HR Community of Practice

February 5, 2025

2:00pm – 3:00pm

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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!

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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.

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Oregon CUPA Spring Conference – April 17-18, 2025, Gleneden 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 guideance 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.

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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.

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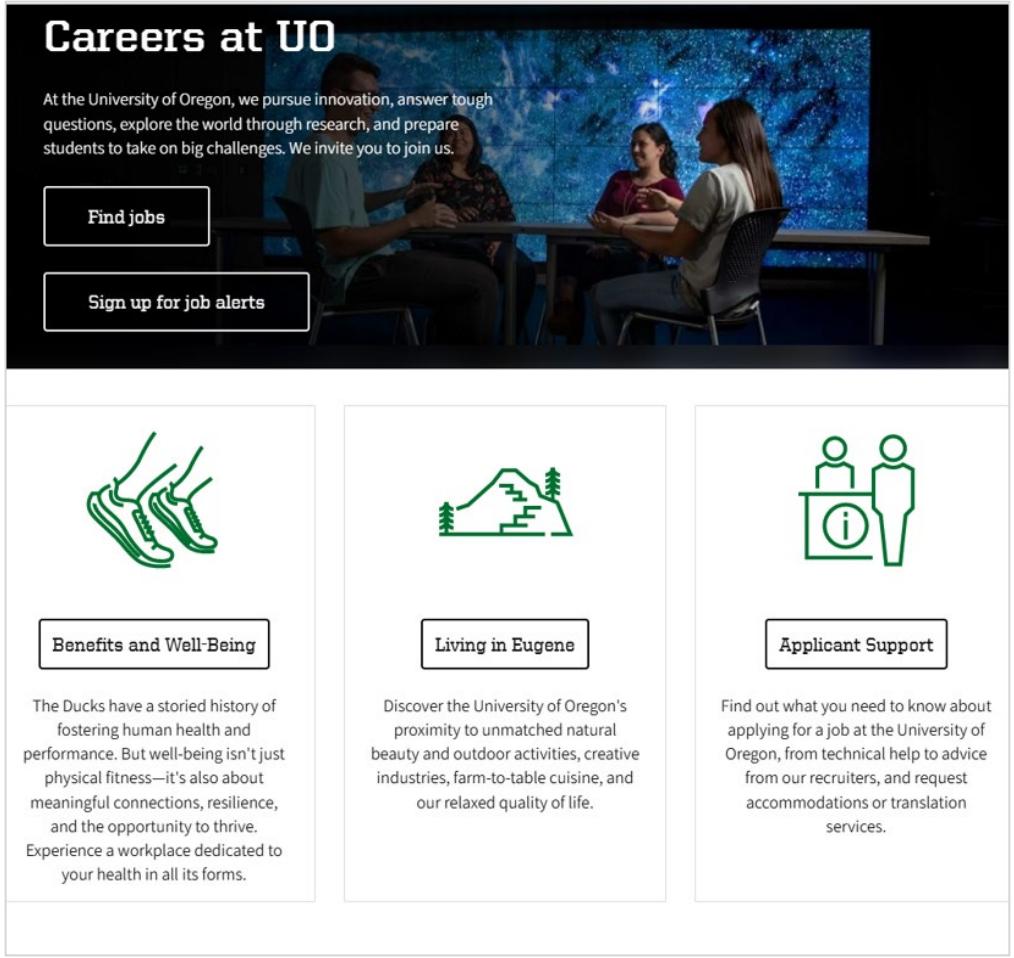
Employee Value Proposition (EVP)

Anna Duncan, HR Communications Coordinator

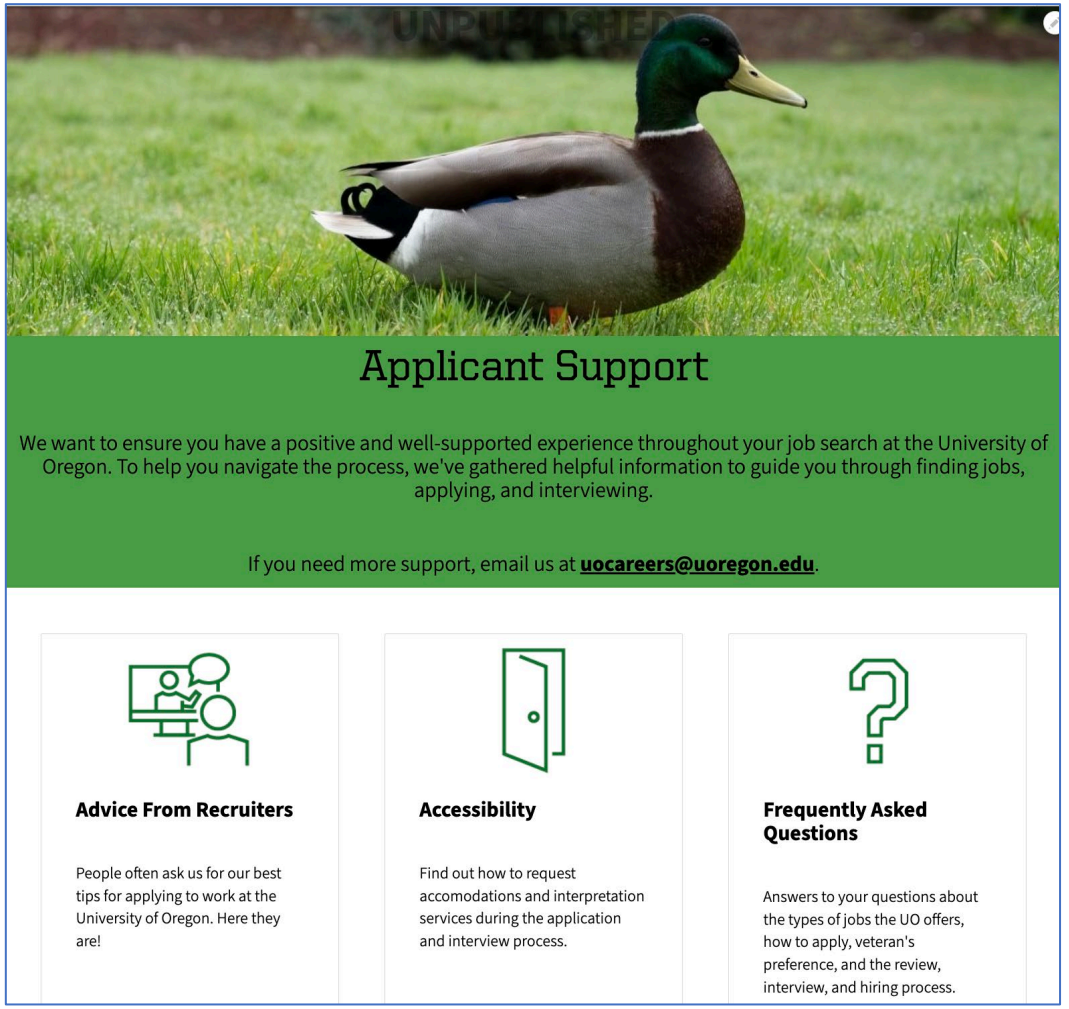
What is EVP?

