

HR Community of Practice

May 7, 2025

2:00pm – 3:00pm

Add to the chat (or not) for today's prompt:

Say thank you.

Appreciate someone or something,
no extra explanation needed.



Engagement Champions Network

Request for Nominations!

The [Engagement Champions Network](#) aims to create a network of knowledgeable advisers and advocates who support and promote engagement initiatives throughout the institution.

Role of Engagement Champions:

- help foster a shared understanding of employee engagement across the institution
- support awareness of, and expectations for, climate assessments
- capture and distribute engagement insights and best practices throughout the institution

Participants can nominate themselves or be nominated by another. [Submit nominations](#) by May 9th.

Email learning@uoregon.edu with any questions.

Agenda

- Review of agenda, training, dates and deadlines

Information to Share

- Transportation Services - Rachel Glaeser, Active Transportation Coordinator

HR Updates and Presentations

- Records retention change from 3 to 5 years - https://rrs.uoregon.edu/rrs_series/507-10-105
- HR Operations updates and reminders - Katie Bonomini-Smith, Sr Assoc Dir of HR Operations
 - Summer Update and Reminders
 - Roster Audit and Update
 - Career Annual FTE
 - Faculty UA Implementation
 - Faculty Promotion and Review
- **Presentations**
 - New faculty ranks vis a vis job postings and new hires/offers - Maeve Anderson, Associate Director University Talent Acquisition
 - Fair Labor Standards Act (FLSA) - Jenna Schuttpelz, Senior Director of TACC
- **Meeting Wrap-up** – Sue Russell, Director, HR Community of Practice

Learning and Professional Development

Opportunities for the HR Community and Employees

- [Five Paths to Leadership](#), Supervisor Workshop, May 8th 9:00 –10:30 am. Sign-up in MyTrack.
- [Creating an Engaging Workplace](#) – Workshop for Supervisors. Sign-up in MyTrack on May 15th at 9:00 – Noon
- [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.
- [University Day](#) - May 15, 2025
- **FYI Fridays**: Lots of great opportunities to connect with others and learn about UO structure and process in these brief Friday presentations [see the schedule](#) and sign up in MyTrack and or [submit a proposal](#)!
- [Outstanding Employee Awards](#) - Reception: May 21, 2025, from 1:30 PM to 3:30 PM, Ford Alumni Center Ballroom
- **UO Brand Training for Faculty & Staff** - Thursday, May 29 2:30-4:00 p.m. Ford Alumni Center Room 403. Using the visual brand in your communications can help employees see themselves as part of the larger whole and feel more engaged with the UO.

Opportunities for the HR Community - [Opportunities for Spring 2025](#)

- [Summer Appointments](#) Open office Hours with HR Operations May 8th 1 pm and May 28th 9:30 am
- **Unlock Your Potential: CliftonStrengths Workshop for HR Professionals - Monday, June 2, 2025, at 1:00 to 3:00 pm -** [Registration](#) (This event is in-person. A calendar invitation for the workshop will be sent to registered participants.)
- **HR Round Table Discussions**: Opportunities to discuss topics that **cross teams** and HR content areas. An opportunity to connect with colleagues and spark new ideas. [Recognition](#): Tuesday, June 24, 2:00 – 2:45 pm on Zoom. [When you can't be flexible](#): Thursday, July 17 at 11:00-11:45 am

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>

Summer Term 2025 Contract Sessions 1 and 1.1 Deadline is May 15

Thursday, May 15 is the deadline for HR Operations to receive:

- Summer Term assignments for contract sessions 1 and 1.1
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect June 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](#).

