

# HR Community of Practice

*January 10, 2024*

2:00pm – 3:00pm



[New Employee Orientation: Mission, Shared Responsibilities, and Engagement Opportunities](#),

Thursday, February 8th,

[Mentorship Reimagined – UO Staff Workshop](#), Thursday, January 25th, 10:30am – 12:00pm, or Tuesday, February 20th, 2:00pm – 3:30pm

[Crucial Conversations for Accountability](#), series takes place Jan 29, Jan 30, Feb 2nd, and Feb 6th from 9:00am – 12:00pm

[Active Recruitment at UO](#), Tuesday, January 30th, 9:00am – 11:00am

[Supervisor Training: Grievance, Discipline and Unions](#), Wednesday, February 21st, 10:00am – 12:00pm

[Emotional Intelligence Skills for the Modern Workplace Oregon CUPAHR](#) Free/Virtual, Tuesday, January 30th, 11:30 a.m.-12:30 p.m.

Virtual Development Opportunities

[SHRM Upcoming Webcasts](#) (membership required)

[Employee and Labor Relations at the University of Oregon](#) (MyTrack)

[Officers of Administration at the University of Oregon](#) (MyTrack)

[Classified Staff at the University of Oregon](#) (MyTrack)

[HR Community of Practice: Training and Resources](#)  
**HRCP Professional Development Workshop Series**

- [Mentorship Reimagined: January 26, 10 - 11:30am](#)
- [Influence: Feb 21, 9am to 1pm](#)
- [Change Management: May 21, 9am to 1pm](#)

# Agenda

- Introduction to HR Community of Practice Director
- Defining Community
- UHR Updates and Reminders
  - HR Operations
  - MyTrack
  - Paid Family and Medical Leave
  - Mandatory Training: UO Non-Discrimination
- UO Maps
- HR Community of Practice Feedback Poll



# Introduction of HR Community of Practice Director

Mark Schmelz

Chief Human Resources Officer and Vice President



# Defining Community

Sue Russell

Director, HR Community of Practice

# Human Resources Community of Practice: Together

- Common focus – shared interest, topical knowledge and competencies, meaningful HR work
- Community – shared sense of responsibility, inclusive, collaborative, engaged in supportive problem solving
- Practice – consistent and equitable, shared resources and expertise, development of professional knowledge and competencies

# Initial priorities

- Listening, communicating, relationship building
- Identifying available resources and needs
- Building HR Community of Practice unit

## In support of priorities...

- Welcome to contact - virtual or in person
- Open meeting time
- Outreach

# HR Operations Updates

Catherine Bonomini-Smith  
Senior Associate Director, HR Operations





# HR Operations Updates

- Salary Increase Update
- Sabbatical Administrative Process Update
- Workflow Process Improvements
  - MyTrack EODs and Reclassifications
  - New Employee Separation Request Form soft launch

# HR Operations Updates

## February and Spring term deadlines

### February 2024 Changes

**Monday, January 15** is the deadline to submit PRFs and other pay actions taking effect February 2024.

### Spring 2024 Hires and Changes

**Thursday, February 1** is the deadline for HR Operations to receive Spring Term appointment renewals (RTOs).

**Monday, February 26** is the deadline to submit new faculty offer cards in MyTrack for Spring Term appointments.

# MyTrack Update

Jenna Schuttpelz  
Director, Talent Acquisition, Classification,  
and Compensation



# MyTrack Update

## Candidate Communication Review and Branding

- Recent update to system allows for branding elements to be added to some template email communications
- Collaborative effort with UO Communications, Information Services, and Talent team
- Comprehensive review of candidate communications incorporated feedback from candidates and campus partners



# MyTrack Update

- Templates include personalized greetings
- This update is in addition to accessibility updates made previously
- Updates will start rolling out this week



Dear Applicant,

You have withdrawn your materials from consideration for the Temporary Employment Pool at University of Oregon.

If you have withdrawn in error, please contact Human Resources at [uocareers@uoregon.edu](mailto:uocareers@uoregon.edu) or 541-346-3159 as soon as possible.

Sincerely,

Talent Acquisition  
Human Resources  
[uocareers@uoregon.edu](mailto:uocareers@uoregon.edu)  
541-346-3159  
<http://careers.uoregon.edu>

Office of Human Resources  
677 East 12th Avenue, Suite 400  
5210 University of Oregon  
Eugene, OR 97403-5210