- 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.



New UO Careers site

- Audience: prospective employees



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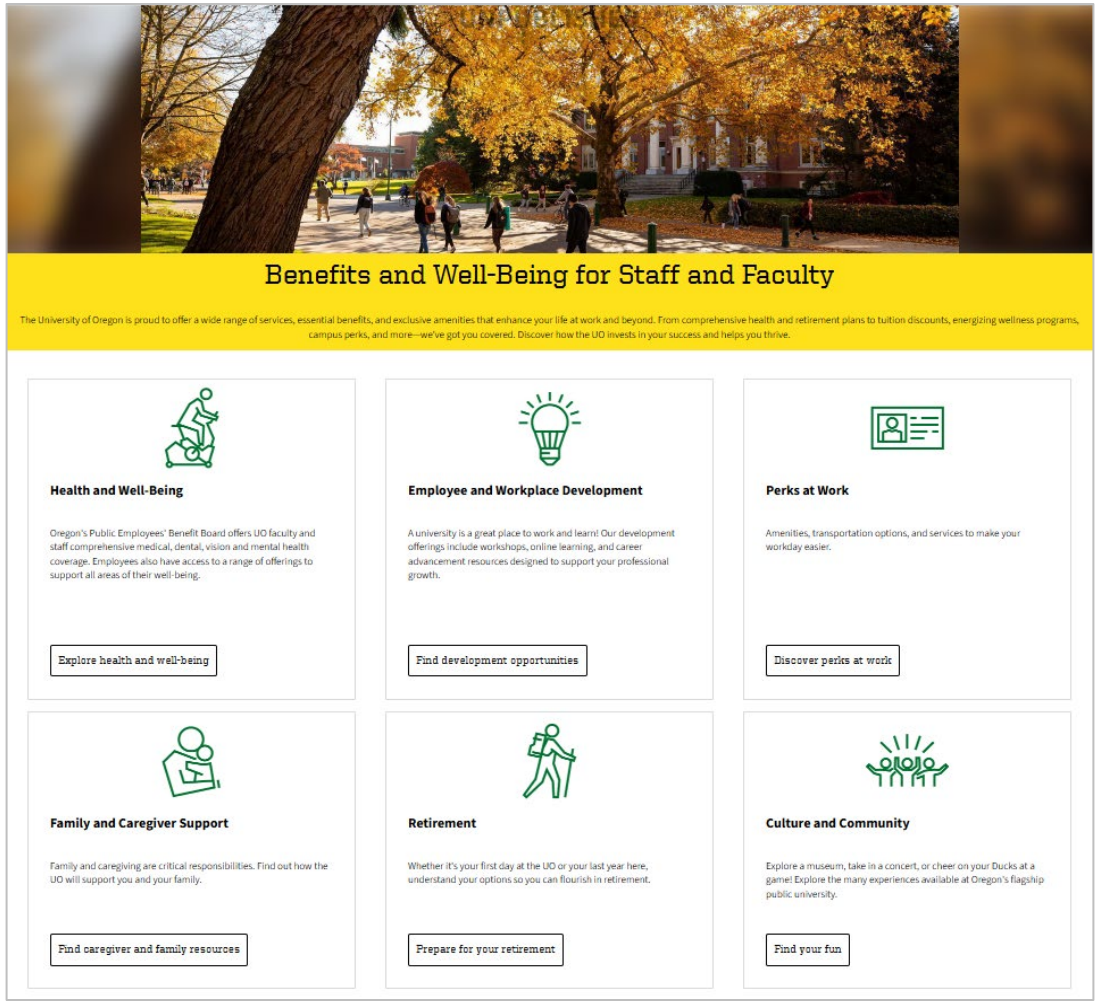
New benefits and well-being site

