HR Community of Practice

July 12, 2023

2:00 PM-3:00 PM

[New Employee Orientation Programs: Campus Community and Engagement Opportunities](#)
Thursday, July 13, 3pm- 4:30pm

[Lane County HR Association monthly meeting](#)
Tuesday, July 18, 7:30am-9am

[HR Orientation for New HR Partners](#)
Tuesday, July 18, 10am-11:30am

[SEE: Overseeing Large Student Staff](#)
Wednesday, July 26, 2pm-3pm

[New Employee Orientation: Mission, Structure and Shared Responsibilities](#)
Tuesday, August 1, 9:30am-11:30am

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

[Using Feedback to Build a Growth Minded Work Environment](#)
Thursday, August 3, 10am-12pm

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

UNIVERSITY OF OREGON

[July Learning & Development Challenge – Developing Emotional Intelligence](#)

Welcome New HR Partners

Jules Davies
Talent Acquisition
Specialist
CAS Business Office

Kathy Noakes
Senior HR
Coordinator
Knight Campus

Hailey Davis
Interim HR
Coordinator
Knight Campus

Morgan Kolling
Acquisition Specialist
CAS Business Office

JeaLinda Patton
Operations Manager
CAS ASU 7
Departments of
Anthropology,
Geography, and
Environmental
Studies

AGENDA

- Using Professional Development as Part of Your Engagement Strategy
  Evey Lennon, Associate Vice Provost and University Librarian for Central Services
  Chloe Barnett, Learning and Development Coordinator

- Bargaining updates
  Brittany Jayne, Associate Director, Employee & Labor Relations

- I9 COVID Flexibility update
  Ben Kane, Director, Payroll Services

- Summer and Fall Term Offers
  Maeve Anderson, Associate Director, Talent Acquisition

- Staffing updates

Using Professional Development as Part of Your Engagement Strategy

Evey Lennon, Associate Vice Provost and University Librarian for Central Services
Chloe Barnett, Learning and Development Coordinator

UO Learning and Development provides training, education, and professional development opportunities so that employees can gain new skills and advance in their careers. We offer instructor led programs, self-paced online learning opportunities, and custom facilitation and coaching services for departments across campus.

Core Programs

Leadership and Supervision

Emerging Supervisors Series

Financial Stewardship Institute

Communication, Collaboration, and Relationship Building

Crucial Conversations for Mastering Dialogue

Crucial Conversations for Accountability

Planning and Productivity

Getting Things Done

Project Management

Desktop skills - Excel Training

Online Learning

- LinkedIn Learning
- Academic Impressions
- Gallup Access Platform
- Employee Engagement: Manager's Toolkit
- Online and Self-Guided Learning Library
- Monthly Learning Challenge

Facilitation Services

We facilitate workshops for departments across campus focused on your specific needs and goals.

Workshops include:
- Team Building
- Creative Thinking
- Workflow and Process Mapping / Review
- Facilitated Debrief

CliftonStrengths

We offer coaching for individuals and teams based on the
CliftonStrengths Assessment:

- 1 on 1 Coaching Sessions
- Discover Your Individual Strengths – Teams Session (90 minutes)
- Strengths and Teams (60 minutes)
- CliftonStrengths for Supervisors (90 minutes)

Get in Touch

Consult with us!

We can connect you to facilitators, help build custom training for teams and departments, and point you to online learning resources to meet specific needs.

E-Mail: learning@uoregon.edu
Website: https://hr.uoregon.edu/learning-and-development

Promoting and Enabling Professional Development at UO Libraries: A Case Study

Promoting and Enabling Professional Development at UO Libraries

Our approach:

- Encourage a culture of learning

- Remove barriers

- Partner with experts

- Provide opportunities

Encourage a culture of learning

- Share the value of prioritizing learning and growth in internal communications

- Encourage leadership to model this value in their own time management

- Align values with actions – demonstrate the commitment

Remove Barriers

Learn the unique barriers preventing the employees in your department from engaging in professional development so your efforts are impactful.

