

HR Community of Practice

February 5, 2025

2:00pm – 3:00pm



Agenda

- Review of Training, Professional Development, dates and deadlines
 - **UHR Open Position** - Employee Development and Engagement Manager/Coordinator in HR Learning and Development
- **Updates**
 - **HR Operations Updates** - Katie Bonomini-Smith, Senior Associate Director of HR Operations
 - **Payroll Reminders** - Anita Gurule, Director of Payroll Services
 - **Talent Acquisition Update** – Maeve Anderson, Associate Director of Talent Acquisition
- **Presentations**
 - Employee Value Proposition (EVP) with Anna Duncan, HR Communications Coordinator
 - HR SharePoint Training Directory, Shawna Gilbert, HR Training Coordinator
- Meeting Wrap-up – Sue Russell, Director, HR Community of Practice

Learning and Professional Development

Opportunities for HR Partners and Employees

Supervisor Trainings

- [Student Worker Unionization and Weingarten Rights: What Supervisors Need to Know](#) Equip supervisors of student employees with comprehensive information on student worker unionization. Via Zoom February 18 sign-up in MyTrack.
- [Supervisor Development Series](#) 10:00 am- Noon, Via Zoom Signup in MyTrack
 - Grievances, Discipline and Unions – February 19
 - Performance Management – April 9
- [Getting Things Done](#) - Learning how to be more appropriately engaged with your work and life. Based on the New York Times bestseller of the same title, the training teaches a set of skills to reduce stress, work smarter and manage time more effectively. Sign-up in MyTrack – 3 sessions February 13, 18 and 20th
- [Creating an Engaging Workplace](#) – Workshop for Supervisors Sign-up in MyTrack March 4 and May 15th
- **Immigration Information and Support Session** - All are welcome to attend, and feel free to share this with others who may benefit from knowing about the session. Wednesday, February 5th at 6:30 pm in Straub 156.
- **FYI Fridays:** Human Resources Structure and Community at the UO, Friday, March 7th at 10:00 am. If you'd like to present your own FYI Fridays topic, please [submit a proposal!](#)
- Workplace: [Communication and conflict trainings](#) offered to all employees. Four sessions happen this month from the Ombuds Program and Student Conflict Resolution Center. [Descriptions and link](#) at Ombuds Program page.

Learn about UO Benefits: Highlights of trainings, help sessions, web pages, and other resources designed to help you better understand and make the most of the benefits available to you as a UO employee. <https://hr.uoregon.edu/learn-about-your-benefits>

**Community Connection &
Resource Fair**
April 8th – All Welcome!

Learning and Professional Development

HR Community Walking Group! Meet at the 13th Ave. entrance to Lillis Hall on Wednesdays at noon, rain, or shine!

Opportunities for HR Community of Practice (HRCP)

HR Round Table Discussions: Opportunities to discuss topics that **cross teams** and HR content areas. All are welcome to share ideas, successes, struggles, or to listen. An opportunity to connect with colleagues and spark new ideas. Register in MyTrack at the links below. Zoom meetings in winter term.

- [Creating Opportunity](#): February 19, 2:00–2:45 p.m. on Zoom.
- [Providing Justifications](#): March 19, 2:00–2:45 p.m. on Zoom.

HR Community of Practice Professional Development Series: Join your **campus HR colleagues** to create stronger **collaboration and community**.

Register in MyTrack at the links below. In-person meetings.

- [Strengthening Your Working Partnerships](#): February 11, 9:00 a.m.–noon, HR Training Room.
- [Creating an Engaging Workplace](#): March 18, 9:00 a.m.–noon, HR Training Room.
- [Bringing Your Expertise to the Collaboration](#): April 22, 9:00 a.m.–noon, HR Training Room.

CHRO Chats - Informal drop-in sessions to spend some time with the Chief Human Resources Office and the Director, HR Community of Practice. Share your professional experiences, ideas for change, and opportunities for stronger collaboration. Meet us in the EMU Fishbowl.