UO Transportation Options

Rachel Glaeser, Active Transportation Coordinator

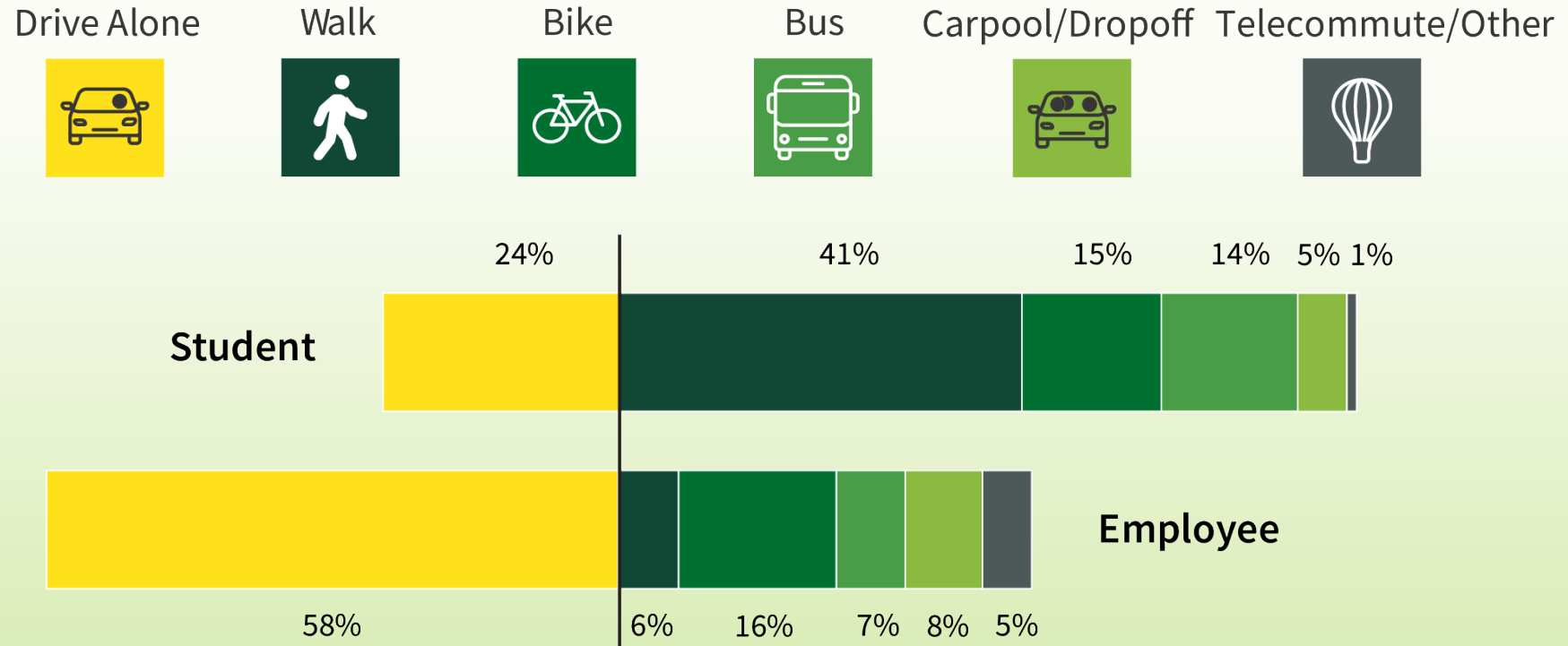


UNIVERSITY OF
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Transportation
Services

