

## HR Community of Practice Meeting Highlights

September 13, 2023

If you have a new HR employee or are a new employee, please email [HRCP@uoregon.edu](mailto:HRCP@uoregon.edu) so we can recognize and introduce you!

### Learning and Development Opportunities

- [Using LinkedIn Learning for Employee Training and Development](#), Wednesday, October 11, 9:30am to 11:00am
- [Crucial Conversations for Mastering Dialogue](#), Instructor Led - In Person Course, October 2023
- [September Monthly Learning Challenge: Building Your Professional Network - In Person Facilitated Discussion](#), Friday, October 6, 12:00pm – 12:50pm
- [Excel Formulas: Basics](#), Monday, October 30, 9:00am to 12:00pm

### Virtual Trainings

- [SHRM Upcoming Webcasts](#) (membership required)
- [UO Digital Content Accessibility Training](#)
- [September Learning Challenge - Building Your Professional Network](#)

### [HR Community of Practice: Training and Resources](#)

#### HRCP Professional Development Workshop Series

Half-day sessions including lunch. *Dates and registration by the end of the month.*

- Fall: Community Connection and Mentorship Reimagined
- End of fall: December 6, In person HRCP meeting/ social
- Winter: Employee Engagement and 6 sources of Influence
- Spring: Change Management

HRCP Professional Development Workshop Series Purpose:

This workshop series' purpose is to begin fostering a sense of community among Human Resources employees that will continue to develop through the HR Community of Practice. We aim to strengthen connections, promote collaboration, and cultivate a supportive network of HR professionals and practitioners. Through a series of interactive sessions, we will engage in knowledge sharing, exploring emerging trends, and learning together to enhance our collective skill.

### Meeting Agenda

- New Employee Orientation Updates  
*Sheena Kindred, Learning & Development Coordinator*
- Form Submission Changes Coming & OA/Faculty Merit Increases  
*Catherine Bonomini-Smith, Senior Associate Director of HR Operations*
- Oregon Paid Family and Medical Leave  
*Tracy Lilley, Leaves Coordinator*

## **New Employee Orientation Updates**

*Sheena Kindred, Learning & Development Coordinator*

- HR is offering new bi-annual event: New Faculty & Staff Community Orientation and Resource Fair
  - An in-person onboarding experience offering opportunities to make connections, learn about available UO resources & support, and join subject experts for information sessions designed to support and promote success as a new employee.
  - First session is September 18<sup>th</sup>, next will be in April – more information will be available as date is finalized
  - HR Partners are invited to register in MyTrack
- Our two virtual New Employee Orientation sessions have been combined into a single monthly session with a new title: New Employee Orientation: Mission, Structure, and Engagement Opportunities
  - Sessions will take place on Tuesday morning and Thursday afternoon on alternating months
  - The first full newly combined session begins Thursday, October 5, 2023
  - Employees will continue to receive invitations to register, and supervisors will be notified

Please contact [learning@uoregon.edu](mailto:learning@uoregon.edu) with questions.

## **Form Submission Changes Coming this Fall Term & OA/Faculty Merit Increases**

*Catherine Bonomini-Smith, Senior Associate Director of HR Operations*

- Faculty Appointment Renewals (RTOs)
- Employee Separation Request
- OA/Faculty merit increases
  - HR is actively preparing to implement FY24 merit increases for faculty members and officers of administration. Initial guidance will be available in late September and communicated to unit leadership, including COSs, HR leaders, and academic CFOs. Websites will be updated with relevant information as it becomes available.
  - September- Planning and Preparation
    - Performance evaluations process reminder – To be eligible for merit a performance evaluation must be on file with the unit.
      - Faculty Reviews are recorded in Banner:  
<https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=63331>
      - OA Performance: <https://hr.uoregon.edu/oa-performance-management>

- OA Completion Submission Form:
  - <https://hr.uoregon.edu/content/oa-performance-evaluation-submission>
  - Review your flexible work arrangements: <https://hr.uoregon.edu/flexible-work-arrangements-policy-and-guidance>
- October- Merit Increase Eligibility and exception process: to be communicated at the end of September
  - OA <https://hr.uoregon.edu/oa-salary-increase-information>

*Eligible OAs*

- UO employee in current position on or before July 1, 2023.
- Documented meritorious performance.

*Ineligible OAs*

- OAs who started their current position after July 1, 2023.
- OAs above the OA salary band maximum.
- Employees with term limited appointments (Retirees, interim, temporary assignments, etc.).
- Employees on custom contracts (such as Coaches.)
- OAs on performance improvement plans.
- There will be a way for unit leadership to request exceptions for some ineligible OAs, please contact your local HR administrator or your supervisor if you have questions.
- November- Merit determination and approval determined by units
- December- Finalization or Merit
  - Final VP and Provost approvals
  - Merit notifications sent to employees
- January- Final Merit in Banner
  - HR Operations will coordinate with payroll to have all new rates in Banner by time entry at the latest.