- Wednesday, February 26 at 9:00 am-10:00am
- Thursday, March 20th at 9:00-10:00am
- Wednesday, April 30 at 9:00 am-10:00am
- Wednesday, May 7th at 9:00 am-10:00am

[Building your HR Practice – HR Structure at UO](#) – February 27th at 2:00 pm; March 13th at 1:00 pm. Sign-up in MyTrack to learn more about the way HR is structured at the UO.



Oregon CUPA Spring Conference – April 17-18, 2025, Glendon Beach, OR <https://chapters.cupahr.org/or/events/>

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>

Spring 2025 Hires and Changes

March 2025 Changes

- **Spring 2025 RTO Renewal Deadline was February 3** for RTOs that renew March 16; otherwise, the deadline was **6 weeks** before the effective date.

Friday, February 14 is the deadline for HR Operations to receive:

- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect March 2025.

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](#).

HR Operations Updates

Katie Bonomini-Smith, Senior Associate Director of HR Operations

Workers Compensation NCCI Class Code

Please help us ensure the accuracy of workers compensation codes, Please use the Workers Compensation NCCI Class Code Guide to determine which code to assign to a temporary, graduate, student employee, or stipend position. All other employees are assigned codes centrally when a new position is created, but a department may be contacted if clarification is needed <https://hr.uoregon.edu/workers-compensation-ncci-class-code-guide>

Post Retirement Reminder

If hiring a retired employee, they cannot begin their post-retirement position immediately if they retire mid-month. The very first post-retirement position cannot begin until the 1st of the following month at the earliest.

REMINDER: Run your Roster Audit and Update report to update Supervisors and job locations!

<https://hr.uoregon.edu/employee-record-maintenance-guide-and-audit-process>

Payroll Reminders

Anita Gurule, Director of Payroll Services

Termination Pays

As per BOLI regulations, termination pay must be processed on the employee's last day. If not processed on time, the university may incur penalties and interest. Final pay should include all owed amounts (vacation payout, differentials, etc.). To ensure timely processing, please submit an MCR to Payroll two days prior to the employee's last day. Questions, please email payroll@uoregon.edu.

Oregon BOLI 35-day Rule

The Oregon Bureau of Labor and Industries (BOLI) enforces regulations on pay periods, requiring that employees be paid at least once every 35 days. This 35-day rule ensures that no employee goes longer than 35 days without receiving pay. However, for hourly employees who start at the beginning of a pay period, it's possible they may not receive their first paycheck until after 35 days.

For example, if an hourly employee begins work on January 16, their first paycheck wouldn't be issued until February 28, which would exceed the 35-day limit.

If you have employees in this situation, it's important to check with them to see if they need to be paid before the next scheduled payday. If they do, please coordinate with Central Payroll to submit an MCR for the employee.



Talent Acquisition Update – Pro Tem Pools

Maeve Anderson, Associate Director, Talent
Acquisition

Faculty Pro Tem Open Pools

- We've updated our pro tem pool guidance here: <https://hr.uoregon.edu/faculty-pools>
- Last updated in 2018 – time for a refresh!



Faculty Pro Tem Open Pools

What is a pro tem pool?

- Pro Tem pools are recruitments designed to build a large pool of applicants for a variety of limited-duration opportunities that may not be currently known.
- Pro tem pools can be used to fill instructional, clinical, or research positions in the classification of pro tempore or postdoctoral scholar.

Why should I use a pool?

- Faculty pro tem pools enable multiple hires from a single recruitment, based on a general position announcement.
- Pro tem pools allow departments to hire quickly for positions (e.g. to fill an instructional need due to higher enrollment or staff a lab when a new grant is funded).
- Pro tem pools also allow applicants the opportunity to express their interest in and be considered for numerous opportunities with a single application.



Faculty Pro Tem Open Pools

What a pro tem pool is NOT

- A mechanism for direct appointment
- A way to avoid applying veteran's preference
- A way to effectively recruit for niche or specialized positions

What are our next steps?