UO Commute Modes

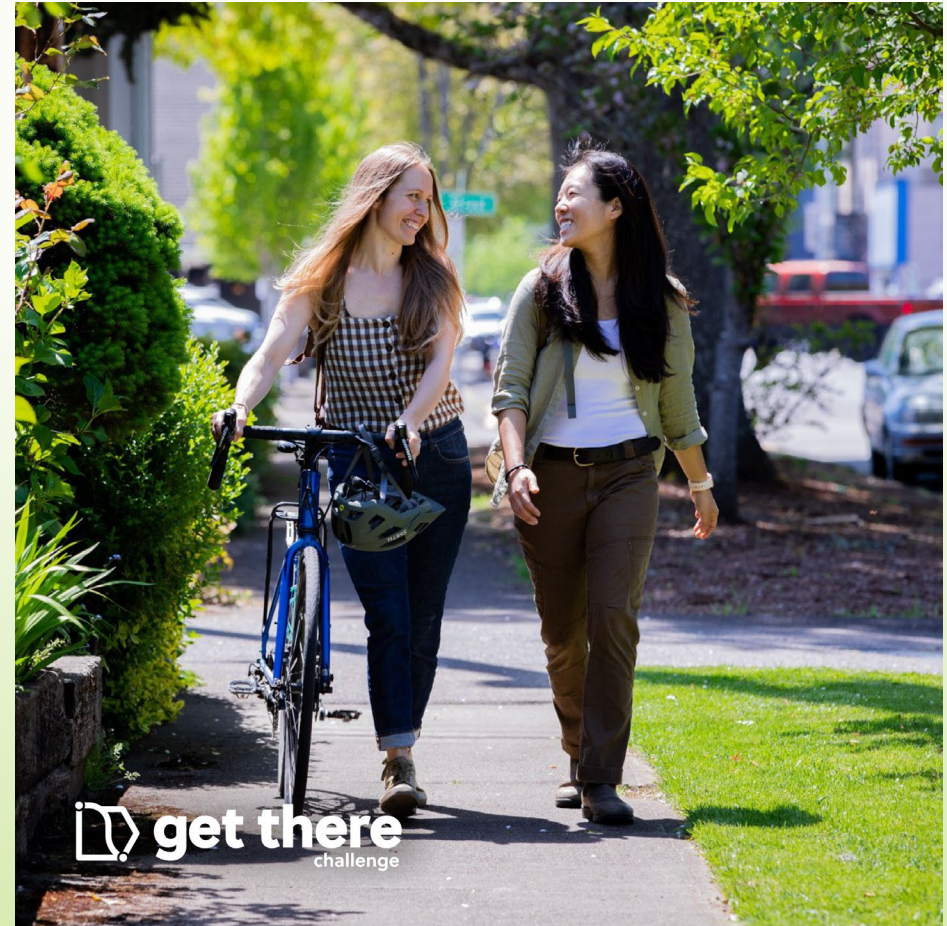
The **primary** mode for UO employees is drive-alone (58% in 2023)





Why Transportation Options?

- Cost savings
- Physical and mental health benefits
- Reduce carbon footprint, improve air quality
- Connect with your community





