

HR Community of Practice

June 4, 2025

2:00pm – 3:00pm

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

What would you like to let go of...?



Agenda

- Review of agenda, training, dates and deadlines
- **Updates**
 - Microsoft Office for Retirees, Sandra Lee, Sr. Technology Access and Support Specialist, Information Services
 - Operations Updates, Katie Bonomini-Smith, Senior Assoc Dir of HR Operations
 - Classified COLA June 1, 2025
 - 12-month renewals July 1, 2025
 - OA Across the Board (ATB) Increase
 - OA Performance Reviews, Peter Fehrs, Associate Director, ELR
 - UO Student Workers (UOSW) CBA Implementation, Sarah Blanchard, Assistant Director of ELR
- **Presentations**
 - **Human Resources Projects** Looking Back AND Building Forward 2025, Sue Russell, Director, HR Community of Practice
- **Meeting Wrap-up** – Sue Russell, Director, HR Community of Practice

Learning and Professional Development

Opportunities for the HR Community and Employees

- **FYI Fridays** Join your colleagues on Fridays to learn about UO resources, research, and more. [FYI Fridays schedule](#). If you'd like to present your own FYI Fridays topic, [please submit a proposal](#).
 - Transportation Options at UO FYI Fridays June 6th at Noon – 1:00 Weather permitting, we will take an interactive tour of campus to visit and learn about transportation amenities
- [Monthly Learning and Development Challenges](#)
- [Financial Outlook Town Hall](#) - 3:00 p.m. on Monday, June 9. Join President Karl Scholz, Provost Christopher P. Long, and other UO community members in a dialogue about the university's financial outlook and budget management.

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

HR Round Table Discussions: Opportunities to discuss topics that **cross teams** and HR content areas. All are welcome to share **ideas and struggles**, or to **listen**. Register in MyTrack at the links below. Zoom meetings.

[Recognition](#): Tuesday, June 24, 2:00 -2:45 pm

[When you can't be flexible](#): Thursday, July 17 at 11:00-11:45 am

[Building trust](#): Tuesday, August 19 at 11:00 –11:45 am

HR Community Walking Group! We ramble at varying speeds, so all are welcome. Come and go when you can. Meet at the 13th Ave. entrance to Lillis Hall or join us along the way. We typically walk along 13th past the Health Center and Oregon Hall and turn onto Agate passing Agate Hall about 12:15.

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 was May 15
- Summer Term 2025 Contract Session 1.2 is June 13

RTOs

- For 12-month RTOs the deadline is **6 weeks** before the effective date.

Friday, June 13 is the deadline for HR Operations to receive:

- Law School Summer Term assignments for contract session 2
- Summer Term assignments for contract session 1.2
- Fixed-term OA renewals
- Post-retirement renewals
- Other pay actions taking effect July 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. Help us send documents to the Payroll office by their [payroll document deadline](#).

[Workplace Notices and Posters](#) - Check what you have posted, we will be updating links to those that need to be renewed, several June 30, contact hrcp@uoregon.edu with questions.

Updates

Sandra Lee, Sr. Technology Access and Support Specialist,
Information Services

- Microsoft Office for Retirees

Updates

HR Operations Updates

Katie Bonomini-Smith, Senior Associate Director of HR Operations

- **Classified COLA** June 1
- **Summer Appointment Requests**
 - Reassign Approvers – Contact HROPS@uoregon.edu
 - Cancellation process – Contact HROPS@uoregon.edu with a status of complete or pending with HR or Payroll
- **Faculty 12-month renewals 7/1 and Annual Ongoing Career FTE**
- **Unpaid Appointments** - Renewal and Terminations

Updates

HR Operations Updates Continued

OA Across the Board (ATB) - Website updated with eligibility information. More information communicated soon.