- Review the updated guidance and reach out to talent@uoregon.edu with questions
- Discuss with your HR team, department heads, and PIs how you're currently documenting your selection practices and what, if anything, you might need to adjust
- Make sure you're paying attention to veterans in the pool.

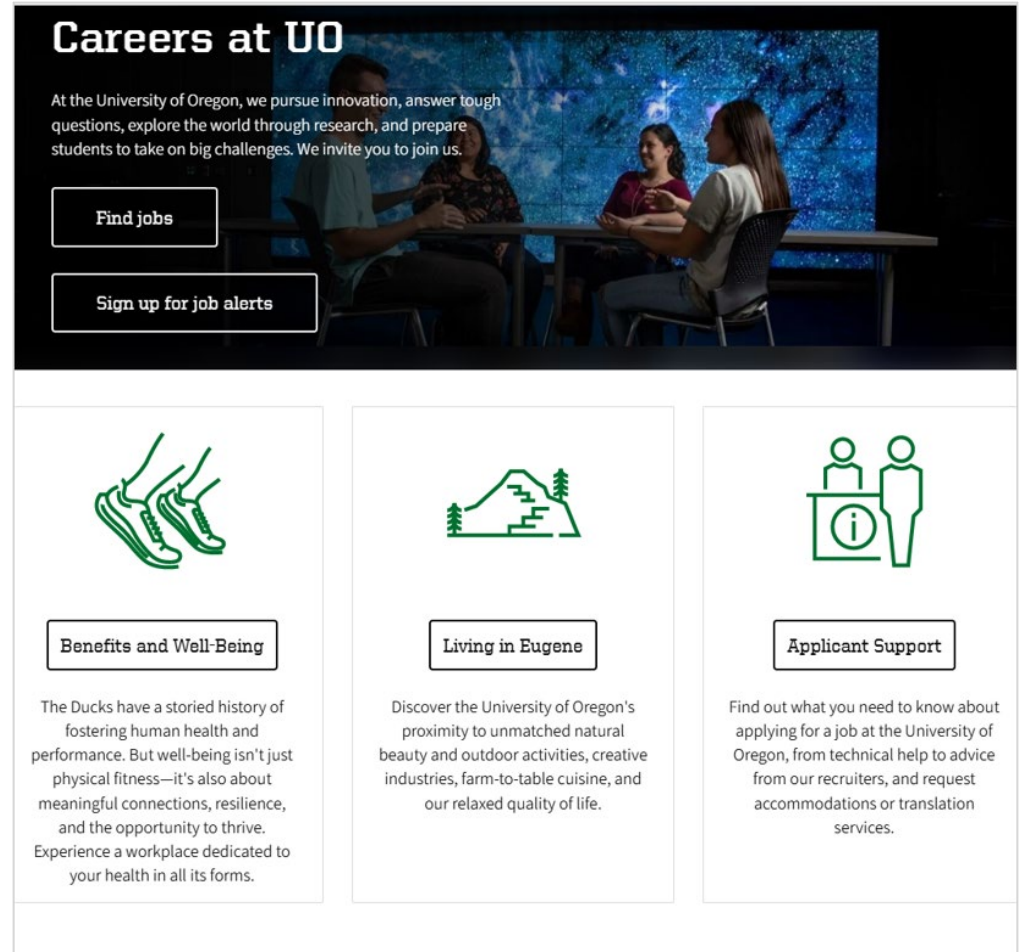


Employee Value Proposition (EVP)

Anna Duncan, HR Communications Coordinator

What is EVP?

- An organization's **employee value proposition** is a statement of benefits, experiences, and shared positive values that the organization offers its employees.
- It's a concept that many private sector companies have used for a while, and some universities are developing.
- We have started to discuss it here in the UO HR community in the past several months.
- The first step we're taking is to refresh and enhance our careers page and create a new site that outlines our benefits and well-being offerings.
- We need your feedback on the UO's EVP and the new webpages. Focus groups and other opportunities coming soon.

