

# HR Community of Practice Virtual Meeting

September 14, 2022

2:00 PM-3:00 PM



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SEARCH ADVOCATE Multi-Day Workshop

MyTrack: <https://uomytrack.pageuppeople.com/learning/3442>

Training will be from 9:00 am-1:00pm

## SEPTEMBER 2022

Thursday, September 15, 22, 29, and October 6, 2022

## MARCH 2023

Tues, March 7, Thurs, March 9, Tues, March 14, Thurs, March 16

## MAY 2023

Thursday, May 4, 11, 18, 25

### [Crucial Conversations for Mastering Dialogue](#)

starts October 3, at 9:30AM-11AM -attend all five sessions

### [HRIS Overview](#)

Tuesday, October 4, 1:30PM-3:30PM

### [New Employee Orientation: You & UO](#)

Tuesday, October 11, 9:30AM-1:30AM

### [UO Travel Policy](#)

Thursday, October 13, 8:30AM-12:30PM

### [Navigating UO Learning and Development Opportunities](#)

Monday, October 24, 10AM -11AM

### [Eldercare Discussion Group](#)

Tuesday, October 25, 2PM-3PM

### [Deconstructing Whiteness Working Group \(DWWG\)](#)

#### [Interest Session](#)

Wednesday, October 26, 11AM-11:50AM

### [HR Orientation for New HR Partners](#)

Wednesday, October 26, 1PM-2:30PM

### [Leadership in Student Supervision,](#)

Thursday, October 27, 1PM-4PM

### [Crucial Conversation for Accountability](#)

starts, Monday, October 31, 1:30PM-3PM, attend all five sessions

### [Getting Things Done](#)

starts Monday, November 28, 10:30AM-12PM

attend all four sessions

**Benefits Fair –October 18, 10AM-2PM –EMU Crater Lake Rm**



Wildfire Resources:

<https://canopywell.com/Wildfires>

Save the Date:

CUPA-HR Oregon Chapter Fall Conference

Thursday, November 3

<https://chapters.cupahr.org/or/events/>



# AGENDA

- Benefits -Open Enrollment  
*Heather Mercer, Associate Director, Benefits Office*
- COVID-19 Update  
*Mark Schmelz, Vice President and Chief Human Resource Officer*
- Paid Leave Oregon and Flexible Work Arrangements  
*Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives*
- Performance Reviews  
*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*
- Q&A



# EMPLOYEE BENEFITS

FALL NEW HIRES & OPEN ENROLLMENT 2023

HR Community of Practice  
September 14, 2022  
2pm



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# The Agenda

## New Hires

- Eligibility & Start dates
- Enrollment
- Plan options, including opt-out & decline

## Health Assessments

- Assessment Dates
- Plan Websites
- Passwords

## Open Enrollment

- Enrollment Dates
- Plan Changes
- Benefits Fair



# Eligibility

## Eligibility

- 0.5 FTE or higher

**AND**

- Expected to work at least 90 days

### SALARY AND COMPENSATION DETAILS

FLSA Exempt?:  Yes  No

Appointment FTE:\* 1.0

OA Compensation Salary Grades/Bands  
UO/SEIU-OPEU Monthly Salary Schedule

Position Classification: Career .50+ FTE  
Number: FFCAR

Pay Scale: US-S-Fiscal Year 2022-2023

Minimum \$ 0.00  
Middle \$ 125,000.00  
Maximum \$250,000.00

The date below should reflect the accurate employment start date for the employee. Errors will result in inaccurate job records and pay.