Faculty Actions and UA Implementation

- Salary Increases:
 - Promotions and post-tenure reviews effective 7/1 and 9/16
 - Faculty floors effective 7/1
 - Across the Board in September effective 9/1
- Rank changes for instructors and lecturers to Teaching Professor effective 7/1

Peter Fehrs, Associate Director Employee & Labor Relations

- OA Performance Reviews
- *Dates:*
 - July 31, 2026 – Evals Due
 - Sept. 1, 2026 – Merit increase for OAs
 - Keep eyes out for trainings



UO Student Workers (UOSW) CBA Implementation

Sarah Blanchard, Assistant Director of ELR

Implementation Update

- CBA ratified on May 14th, effective as of June 1st.
 - **Departments should be working on implementation**
- CBA Overview page: <https://hr.uoregon.edu/uosw-collective-bargaining-agreement>
- Guided support throughout summer for some CBA provisions:
 - Appointments
 - Scheduling
 - Wages and Job Categories
 - Hiring and Job Posting

ARTICLE	SUMMARY	What does it mean for departments?
Absences	Outlines parameters for unauthorized absences, no-call/no-shows, and the criteria for voluntary resignation. Voluntary resignation applies when student workers have three consecutive unauthorized absences or repeatedly fail to submit availability or meet minimum hour requirements.	Departments will need to update their policies and procedures to align absence policies with the current CBA. Please closely review voluntary resignation section, including the relevant criteria and process. Departments should contact departmental HR before invoking this section.
Accommodations	Outlines workplace expectations for legal compliance regarding disability accommodations and employee	This article should not introduce any new guidelines for departments; however,

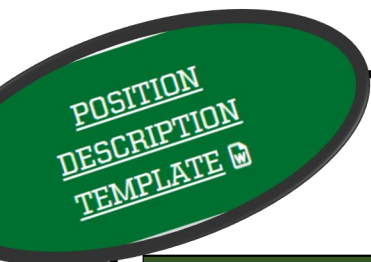
Resources Coming Soon!

- Web-based CBA
- Supervisor checklist to ensure compliance with all articles
- Instructions on wage rate and classification adjustments
- Many templates and guides!
- Student employment website
- **Trainings**
 - For HR partners, in-depth training
 - For departments, by request
 - MyTrack, synchronous
 - MyTrack module, asynchronous

Student Employee Position Descriptions

Units need to start creating templated position description for all student employment position now. <https://hr.uoregon.edu/student-worker-position-descriptions>

Always use the position description guide when filling out the template.



Student Employee Position Description
Employee Title: Click or tap here to enter text.

GENERAL POSITION INFORMATION

Position Title:	Click or tap here to enter text.
Position Start Date:	<input type="checkbox"/> Specific Date: 8/14/2025 <input type="checkbox"/> As soon as possible
Position End Date:	<input type="checkbox"/> Specific Date: Click or tap to enter a date. <input type="checkbox"/> End of academic year <input type="checkbox"/> Unknown
Is this position eligible for reappointment or extension?	Choose an item.
Department, Unit, or School:	Click or tap here to enter text.
Supervisor (if known):	Click or tap here to enter text.
Supervisor contact information (if known):	Click or tap here to enter text.
Work Location(s):	Click or tap here to enter text.

Student Position Description Guide

[General Position Information](#)

[Position Details](#)

[Essential Duties of the Position](#)

[Scheduling](#)

[Starting Requirements](#)

[Additional Position Information](#)

General Position Information

Position Title	List the student's official title.
Position Start Date	<p>List the position's start date. State the specific day if you can. You may select one of two options:</p> <ul style="list-style-type: none">• Specific date: You may select a specific date for the appointment to begin. Use the template's calendar tool to select the date.• As soon as possible: For instances when the employee will start as soon as possible at the conclusion of the search.

Human Resources Projects

Looking Back AND Building Forward 2025

Why are we talking about this?

- Recognizing the valuable work we have accomplished together over the last 6 months – January – June 2025
- Identifying connections with our work to a larger strategic purpose and university goals. Oregon Rising and specifically the flourishing goal.
- Highlighting opportunities for further collaboration, engagement, and improvements.



Human Resources Projects



What are our large project areas?