- Audience: Current and prospective employees



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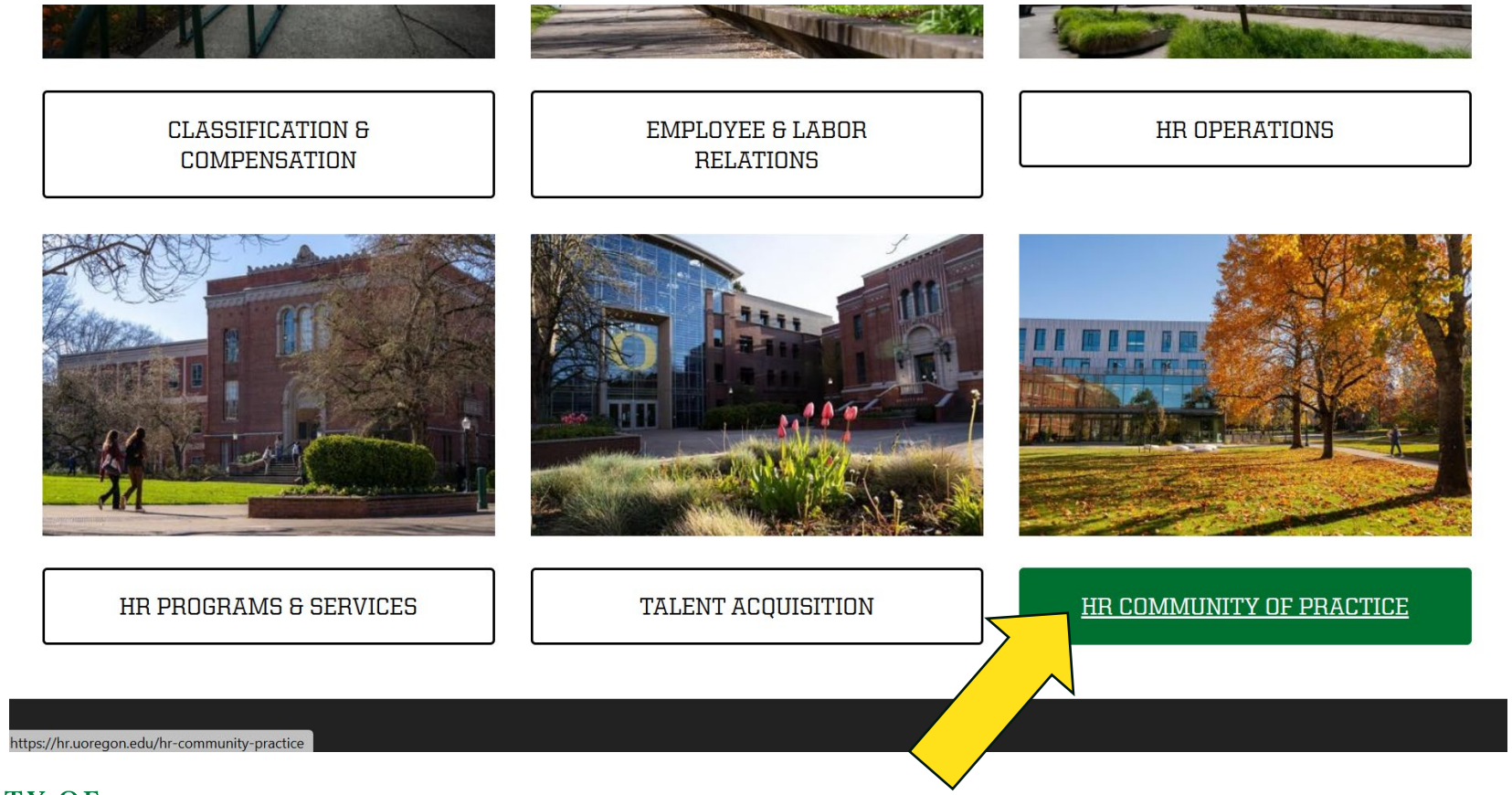
HR SharePoint Training Directory

