2024- 9:00 AM- 10:30 AM- *register in MyTrack*
Practice workshop: Monday, December 9, 2024- 1:30 PM- 3:00 PM OR 3:30 PM- 5:00 PM

Additional information and the process to submit interest in participating will be sent via emailed.

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

The next meeting will be
Wednesday, December 4 at 2:00pm
in person EMU Crater Lake Rooms

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