Payroll Start Date:\* Sep 16, 2022

For Hourly employees select "Hourly" for all others select "Annual"

Annual or Hourly Salary:\* annual

Base rate \$:\* 42,000

If "Annual" selected enter the Monthly salary below

Monthly Salary: 4,666.67

Salary Step:\* N/A

Will this position



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# Plan Options

## Core Benefits

- Medical / Dental Vision / 10K Life
- Opt-out (Cash back), can enroll in dental or vision & enroll in optional benefits
- Decline

## Optional Benefits

- Life Insurance: EE, Spouse, Dependent
- Short and/or Long-term Disability
- Accidental Death & Dismemberment
- Long Term Care Insurance
- Health and Dependent Flexible Spending Accounts

## Retirement Plan

- Most EEs 6-month Wait period
- HR Benefits will reach out if eligible for ORP Choice, Classified EEs auto enrolled in PERS when meet eligibility
- If they have worked for another PERS employer or OPU ensure payroll knows

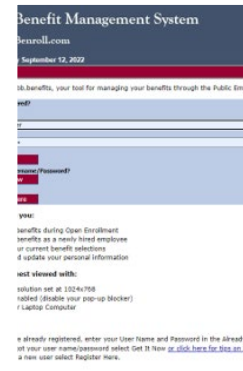




# New Hire Enrollment

## Enrollment

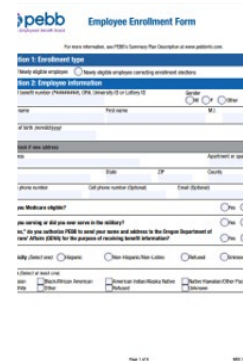
- 30 days to enroll
- Effective first of the month following the later of the UO's receipt of electronic enrollment/paper form, or the actual event date.



The screenshot shows the 'Benefit Management System' login page. It includes a header with the system name and date (September 12, 2022). Below the header, there are fields for 'User ID' and 'Password'. A 'Log In' button is visible. The page also contains a 'Forgot Password?' link and a 'New User?' link. A note at the bottom states: 'If already registered, enter your User Name and Password in the already registered user name/password select. Get it New or Add here for the first time. If a new user select Register here.'

Online Enrollment

[https://pebbenefits.oha.oregon.gov/bms\\_web/!pb.mai](https://pebbenefits.oha.oregon.gov/bms_web/!pb.mai)  
[n](#)



The screenshot shows the 'Employee Enrollment Form' from the 'pebb' system. It is titled 'Step 1: Enrollment Type'. The form includes sections for 'New Hire Information', 'Current Employee Information', and 'New Hire Information'. It contains various fields for personal and contact information, as well as radio button options for 'New Hire' and 'Current Employee'. The form is labeled 'Page 1 of 2' at the bottom.

Via Paper Form




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# Health Assessments / HEM


## Assessment Dates & Plan Website, Passwords

- Now available!
  - 09/01 – 10/31
- Must call provider to reset password
  - Take assessment with current plan year provider

 Go to Kaiser Permanente Health Assessment


Healthy Extras  
Total Health Assessment  
**Phone:** 1-844-334-4944  
**Hours:** M-F, 8:00 a.m.-5:00 p.m.  
[Q&A on Total Health Assessment](#)  
[RewardsCustomerService@kp.org](mailto:RewardsCustomerService@kp.org)

[Printable Instructions](#)

 Go to Moda Health Health Assessment

Momentum Health Assessment  
**Phone:** 1-844-776-1593  
**Email:** [Momentum@modahealth.com](mailto:Momentum@modahealth.com)  
**Talk to Health Navigators:**  
M-F, 7:30 AM – 5:30 PM

[Printable Instructions](#)

 Go to Providence Health Assessment

MyProvidence Personal Health Assessment  
**Phone:** 1-877-569-7768  
**Hour**  
M-F, 8:00 a.m.-5:00 p.m. (10/1-10/31)  
Mon, 8:00 a.m.-8:00 p.m. (10/31)