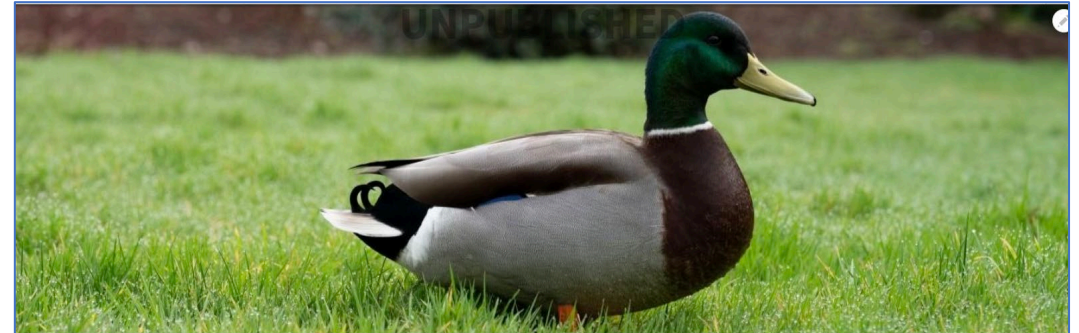


The screenshot shows the 'Careers at UO' website. At the top, there's a header with the title 'Careers at UO' and a background image of four people sitting around a table in a meeting. Below the header, there are two buttons: 'Find jobs' and 'Sign up for job alerts'. The main content area is divided into three columns, each with an icon and a title:

- Benefits and Well-Being**: Icon of a pair of sneakers. Text: "The Ducks have a storied history of fostering human health and performance. But well-being isn't just physical fitness—it's also about meaningful connections, resilience, and the opportunity to thrive. Experience a workplace dedicated to your health in all its forms."
- Living in Eugene**: Icon of a house with trees. Text: "Discover the University of Oregon's proximity to unmatched natural beauty and outdoor activities, creative industries, farm-to-table cuisine, and our relaxed quality of life."
- Applicant Support**: Icon of two people at a desk. Text: "Find out what you need to know about applying for a job at the University of Oregon, from technical help to advice from our recruiters, and request accommodations or translation services."

New UO Careers site

- Audience: prospective employees



Applicant Support

We want to ensure you have a positive and well-supported experience throughout your job search at the University of Oregon. To help you navigate the process, we've gathered helpful information to guide you through finding jobs, applying, and interviewing.

If you need more support, email us at uocareers@uoregon.edu.



Advice From Recruiters

People often ask us for our best tips for applying to work at the University of Oregon. Here they are!



Accessibility

Find out how to request accommodations and interpretation services during the application and interview process.




Frequently Asked Questions

Answers to your questions about the types of jobs the UO offers, how to apply, veteran's preference, and the review, interview, and hiring process.







New benefits and well-being site

- Audience: Current and prospective employees



Benefits and Well-Being for Staff and Faculty

The University of Oregon is proud to offer a wide range of services, essential benefits, and exclusive amenities that enhance your life at work and beyond. From comprehensive health and retirement plans to tuition discounts, energizing wellness programs, campus perks, and more—we've got you covered. Discover how the UD invests in your success and helps you thrive.

 <h3>Health and Well-Being</h3> <p>Oregon's Public Employees' Benefit Board offers UO faculty and staff comprehensive medical, dental, vision and mental health coverage. Employees also have access to a range of offerings to support all areas of their well-being.</p> <p>Explore health and well-being</p>	 <h3>Employee and Workplace Development</h3> <p>A university is a great place to work and learn! Our development offerings include workshops, online learning, and career advancement resources designed to support your professional growth.</p> <p>Find development opportunities</p>	 <h3>Perks at Work</h3> <p>Amenities, transportation options, and services to make your workday easier.</p> <p>Discover perks at work</p>
 <h3>Family and Caregiver Support</h3> <p>Family and caregiving are critical responsibilities. Find out how the UD will support you and your family.</p> <p>Find caregiver and family resources</p>	 <h3>Retirement</h3> <p>Whether it's your first day at the UD or your last year here, understand your options so you can flourish in retirement.</p> <p>Prepare for your retirement</p>	 <h3>Culture and Community</h3> <p>Explore a museum, take in a concert, or cheer on your Ducks at a game! Explore the many experiences available at Oregon's flagship public university.</p> <p>Find your fun</p>