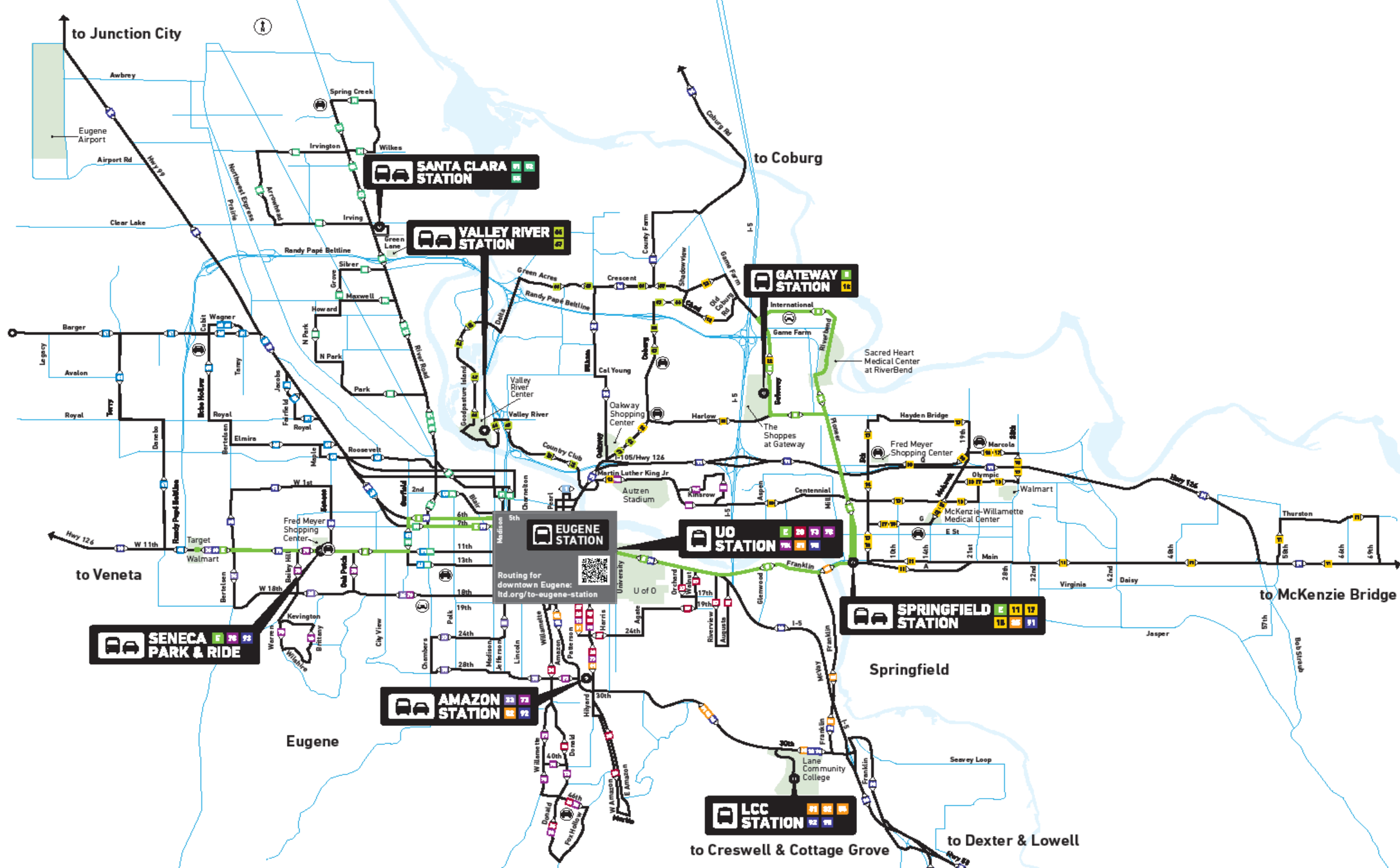
LTD Transportation Options: FREE

UO employee **bus pass** includes the EmX rapid transit bus line.

Park & Ride: LTD maintains 24 Park & Ride locations around Lane County.

Emergency ride home program hosted through the Get There platform: getthereoregon.org







Bikes and Scooters:

- Lockers and cages: permits available for about \$6/month
- **Register and properly lock your bike!**
- UO E-Bike Lending Library; Bikes & Friends Commuter Club





Bike Share – PeaceHealth Rides

- Discounted Bike Share memberships for UO
- Eugene, Springfield, UO campus





Car Share & Carpool

- Zipcar on campus, discount for UO



- UO parking permit – carpool and save money
- Get There platform carpool matching with UO network: getthereoregon.org



Flexible Work Arrangement

- Flex Schedule/Flex Time
- Compressed Work Week
- Telecommuting/Remote Work
- Reduced Work Week (Part-time)/
Reduced Work Year
- Job Sharing



Where to find more info:

Transportation Options Website:

transportation.uoregon.edu/options

Rachel Glaeser

- Active Transportation Coordinator
- rglaeser@uoregon.edu

Paul Comery

- Transportation Planner
- pcomery@uoregon.edu



WEBIKELANE.ORG



New Ranks, Offers, and Searches

Maeve Anderson, Associate Director, University Talent Acquisition

New Career Faculty Ranks

What are the New Ranks?

- Assistant Teaching Professor and Associate Teaching Professor.

When should these be used?

- Career instructional faculty will now use these ranks.
- We will issue offers for career instructional faculty at these ranks going forward for any position with a start date after 7/1.
- Career instructional searches will be run with the new ranks.

Does this mean there aren't Instructors and Lecturers anymore?

- Nope, the instructor and lecturer ranks remain in place for (primarily) pro tem instructional faculty.

New Career Faculty Ranks

For Career Instructional Faculty

Current Rank		New Rank
Instructor/Lecturer	➡	Assistant Teaching Professor
Senior Instructor 1/Senior Lecturer 1	➡	Associate Teaching Professor
Senior Instructor 2/Senior Lecturer 2	➡	Teaching Professor

Please note: The teaching professor series can also be used with the retired classification.

New Career Faculty Ranks

What does this mean for me?

1. If you currently have pending offers for career instructors or lecturers, those will be released this afternoon with the new ranks and titles.
2. If you currently have a search posted or plan to post a search for a career instructor or lecturer, we will edit/post those with the updated ranks.
3. Please make sure your departments are aware of these changes.

What about our current career instructors/lecturers?

1. We are working on a plan to update their ranks/titles no later than 7/1 for 12 month faculty and 9/16 for 9 month faculty.



Key Concepts

Unlock the Door to
Effective Consultations



What is FLSA?