Shawna Gilbert, HR Training Coordinator

HR SharePoint Training Directory

- Human Resources



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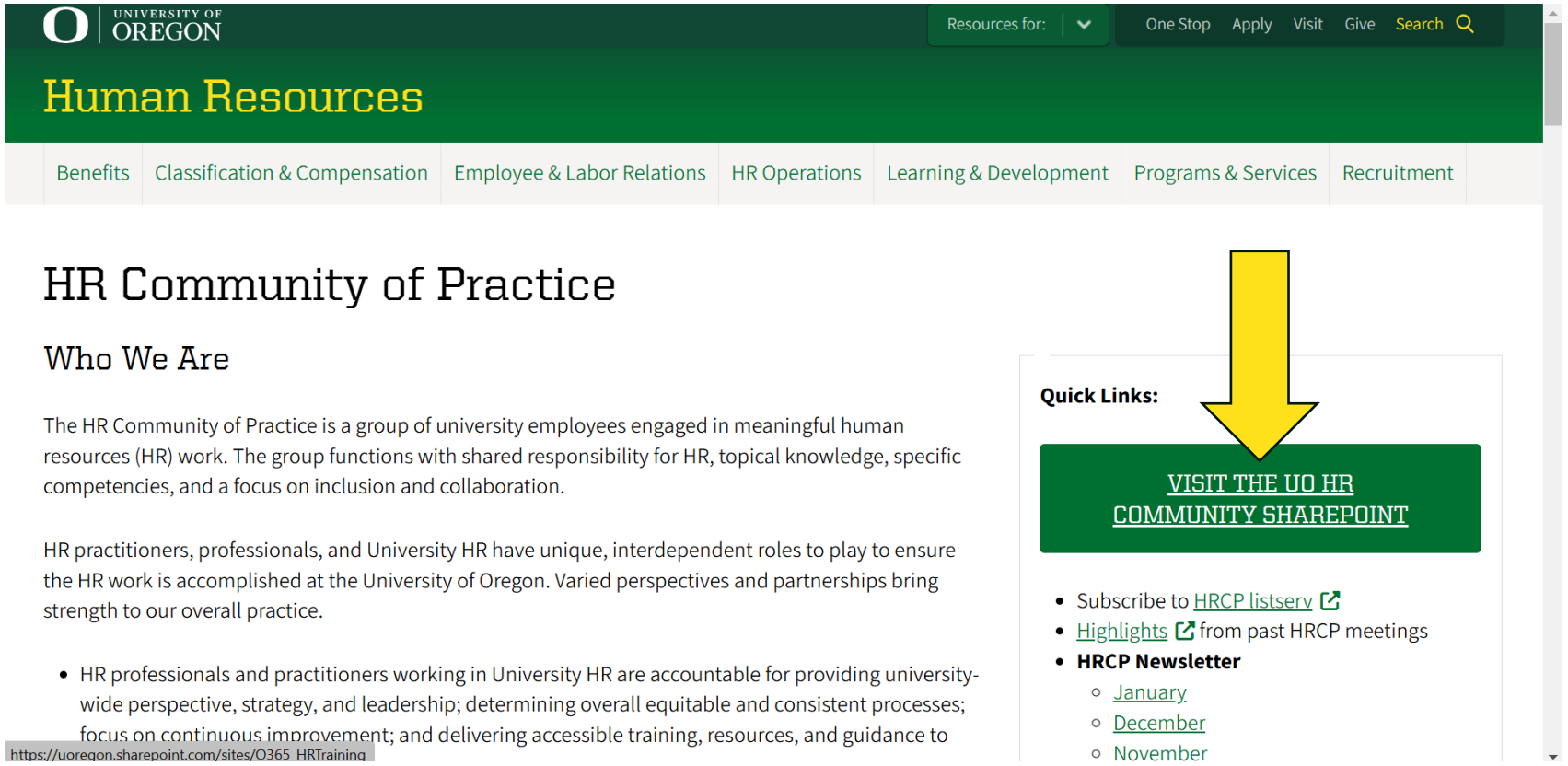
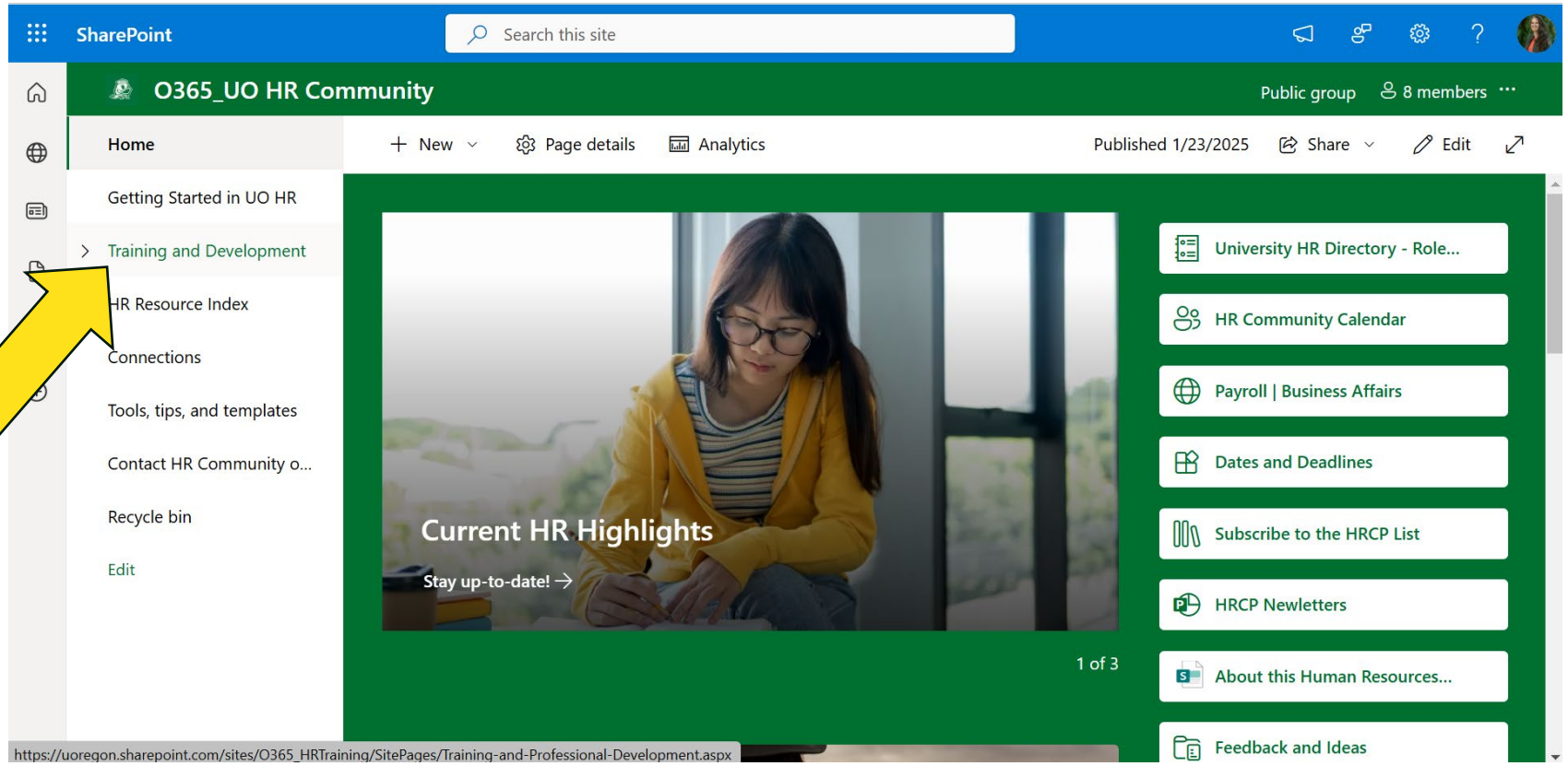
HR SharePoint Training Directory