HR SharePoint Training Directory

Shawna Gilbert, HR Training Coordinator

HR SharePoint Training Directory

- [Human Resources](#)



CLASSIFICATION &
COMPENSATION



EMPLOYEE & LABOR
RELATIONS



HR OPERATIONS



HR PROGRAMS & SERVICES



TALENT ACQUISITION



[HR COMMUNITY OF PRACTICE](#)

<https://hr.uoregon.edu/hr-community-practice>

HR SharePoint Training Directory

- [HR Community of Practice](#)

The screenshot shows the University of Oregon HR SharePoint site. The header includes the University of Oregon logo and navigation links: "Resources for:", "One Stop", "Apply", "Visit", "Give", and "Search". The main navigation bar lists: "Benefits", "Classification & Compensation", "Employee & Labor Relations", "HR Operations", "Learning & Development", "Programs & Services", and "Recruitment". The page title is "HR Community of Practice".

HR Community of Practice

Who We Are

The HR Community of Practice is a group of university employees engaged in meaningful human resources (HR) work. The group functions with shared responsibility for HR, topical knowledge, specific competencies, and a focus on inclusion and collaboration.

HR practitioners, professionals, and University HR have unique, interdependent roles to play to ensure the HR work is accomplished at the University of Oregon. Varied perspectives and partnerships bring strength to our overall practice.

- HR professionals and practitioners working in University HR are accountable for providing university-wide perspective, strategy, and leadership; determining overall equitable and consistent processes; focus on continuous improvement; and delivering accessible training, resources, and guidance to

https://uoregon.sharepoint.com/sites/O365_HRTraining

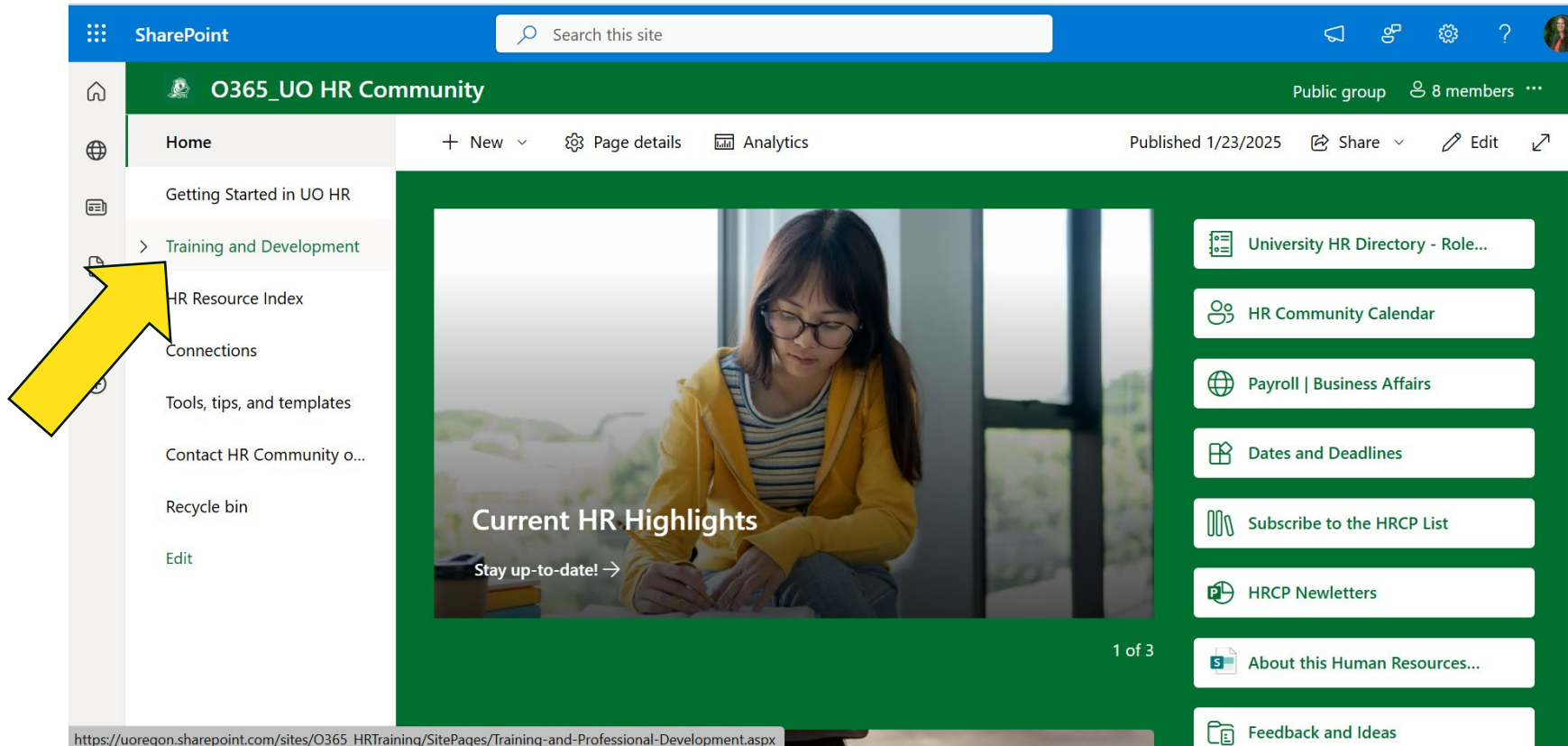
Quick Links:

- [Subscribe to HRCP listserv](#)
- [Highlights](#) from past HRCP meetings
- **HRCP Newsletter**
 - [January](#)
 - [December](#)
 - [November](#)

A large yellow arrow points to a green button that says "VISIT THE UO HR COMMUNITY SHAREPOINT".

HR SharePoint Training Directory

- [O365_UO HR Community SharePoint](#)



HR SharePoint Training Directory

- [Training and Development](#)

SharePoint

Search this site

O365_UO HR Community

Public group 8 members

Home

Getting Started in UO HR

> Training and Development

> HR Resource Index

Connections

Tools, tips, and templates

Contact HR Community o...

Recycle bin

Edit

+ New Promote Page details Immersive reader Analytics Published 1/23/2025 Share Edit

Training and Development

Last updated: January 23, 2025

UO HR Professional Development

- [Human Resources Training Directory](#) - This is your place to star for UO Human Resources (HR) training. It also contains recommendations and links to HR related training supplied by LinkedIn Learning and Academic Impressions.
- [Learning and Development Resources](#) for all employees
- **HRCP Professional Development Series - 2025**
 - [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
 - [ing your Expertise to the Collaboration](#), Tuesday, April 22, 2025, 9:00 am to Noon, HR Training Room
- **HR Round Table Discussions:** Opportunities to discuss topics that cross teams and HR content areas. All are welcome to

HR SharePoint Training Directory

- [Training Directory](#)

The screenshot displays a SharePoint interface for the 'O365_UO HR Community'. The left navigation pane includes links for Home, Getting Started in UO..., Training and Develop..., Training Directory (highlighted with a yellow arrow), How to use the Train..., Shared with us, HR Resource Index, Connections, Tools, tips, and templa..., Contact HR Communit..., and Recycle bin. The main content area shows the 'HR Training Directory' list with the following table:

Training T...	Description	Area	Mode	Duration	Develope...	+ Add column
Oregon Veterans' Preference in Employment	Employees and applicants must be given the opportunity to self-identify as eligible veterans. Self-identification is administered through the MyTrack talent management system. Please review the website content to better understand requirements and best practices for applying veteran's preference.	Recruitment	On-Demand	17 minutes	UO Specific, Video	
Family and Medical Laws for	This training covers how supervisors can	Benefits	Currently Unavailable	25 minutes	UO Specific, MyTrack	

HR SharePoint Training Directory

- [Training Directory](#) 'Filter by' Area selections

The screenshot shows the HR Training Directory in SharePoint. The main content area displays a table of training items. The 'Filter by Area' sidebar is open on the right, showing a list of categories with checkboxes. A yellow arrow points to the search bar at the top of the page.