1. Employee Value Proposition (EVP)
2. Employee Engagement
3. Collective Bargaining Agreements with Employee Groups - Implementation
4. Process Improvements

Connections exist across projects. As we move toward our goals, we create the opportunity to strengthen our engagement. As processes improve the employee experience is improved. Ongoing engaged collaboration keeps our projects rolling forward.

Projects happen within the constant hum of operational work.



Employee Value Proposition (EVP)

Benefits, experiences, and shared positive values that the organization **offers** its employees. Development of resources and processes that improve employee experience.

Accomplished

- ☐ Concept introduced, ideas generated, materials constructed – Careers: <https://hr.uoregon.edu/careers-uo> and Employee Well Being <https://hr.uoregon.edu/well-being-staff-and-faculty>
- ☐ Feedback gathered from the community for further refinement
https://uoregon.sharepoint.com/sites/O365_HRTraining/SitePages/Employee-Value-Proposition.aspx

Next Focus/What to Expect

- ☐ Develop the audience focus and consistency of information with some very specific attention to resources and training for recruitment, hiring, and benefits (leaves, highlighting non-medical benefits.) Opportunities for community input, resource building and sharing.
- ☐ Resources that can be shared and integrated with our work.

Employee Engagement

Accomplished

- Employee and supervisor participation in professional development, recognition, and connection opportunities. Building on a wealth of employee engagement resources: <https://hr.uoregon.edu/employee-engagement-guide>
- Launch of Engagement Champions Network, information provided about engagement survey, <https://hr.uoregon.edu/engagement-champions-network>

Next Focus/What to Expect

- Engagement Champions will help leaders, managers, and the institution incorporate subtle shifts in behavior that inspire engagement, foster collaboration, and connect employees more deeply with their supervisors, teams, and the institution.
- Integrated with ongoing work, engagement is about the culture that we want. Building authentic connection to support through challenges.
- Engagement survey in early 2026.





Collective Bargaining Agreements with Employee Groups

Accomplished

- Success in reaching agreement with two of our bargaining units – United Academics (UA) and UO Student Workers (UOSW)

Next Focus/What to Expect

- Implementation of agreements. Employee and Labor Relations (ELR) will coordinate with project plans and timelines developed, collaboration across internal university human resources teams, and connections with partner offices. Expect more information to units, communications to assist in implementing as we move forward.
 - UOSW Collective Bargaining Agreement – CBA Articles: <https://hr.uoregon.edu/uosw-collective-bargaining-agreement>
 - UA Collective Bargaining Agreement - <https://hr.uoregon.edu/ua-bargaining-agreement>



Process Improvements

Accomplished

- **Processing Quality:**

- Successful implementation of Summer Appointment form and supporting resources through collaborative work with information services, HR Operations, Payroll, and UO HR community.
- Reminders and Tune-ups on specific topics including faculty pro-tem pools, temporary hiring, skill building for supervisors, position descriptions, student employment, specific process changes, FLSA
- Roster runs and upkeep, returns for corrections, improved reporting access (Cognos) all go to improved data reliability

Next Focus/What to Expect

- Continued attention on training and support for HR processes and consultative skill. Leverage "Key Concepts" and "Knowledge Tune-ups" to support HR Community in their experience as employees, consultants, and guides.
- Focus on compensation process improvements, including resources, education for a variety of audiences, and contact points.
- Connections across projects: Employee Value Proposition (EVP) work on audience focused information and resources is continuous improvement. Areas for upcoming focus clearly describing process for leaves and recruitment.

Human Resources Projects

Reflect

Where do you find connections with Human Resources Projects as you do your work? What could we leverage together?

- Employee Value Proposition (EVP)
- Employee Engagement
- Collective Bargaining Agreements with Employee Groups - Implementation
- Process Improvements

Remember

Collaborative engagement keeps our projects rolling forward. Bring you questions, contributions, ideas, and insights.





To live in this world
you must be able
to do three things:

to love what is mortal;

to hold it
against your bones knowing
your own life depends on it;

and, when the time comes to let it go,
to let it go.

from *In Blackwater Woods*
by Mary Oliver

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

The next meeting will be
Wednesday, July 9, 2025, at 2:00pm
via Zoom