- HR Community of Practice



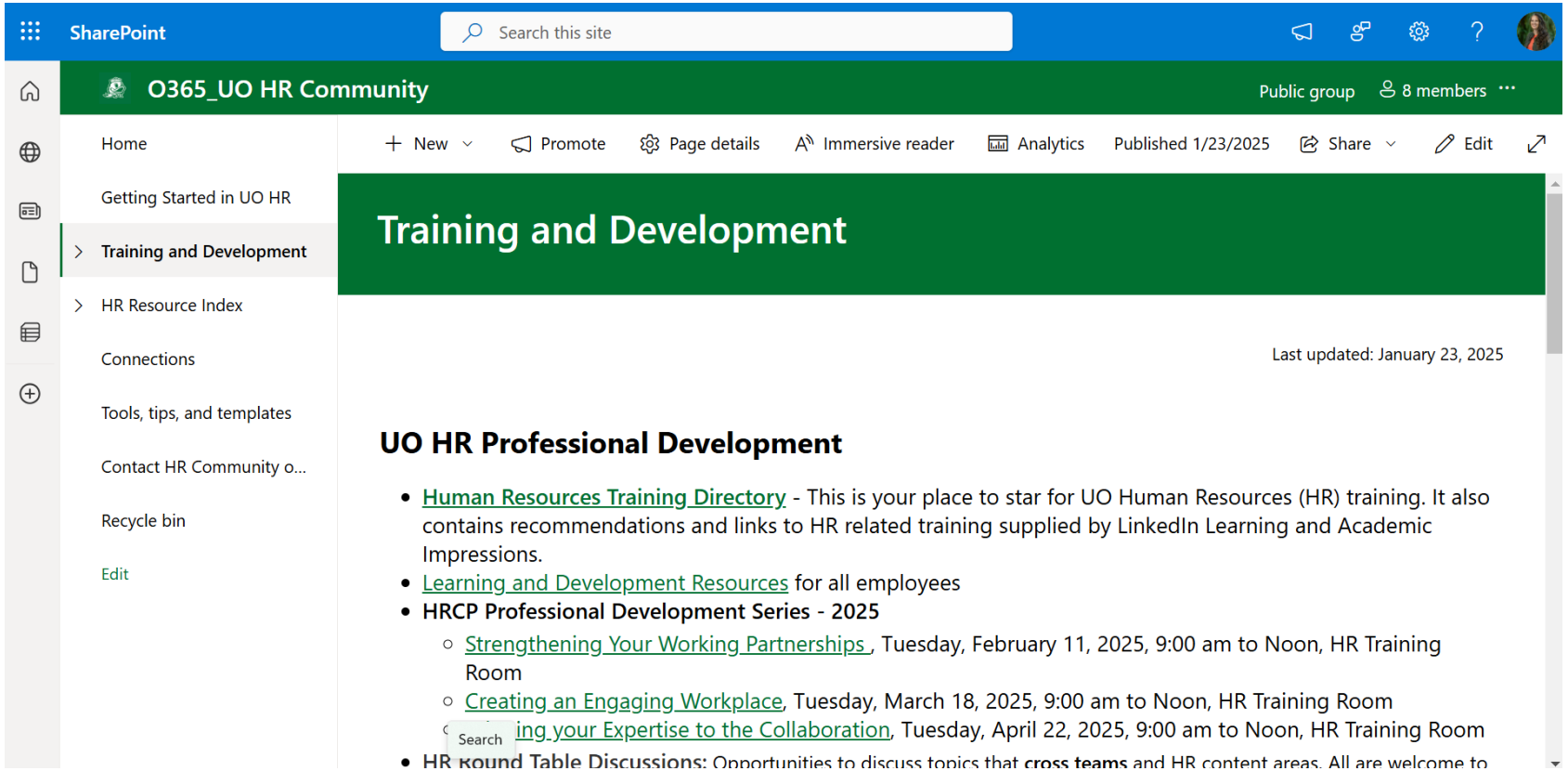
HR SharePoint Training Directory

- O365_UO HR Community SharePoint



HR SharePoint Training Directory