Training T...	Description	Area	Mode	Duration
Oregon Veterans' Preference in Employment	Employees and applicants must be given the opportunity to self-identify as eligible veterans. Self-identification is administered through the MyTrack talent management system. Please review the website content to better understand requirements and best practices for applying veteran's preference.	Recruitment	On-Demand	17 minutes
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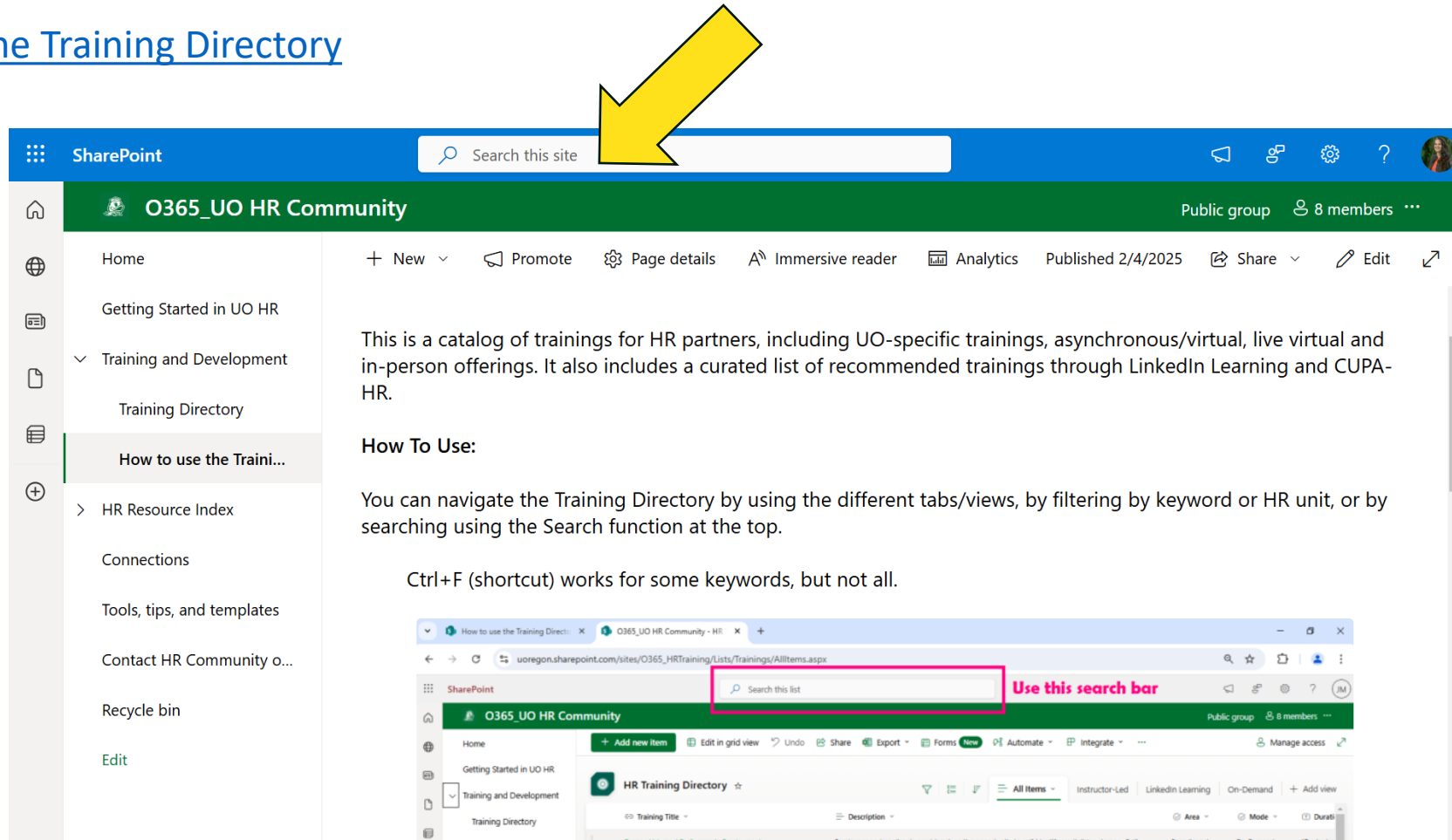
Filter by 'Area'