# Paid Family and Medical Leave

Tracy Lilley  
Leaves Coordinator



# PFML Updates

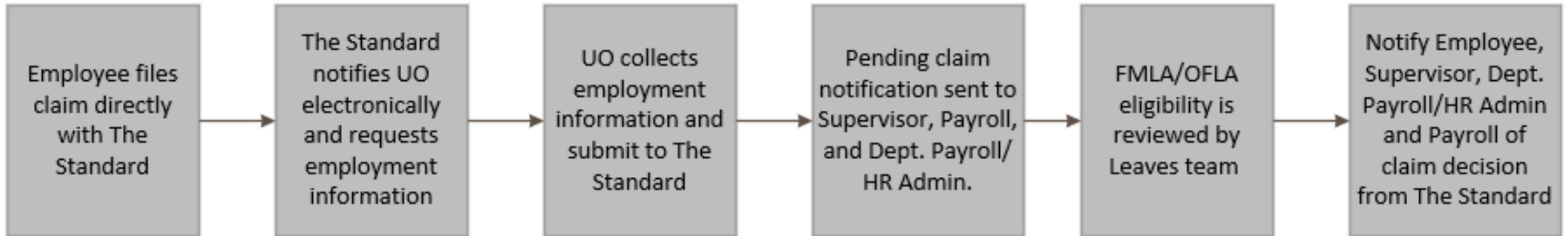
How did the first term go?

- 222 PFML Claims Filed

Employee Group	Number of Employees	% of Total Claims
Classified	88	39%
Faculty	64	29%
Graduate Employees	19	9%
Officers of Administration	51	23%
Student	0	0%
Temporary	0	0%



# PFML Process – High Level



## Leave claim is **Approved**:

- Employee's PFML benefit amount information is collected from The Standard when available.
- UO sends employee top-off election form to return with their decision.
- Notify Employee, Payroll, and Dept. Payroll/HR Admin of top-off election.

## Leave claim is **Denied**:

- Notify Employee, Payroll, and Dept. Payroll/HR Admin.





# PFML Updates & Reminders

## Updates:

- The Standard has created a [Benefits Estimator Calculator](#) for UO employees.  
*\*This calculator provides estimates only and is not a guarantee of PFML Benefit amounts.*
- Upcoming PFML training for Department Payroll Admins – be on the lookout for email communications for this training coming soon!

## Reminders:

- Department Payroll Admins should not change an employee's FTE while they are on PFML leave - UO Benefits and Payroll coordinate this action.
- Ensure the employee's election for top-off is correctly entered during time entry.
- The Standard pays PFML benefits on holidays – this means that only the specified top-off amount should be recorded on the holiday.
- If you have PFML and/or top-off questions, please contact us at [uopaidleave@uoregon.edu](mailto:uopaidleave@uoregon.edu).

# Mandatory Discrimination Training Update – HB 3456

Sheena Kindred  
Learning & Development Manager



# Mandatory Training Update

## Understanding Sexual Misconduct, Resources, and Employee Responsibilities

### Who

Under House Bill 3456, all UO employees and students must complete annually

- Student requirement is being handled by Student Life

### When

Anticipated launch date: Week of Feb 19th

- All current employees will be added to the module before the launch date
- Employees will have 90 days to complete the module
- HR Partners will receive a preview prior to launch

# Mandatory Training Update

## How

30-minute eLearning module in MyTrack

- Alternative instructor-led sessions will be offered for employees who do not have access to workstations
  - Departments identified as having multiple employees in this position will be contacted prior to the launch to coordinate group training sessions

## Tracking & Reporting

Tracking will be done through MyTrack

- Unit leadership will receive regular completion reports during initial 90-days
  - Monthly reports will be sent on an ongoing basis

# The Location Innovation Lab



Ken Kato

*Director*

Amy Shadell

*Innovation Program Coordinator*

Justin White

*Senior Developer*

Brook Eastman

*GIS Program Manager*

Lillie Parker

*GIS Analyst/Programmer*

Andreas Wenzel

*Software Developer*

VPFA/SRS <https://safety.uoregon.edu/location-innovation-lab>

VPRI/IROCE <https://resilient.uoregon.edu/location-innovation-lab>

# map.uoregon.edu

The screenshot displays the map.uoregon.edu website. The main area is a 3D-style map of the University of Oregon campus, showing numerous buildings and landmarks. Major streets like Franklin Blvd, East 11th Ave, East 13th Ave, East 15th Ave, and East 18th Ave are clearly marked. Buildings are labeled with names such as Knight Campus, University, Knight Library, and Hayward Field. A search bar at the top left contains the text "Search the Map...".