- Training and Development



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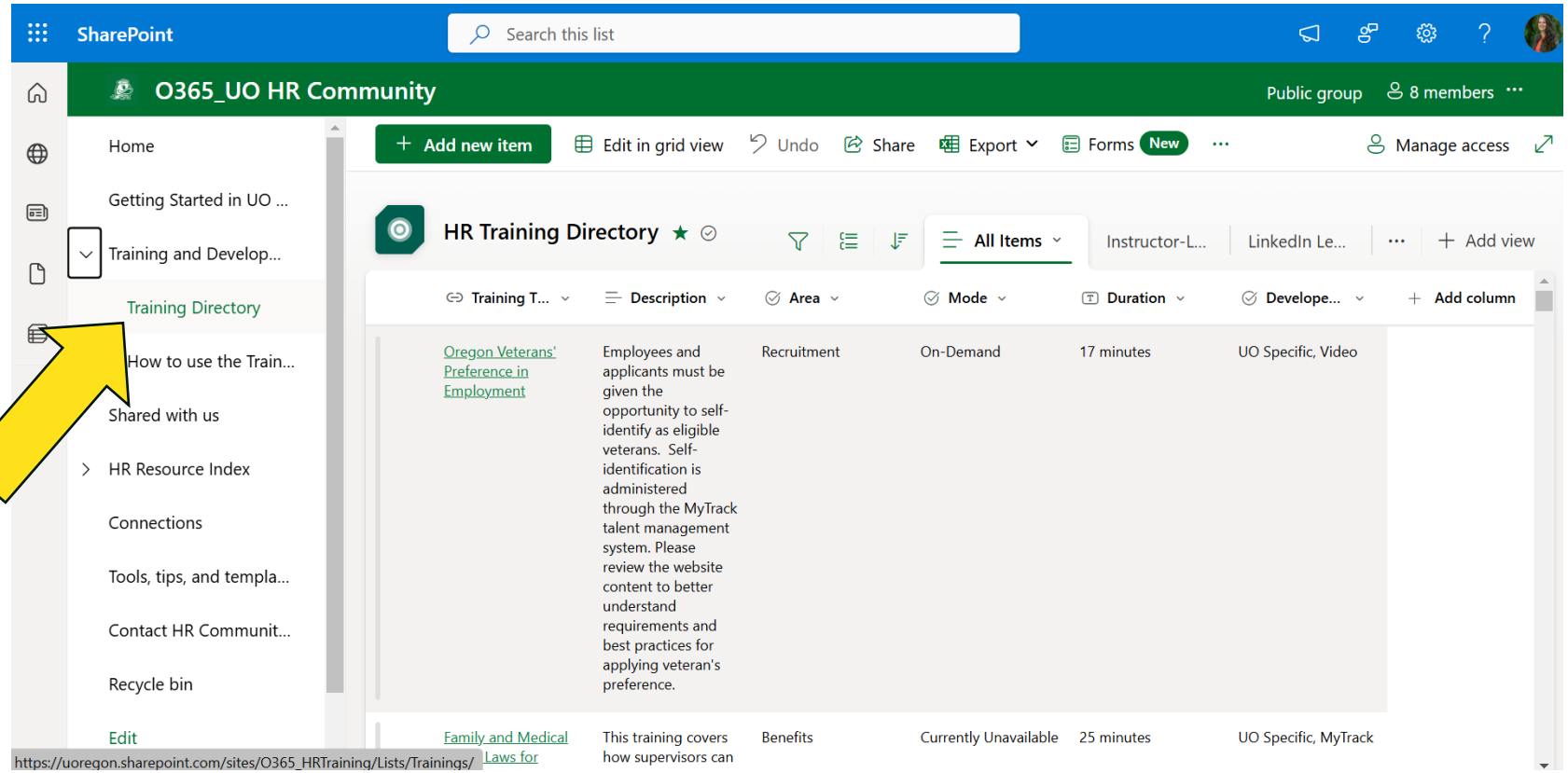
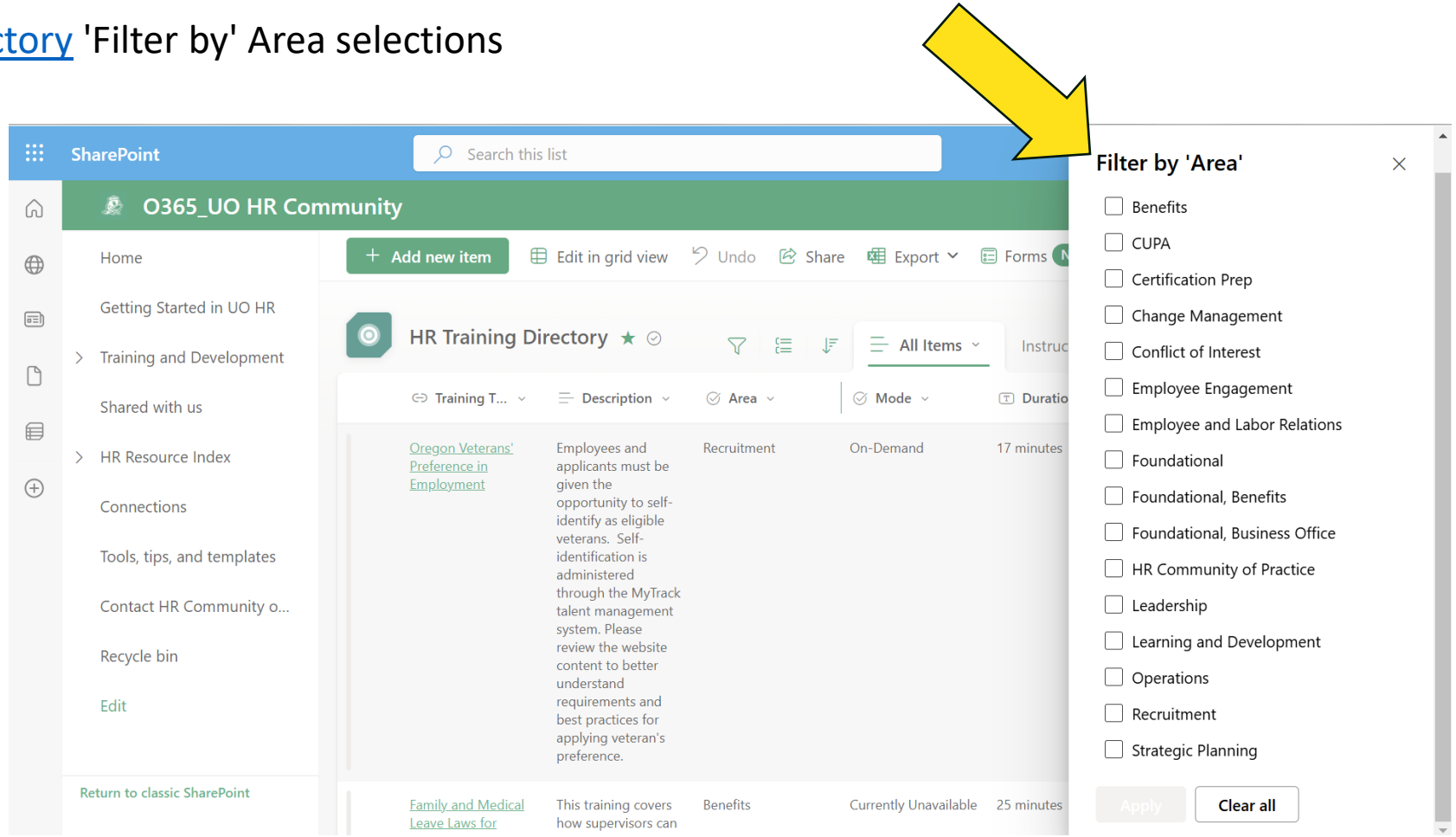
HR SharePoint Training Directory