- [FLSA](#) stands for **F**air **L**abor **S**tandards **A**ct and was [established](#) in 1938
- It's a US Federal law that sets [minimum wage](#), [overtime pay](#), recordkeeping, and child labor provisions
- It also established the Wage and Hour Division in the Department of Labor
- Its primary focus is to protect workers (public and private)
- It's been amended and experienced rule changes over the years



How does FLSA impact my work in HR?

- As you work with managers and employees, it's key to understand what drives FLSA Status and how that impacts time reporting, overtime, and pay
- FLSA Status is assigned to each position by University Human Resources as position descriptions are reviewed



What are the FLSA statuses?

- FLSA Exempt
 - Generally paid on a salary basis, report exception time
 - Not eligible for overtime under this federal law
 - Could be eligible under collective bargaining or other employment agreements
- FLSA Non-Exempt
 - Generally paid on an hourly basis, clock in/clock out
 - Eligible for overtime under this federal law at time and a half



How does a position get deemed “FLSA Exempt”

- There are two tests that are reviewed in determining FLSA status
 - Salary Test
 - Does the position earn \$684/week (annual equivalent \$35,568/year)
 - This is at the actual FTE, not prospected at 1.0
 - Duties Test
 - Exemptions based in law, summary in [FLSA Worksheet](#)
 - Can get complex (Instruction, IT, creative professionals)

We have a dedicated team review to ensure campus-wide consistency.

This is also why accurate, detailed PDs are important!



How do I know which FLSA status a position has?

- MyTrack:
 - PD field labeled “FLSA Exempt” will note a yes/no option with the appropriate choice toggled
 - Within the “blue box” on the PD, you’ll see the FLSA status as listed in the data feed from NBAPOSN in Banner (FLSA Exempt? True/False)
- Banner:
 - In PWIVERI the job’s FLSA Exempt status is listed in the middle “Job Information” section with a Y/N option



**How in the world does all this
play into consultation?**



Scenario Email:

Hi Jenna,

I have two employees, Donald and Daisy Duck, who both work under the same supervisor in my team, but one of them is able to earn overtime and one isn't. This seems pretty unfair, can you fix this for me?

Thanks!

Mickey Manager



Response Options:

- A) Sure thing! I'll get that done ASAP
- B) We can never change or review that info, sorry
- C) I guess I can ask HR...
- D) _____???



There are no bad questions...
There are sometimes FIRST questions!



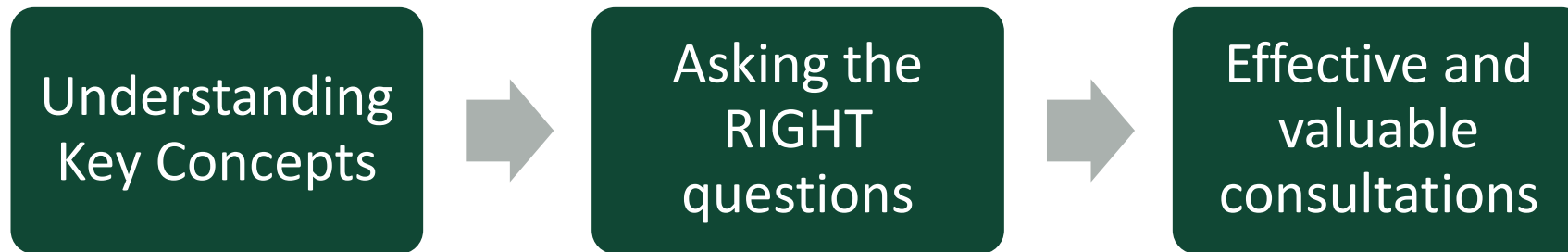
Response Options:

- A) Sure thing! I'll get that done ASAP
- B) We can never change or review that info, sorry
- C) I guess I can ask HR...
- D) **Can you tell me a bit more about these two employees and what work they do on your team?**



Factors you can tease out in consultation:

- Salary differences
- Duties differences
- Legacy data issue
- Exemption mismatches
- Need for a PD update
- Increased clarity in jobs duties





**Need more keys to add to your
consultation key ring?**

Let us know!

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

The next meeting will be
Wednesday, June 4, at 2:00pm
via Zoom