Merit and performance appraisal submission questions can be sent to [hrops@uoregon.edu](mailto:hrops@uoregon.edu)

**Oregon Paid Family and Medical Leave**

*Tracy Lilley, Leaves Coordinator*

- Visit our [HR website](#) for Oregon Paid Family and Medical Leave details.
- What is Oregon Paid Family and Medical Leave?
  - A new state program that allows workers in Oregon to take paid time off for the following reasons:
    - **Medical Leave** – to care for one’s own serious health condition

- **Family Leave** – to care for a family member\* with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement
- **Safe Leave** – to seek assistance in situations of sexual assault, domestic violence, harassment, or stalking

\*Family member is defined by the state as any one of the following:

- Your spouse or domestic partner
  - Your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner’s child, or the child’s spouse or domestic partner
  - Your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent’s spouse or domestic partner
  - Your sibling or stepsibling or their spouse or domestic partner
  - Your grandparent or your grandparent’s spouse or domestic partner
  - Your grandchild or your grandchild’s spouse or domestic partner
  - Anyone who is related to you by blood or affinity
- When is Oregon Paid Family and Medical Leave effective?
    - UO employer and employee contributions begin September 2023
    - Employees pay .60% of gross wages per month
    - UO pays .40% of gross wages per month
  - First employee contribution will be automatically deducted from September 2023 paycheck, and each paycheck thereafter.
  - Who is covered by Oregon Paid Family and Medical Leave?
    - All full-time and part-time employees, including temporary employees, student employees, graduate employees, research and instructional faculty, officers of administration, and classified employees
    - Employees who work within the state of Oregon (fully remote out-of-state employees are **not** eligible)
    - Experience a qualifying event
  - Oregon PFML **runs concurrently** with:
    - Family Medical Leave Act (FMLA)
    - Oregon Family Leave Act (OFLA)
    - UO Paid Parental Leave (Faculty and OAs)
  - Benefits of Oregon Paid Family and Medical Leave:
    - Up to 12 weeks paid leave in a 52-week period - MUST BE TAKEN IN FULL DAY OR FULL WORK WEEKS.
    - Up to 14 weeks paid leave for birth, or due to a serious health condition related to childbirth.
    - Job protection after 90 days of employment.
    - Insurance continuation.
  - Employees work directly with The Standard to initiate a claim and throughout the claims process.
    - Steps to initiating a claim:
      1. Notify supervisor of time off at least 30 days in advance.

2. Contact The Standard to initiate the claims process by calling 1-800-242-1888. Reference policy number 762384-Z.
  3. The Standard's claims representative will spend 10-15 minutes collecting information and setting up a claim.
  4. Employee will have one single point of contact for all their PFML activity.
  5. A PFML Request for Information packet will be sent to the employee and should be completed within 30 days.
  6. Communicate return to work status to The Standard and to supervisor throughout the life of the claim.
  7. Contact [pfml@standard.com](mailto:pfml@standard.com) for questions regarding a specific PFML claim.
- The Standard will notify the UO Benefits Office when a claim is initiated, and the Leave Coordinator will provide employment verification and other information as requested by The Standard representatives to facilitate the claims process.
  - Employees not receiving 100% of their wages while on Paid Family & Medical Leave have the option to use the following, if eligible and available, to bring them to 100% of their normal wage:
    - Accrued leave (sick, vacation, comp time and personal)
    - UO Paid Parental Leave
    - Unearned Sick Leave Advance (employee's own serious health condition only)
    - Hardship Leave

Questions from zoom chat:

- Since the paid leave is a dollar amount, how do we, as payroll admins, know how much leave the employee should use to top off?
  - The Benefits office will reach out to employees who are not receiving their full wage replacement from The Standard to determine if the employee wants to top off and what leave they wish to top off with.
  - Payroll administrators will be notified
- Can you clarify how this applies to intermittent leave?
  - Employees may take PFML intermittently, but PFML must be taken in full-day or full-workweek time frames.
- If an employee continues their short-term disability that they have had in the past, how does that interact with this new program.
  - During the intake call with The Standard, they will coordinate initiation of a STD claim if employees have STD insurance.
  - PFML benefit payments are considered deductible income
  - Minimum weekly benefit payments from STD are \$25.
- Is there any requirement to use existing sick leave balance first?
  - There is no requirement under PFML for employees to use their existing sick leave balances first.
- Since the application process is different for Paid Leave and FMLA/OFLA, what is to prevent an employee from only using Paid Leave, and not running this concurrently?

- Our office is notified of every employee that applies for PFML. The Leaves Coordinators work closely together to ensure that leaves are run concurrently.

Direct questions about Oregon Paid Family and Medical Leave post meeting to:

[uopaidleave@uoregon.edu](mailto:uopaidleave@uoregon.edu)