<https://www.oregon.gov/oha/PEBB/Pages/HEM.aspx>



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# Open Enrollment

## Enrollment

- Mandatory for 2023 Plan Year
- 10/1 – 10/31

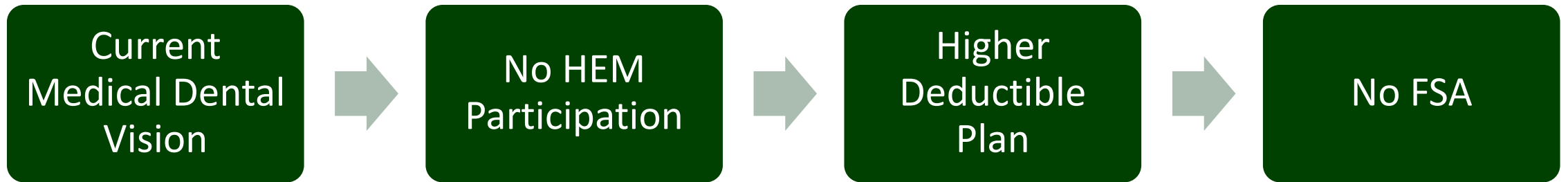
Online Enrollment

[https://pebbenefits.oha.oregon.gov/bms\\_web/!pb.mai](https://pebbenefits.oha.oregon.gov/bms_web/!pb.mai)  
[n](#)

Via Paper Form (To be published 10/01)



# Forget to Enroll?



# Plan Changes 2023

## All Health Plans

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- Breast reduction surgery (when medically necessary)
- Diabetes prevention

## Medical Plans

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- [Providence Choice] New manufacturer coupon RX program
- [MODA] Cancer infusion therapy changes; Diabetic testing supplies
- [Kaiser] No changes

## Dental Plans

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- [MODA/Delta Dental] Enhanced orthodontia
- [Kaiser] No changes

## Vision Plans

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- [VSP] Enhanced allowance for glasses from Walmart or Sam's Club;
- [VSP Plus] Lower copay for retina screening

## Rate Changes

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- No premium cost will exceed the legislative 3.4% cap
- Increased Costs: Providence Plans, MODA Health Plan, Kaiser Plans
- Same Cost: Kaiser Dental
- Decreased Cost: Willamette Dental, Delta Dental, VSP



# Benefits Fair

Save the date!

10/18/2022  
EMU Crater Lake Room  
10am – 2pm



- Providence
- Kaiser
- Moda
- Willamette Dental
- VSP
- ASI Flex
- WW
- OSGP
- OPURP
- Fidelity
- TIAA
- Canopy (EAP)
- 529 College Savings



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# PEBB Virtual Benefits Fair

Save the date!

- Visit PEBB's 2023 Virtual Benefit Fair to learn about PEBB's benefit plans and review your 2023 choices. For 24/7 on-demand access all year long, [register and learn more](#)



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# How can HR Partners help?