Some of ours were:
- Time
- Budget
- Process
- Lack of supervisor support

Partner with Experts

- Libraries consulted with Learning & Development
- We shared key needs and our division goals
- We collaborated to create a plan

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Provide Opportunities

Libraries promoted and encouraged:
- Emerging Supervisors
- Crucial Accountability
- CliftonStrengths
- Academic Impressions
- LinkedIn Learning
- Libraries-specific skills trainings

Promoting and Enabling Professional Development at UO Libraries

Next up for Libraries – Year of Supervisory Development

Bargaining updates

Brittany Jayne, Associate Director, Employee & Labor Relations

SEIU CBA
Current contract is 2022-2026
Economic Reopener October of 2023

- Shorter bargaining timeline 90 days rather than 150 day

- Reopener for the purpose of negotiating Article 21: Salary

- Up to seven (7) additional articles, attendant letters of agreement, or letters of agreement to be selected by each party, and any others mutually agreed upon.

- Articles 22, 24, and the Letter of Agreement on Article 21 cannot be reopened

Highlights from the current SEIU CBA

- Neither party may propose selective salary increases for more than five (5) classifications during the reopener, except by mutual agreement.

- In 2022, about 30 classifications were placed in a new salary range

- Salary increases took effect January 1, 2022, increased by 3.10%. July 1, 2022, increased by 2.50%

- Thirteen steps were deleted from the salary ranges March 1, 2022. Brings up the bottom salary

Letter of Agreement
Article 21: Salary
Effective February 1, 2025, the below classifications will be placed in new salary range

Classification	Class #	Current Range	New Range
Office Assistant	0102	11	12
Office Specialist 1	0103	13	14
Office Specialist 2	0104	16	17
Paralegal 1	1523	19	20
Paralegal 2	1524	23	24
Paralegal 3	1525	26	27
Administrative Program Assistant	0107	18	19
Administrative Program Specialist	0108	20	21
Executive Support Specialist 1	0118	18	19
Executive Support Specialist 2	0119	20	21
Word Processing Tech 1	0530	12	13
Word Processing Tech 2	0531	14	15
Word Processing Tech 3	0532	16	17
Medical Records Specialist	0015	16	17
Accounting Technician	0201	16	17
Payroll Technician	0205	16	17

Salary Selectives – Article 21, Section 3

- Does not lead to an immediate increase in most cases

- Employees who are currently topped out and earning the longevity premium will continue to earn the longevity premium (specifically negotiated) after the selective increase

Additional questions?

Brittany Jayne	bdayne@uoregon.edu	6-2964
UO ELR Role Account	uoelr@uoregon.edu	
HR Service Center	hrinfo@uoregon.edu	

I9 COVID Flexibility update

Ben Kane, Director, Payroll Services

I-9 COVID Exceptions Ending; Requirements

- I-9s can no longer be collected virtually over Teams, Zoom, etc.
  - I-9 completion must be done in person
- Documents presented to be used to fulfill the I-9 but be originals; copies of the documents are not valid
  - No expired documents
- Wet signatures are required for both pages – **_no digital signatures_**
- If an employee will not be in Eugene to complete the I-9, or is working remotely, you can have an outside party complete the I-9
  - https://ba.uoregon.edu/payroll/remote-hires

Summer and Fall Term Offers

Maeve Anderson, Associate Director, Talent Acquisition

It's Offer Season, Folks!

To meet payroll's September 8th deadline for Sept 15th starts, please be sure to

- Have enough B#s attached to your pools by **August 21st** (here's how to add them: https://hr.uoregon.edu/faculty-pools
- Enter offer cards in MyTrack no later than **August 25**
- Move candidates to "contingent offer accepted" no later than **August 25**

Order of Operations

Make sure you have B#s

This gives you a "spot" to hire someone into.

Important to do well in advance for non-instructional positions (research, OAs, Classified positions) because this step involves writing a PD and getting it approved.

Move candidates to "contingent offer accepted"

This starts the background check process.

It also alerts our team that you're hiring someone.