- Benefits
- CUPA
- Certification Prep
- Change Management
- Conflict of Interest
- Employee Engagement
- Employee and Labor Relations
- Foundational
- Foundational, Benefits
- Foundational, Business Office
- HR Community of Practice
- Leadership
- Learning and Development
- Operations
- Recruitment
- Strategic Planning

Apply Clear all

HR SharePoint Training Directory

- [How to use the Training Directory](#)



The screenshot shows the SharePoint interface for the 'O365_UO HR Community'. A yellow arrow points to the search bar at the top of the page. The left-hand navigation pane includes links for Home, Getting Started in UO HR, Training and Development (with sub-links for Training Directory and How to use the Traini...), HR Resource Index, Connections, Tools, tips, and templates, Contact HR Community o..., Recycle bin, and Edit.

The main content area contains the following text:

This is a catalog of trainings for HR partners, including UO-specific trainings, asynchronous/virtual, live virtual and in-person offerings. It also includes a curated list of recommended trainings through LinkedIn Learning and CUPA-HR.

How To Use:

You can navigate the Training Directory by using the different tabs/views, by filtering by keyword or HR unit, or by searching using the Search function at the top.

Ctrl+F (shortcut) works for some keywords, but not all.

An inset screenshot shows a closer view of the search bar with a pink box around it and the text 'Use this search bar' next to it. The inset also shows the 'HR Training Directory' list with columns for Training Title, Description, Area, Mode, and Duration.

HR SharePoint Training Directory

- [Feedback and Ideas](#)

The screenshot shows a SharePoint page for the 'O365_UO HR Community'. The page has a blue header with the SharePoint logo and a search bar. Below the header, the page title 'O365_UO HR Community' is displayed, along with 'Public group' and '8 members'. The main content area features a green background with a central image of a woman reading, titled 'Current HR Highlights' with a 'Stay up-to-date!' link. To the right of the image is a grid of eight buttons: 'University HR Directo...', 'HR Community...', 'Payroll | Business...', 'Dates and Deadlines', 'Subscribe to the HRC...', 'HRCP Newsletters', 'About this Human...', and 'Feedback and Ideas'. A large yellow arrow points to the 'Feedback and Ideas' button. The left sidebar contains navigation links such as 'Home', 'Getting Started in UO HR', 'Training and Development', 'HR Resource Index', 'Connections', 'Tools, tips, and templates', 'Contact HR Community o...', 'Recycle bin', and 'Edit'. The URL 'https://forms.office.com/r/yRjgpc8iR' is visible at the bottom left of the screenshot.

HR SharePoint Training Directory

UNIVERSITY OF OREGON

Resources for: ▾ One Stop Apply Visit Give Search 🔍

Human Resources

Benefits Classification & Compensation Employee & Labor Relations HR Operations Learning & Development Programs & Services Recruitment

One Community. Big Ideas.

CAREERS @ UO

Meeting Wrap-up

Sue Russell, Director HR Community of Practice

- Collaboration Resources:
https://uoregon.sharepoint.com/sites/O365_HRTraining/SitePages/Resources--Breaking-down-Silos.aspx
- Thanks to all! March meeting....

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

The next meeting will be
Wednesday, March 5 at 2:00pm
via Zoom