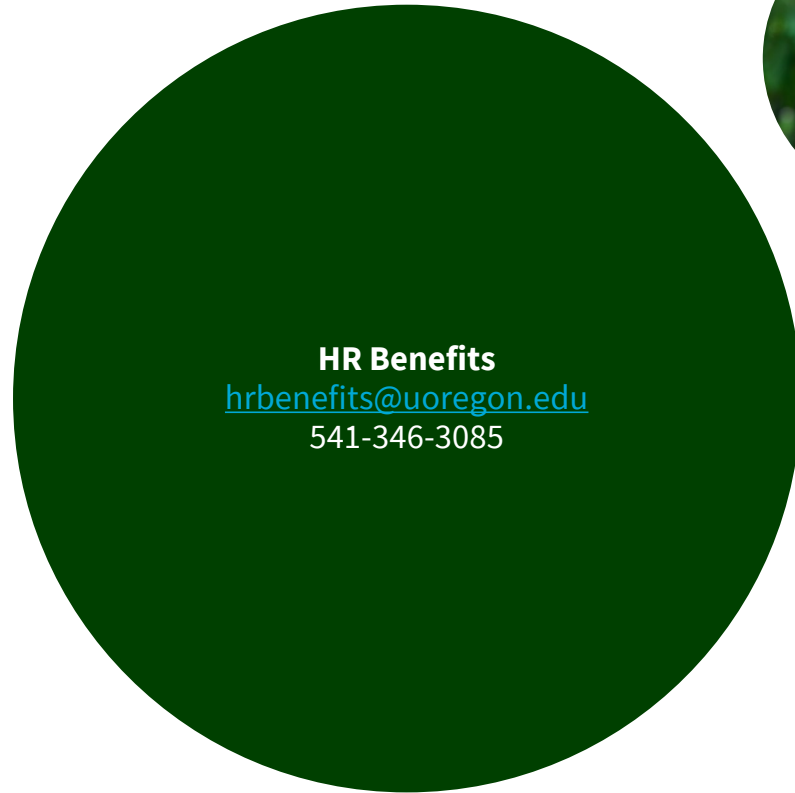
## Recap

- Offer Card Dates Matter
- End of month start dates & enrollment
- Contact Plan for HEM Password help
- HR Benefits can reset PEBB Passwords
- Encourage EE's to participate in Benefits Fair





# Contact Our Team



**HR Benefits**  
[hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)  
541-346-3085



**Jennifer Maynard**  
Benefits Coordinator  
[jmaynar2@uoregon.edu](mailto:jmaynar2@uoregon.edu)  
541-346-2964



**Anne Willis**  
Sr. Benefits Coordinator  
[awillis@uoregon.edu](mailto:awillis@uoregon.edu)  
541-346-3086



**Heather Mercer**  
Assoc. Director of Benefits  
[hmercerc@uoregon.edu](mailto:hmercerc@uoregon.edu)  
541-346-2956



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# COVID-19 Update

*Mark Schmelz, Vice President and  
Chief Human Resource Officer*



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# COVID-19 Resources

- [Coronavirus.uoregon.edu](https://coronavirus.uoregon.edu) – website continues with basic information
- Look to the HR website for:
  - UO COVID-19 Leave – [hr.uoregon.edu/covid-leave-options#UO-program](https://hr.uoregon.edu/covid-leave-options#UO-program)
  - Employee Leave Options – [hr.uoregon.edu/covid-leave-options](https://hr.uoregon.edu/covid-leave-options)
  - Employee Vaccination Requirement – [hr.uoregon.edu/covid-vax-requirement](https://hr.uoregon.edu/covid-vax-requirement)
- Other expectations:
  - Masks are welcome and optional in most settings.  
UO will continue to make masks available. Visit [coronavirus.uoregon.edu#masks](https://coronavirus.uoregon.edu#masks) for locations.
  - No more case management for employees.  
If feeling sick, stay home. Follow CDC guidelines for COVID-19 exposure and illness.
  - Free COVID-19 testing continues through the MAP testing program.  
[coronavirus.uoregon.edu/map-testing](https://coronavirus.uoregon.edu/map-testing)



# Paid Leave Oregon and Flexible Work Arrangements

*Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives*



# Paid Leave Oregon

- Information can be found at:  
<https://paidleave.oregon.gov/Pages/default.aspx>
- Rulemaking is ongoing
- UO is monitoring program developments and discussing how it will be administered
- No action needed from units at this time



# Flexible Work Arrangements

- Policy and Guidance can be found at:

<https://hr.uoregon.edu/flexible-work-arrangements-policy-and-guidance>

- Remote Work Arrangements Guidance can be found at:

<https://hr.uoregon.edu/remote-work-arrangements-guidance>

- Remember to review and update Flexible Work Arrangement forms



# Performance Reviews

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



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# OA Merit Review Reminder

It's that time of year to complete and submit a record of your OA merit reviews. Helpful Web Links:

- [OA Performance Management Website](#)
- [OA Performance Submission Form](#)

# Classified Review Reminder

HR Operations sends monthly department reports on appraisals due for a review in either 30 or 60 days.

Contact HR Operations [hrops@uoregon.edu](mailto:hrops@uoregon.edu) if you have any questions or issues.





# Questions and Answers

Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!



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

The next HRCP meeting is  
Wednesday, October 5, 2022