- Training Directory



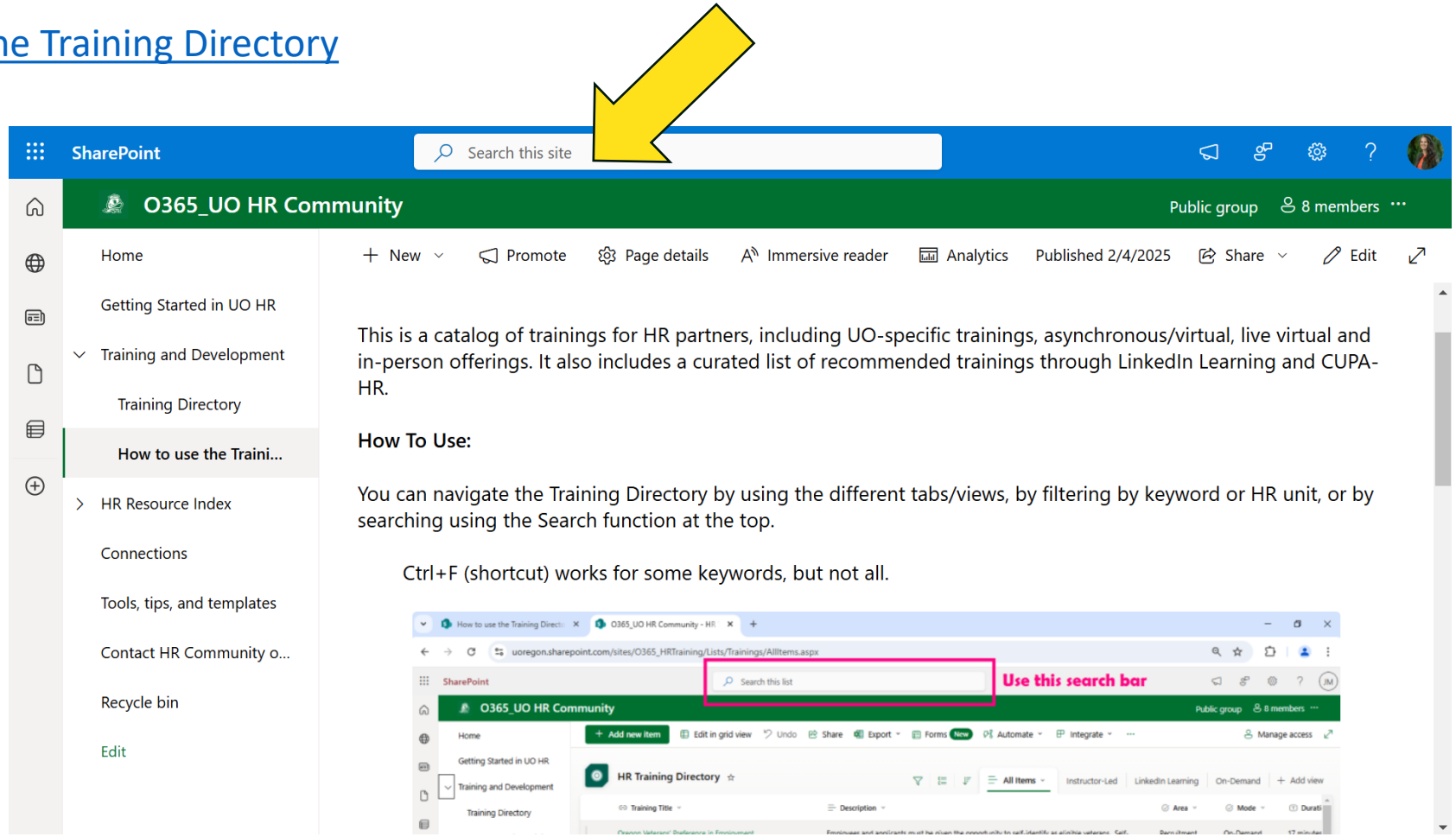
HR SharePoint Training Directory

- Training Directory 'Filter by' Area selections



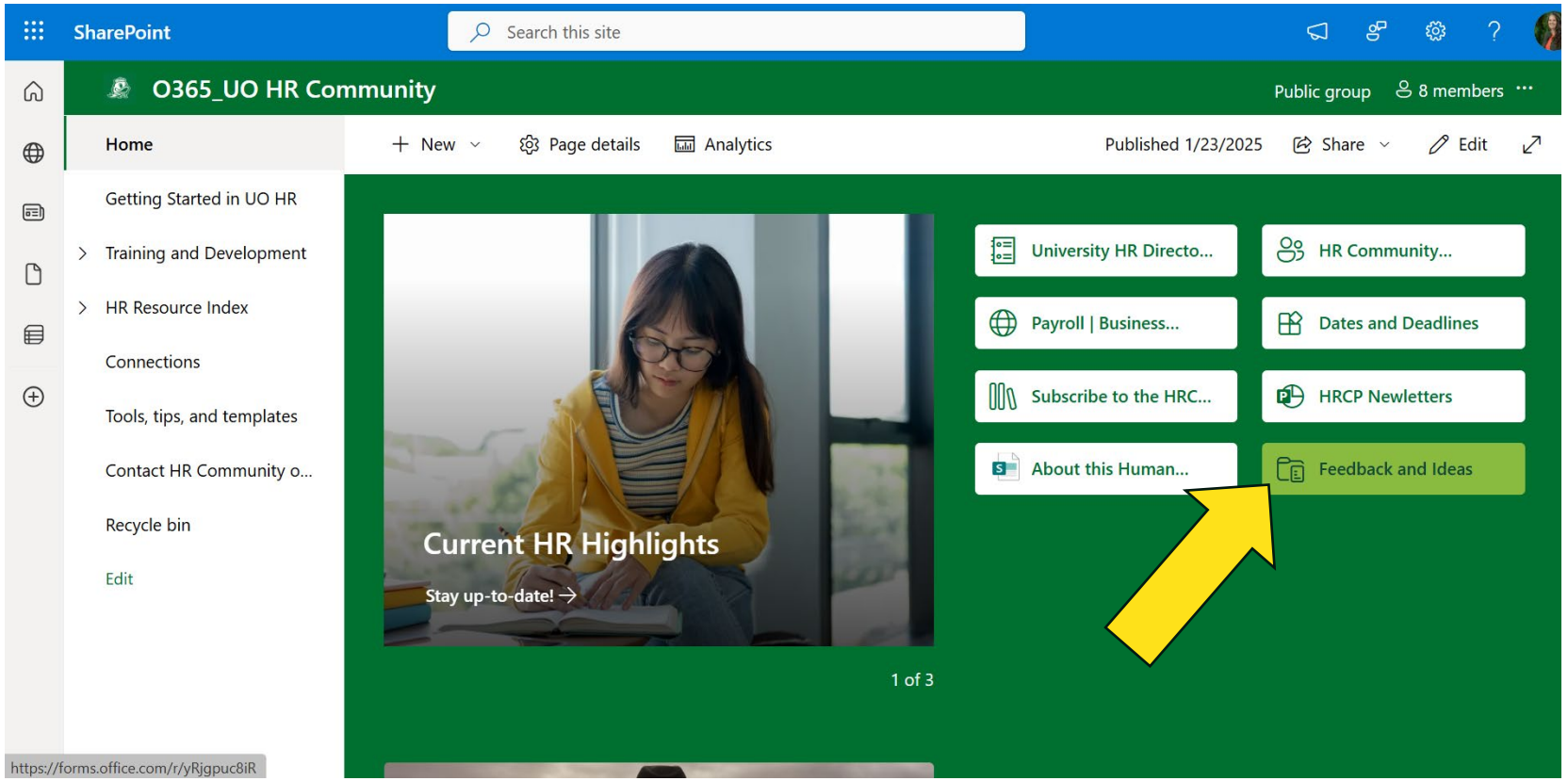
HR SharePoint Training Directory

- How to use the Training Directory



HR SharePoint Training Directory

- Feedback and Ideas



HR SharePoint Training Directory

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

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