WE WILL NOT KNOW IF YOU SKIP THIS STEP

Enter the offer card

Do this soon after or at the same time as moving candidates forward

Include appropriate documentation

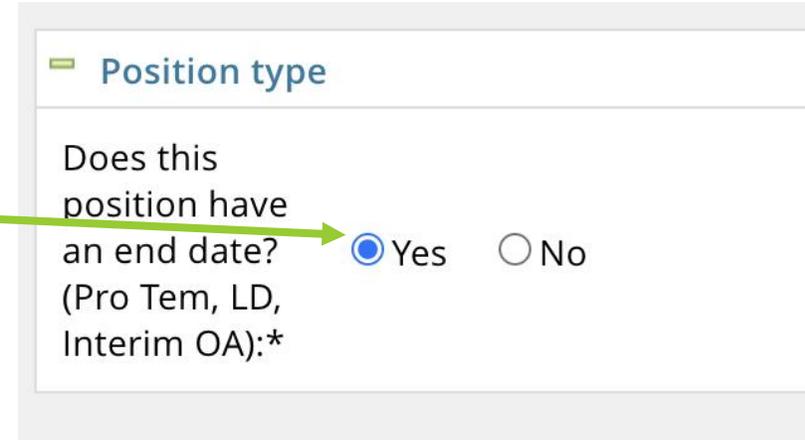It saves our team a lot of time and follow up if you enter offers cards promptly.

Offer Tips - Documentation

	Faculty	Officers of Administration	Classified
Salary	Signed Pay Action Form (salary on form needs to match salary on offer card)	Offer is within approved range OR you've attached approval email from class comp	You've previously had the offer step approved by talent and it is noted on the requisition.
Contingent offer letter	Career – letter Pro tem – letter or email	Letter or email	Letter or email (best practice, not required)

Offer Tips – MOST IMPORTANT

- Under position type, select yes, if your position will have an end date. Enter an end date for pro tem/visiting faculty, interim OAs or limited duration classified PDs.

- Select No, if your position will not have an end date. DO NOT enter an end date for career faculty (except Law and EC CARES) or other ongoing positions.
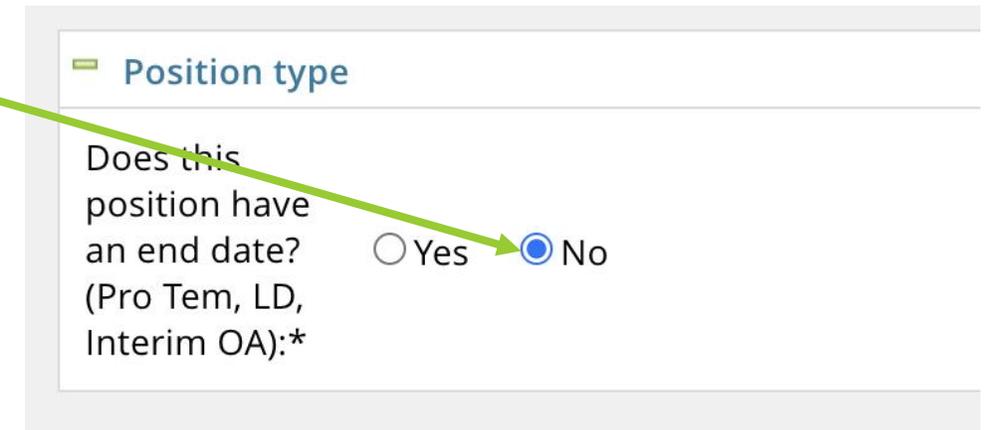
If this is done wrong, the only option is to delete the offer card and have you start over.

Position type

Does this position have an end date? (Pro Tem, LD, Interim OA):* ● Yes ○ No

Position type

Does this position have an end date? (Pro Tem, LD, Interim OA):* ○ Yes ● No

Offer Tips

Post doctoral scholars

- Make sure to include a mentor plan
- If you have evidence of degree completion (but the degree has not been conferred yet) please include!

Instructors

- If your selected candidate does NOT have a master's degree, please attach approval from the Office of the Provost. (This is only allowed if your posting allowed for this possibility)

One more thing…

When you select a supervisor on the offer card, please make sure that person has a position.

Offer Tips

Communicate with us …

- If there are circumstances (other than a start date) that require an offer to move more quickly.
- If something changes (e.g. start date, salary, someone withdraws after accepting an offer).

Communication with your candidates

- Let candidates know that their formal offer may take some time
- Remind them that they will get a background check request

Staffing updates

Thank you for attending today's HR Community of Practice meeting.

The next HRCP meeting is Wednesday, August 2, 2023.