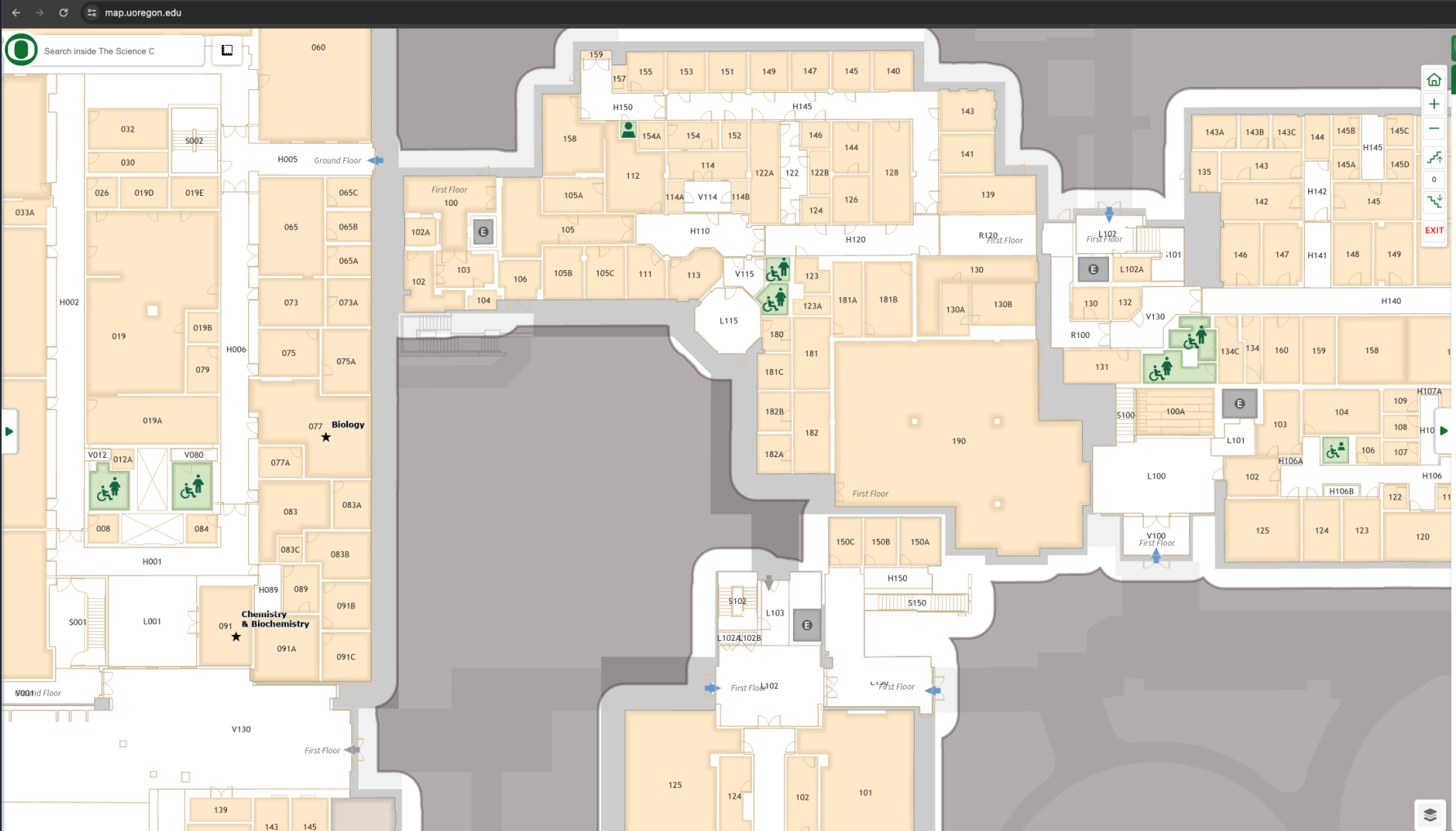
On the right side, there are several panels:

- CAMPUSES:** A list of campus locations including Main Campus Eugene, Northeast Portland, Old Town Portland, OIMB Charleston, and Pine Mountain.
- MAPS & APPLICATIONS:** A grid of icons for various services like Accessibility, AED Locations, All-Gender Restrooms, Animal House, Bee Campus, Campus Addresses, Campus WiFi, Clery Boundaries, Construction Impacts, Drone Flights, Family Friendly, Fire Safety, Food, Golf Cart Routes, and Indigenous UO.
- HELP:** A section with links for "About the Campus Map", "How to go inside of a building", and "How to create a shareable map".
- LOG IN:** A button for user authentication.

Below the "CAMPUSES" panel, there is a "Campus Map" section with a welcome message: "Welcome to the University of Oregon Campus Map. Please use this interactive map to find buildings, restrooms, landmarks, trees, and so much more." Below this is a photo of the University of Oregon logo and a link to "Main Campus Eugene".

Below the photo, there is a paragraph: "Take your time as you look around. Or better yet, take a tour with us. Tours leave from the Student Welcome Center in Unthank Hall Monday through Saturday. Find our schedule online at visit.uoregon.edu. Or find self-guided campus tours via the Tours app showcasing art, sustainability, indigenous history, and much more." Below this is a link: "View the Land Acknowledgement."

# Questions or Ideas



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

# HR Community of Practice Feedback Poll - Quiet week

- Intention to create opportunity to take time off, or, if working, focus, catch-up, organize/plan
- Overall impressions of the week
- Notes on what worked well, issue spotting, suggestions for improvement



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

The next meeting will be  
Wednesday, February 7th at 2:00pm

