

HR Partner Highlights

April 3, 2019

February Training Announcements –Register on the [MyTrack Learning Module](#):

[Crucial Accountability Series](#), April 23rd, 24th and 26th, HR Training Room

Lunch Hour Conversations, hosted by Employee and Labor Relations starting in April.

Bureau of Labor and Industries workshops

[Pay Equity](#), Monday, April 29th, HR Training Room

[Legal Hiring Practices](#), Tuesday, April 30th, HR Training Room

[Exploring Ways to Move Past Implicit Bias](#), Thursday, April 11th,

12:00 Noon – 1:00 PM, Lawrence Hall Rm 115

[HR Orientation for New HR Partners](#), Monday, April 22nd

1:00PM -3:00PM, Ford Alumni Ballroom

[Getting Things Done](#), Thursday, May 2nd

8:30AM – 12:30PM, HR Training Room

Meeting Agenda

UO budget challenges and process

Missy Matella, Senior Director, Employee and Labor Relations

Cybersecurity Awareness Training

Leo Howell, Chief Information Security Officer

OA Job Family Framework

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

Talent Acquisition Updates

Nancy Nieraeth, Director, Talent Acquisition

Jenna Rakes, Associate Director, Talent Acquisition

New hire, renewal, and summer appointment deadlines

Catherine Bonomini-Smith, Associate Director, HR Operations

Courtesy renewal process

Jen Mirabile, Sr. HR Programs Coordinator

UO budget challenges and process

Missy Matella, Senior Director, Employee and Labor Relations

- **OA and Classified Staff Timelines and Process:**
 - Per the President's directives for OAs and Classified staff.
 - Submit names to Employee and Labor Relations (ELR) by May 1st.
 - Send your department list to uoelr@uoregon.edu.
 - Receive approval by the end of May.
 - Follow up with impacted employees will begin by mid- June.

Note: Think creatively and strategically about these layoffs for your department.

Are there vacant positions that can remain vacant? Do you have employees who are interested in reducing FTE or moving to a 9 month contract? Does this make sense for your service levels?

- **Academic Timelines:**
 - Non- renewal list to Employee and Labor Relations uoelr@uoregon.edu.
 - If the list has been submitted it will be back to your department by April 15th.
 - Once approved, non-renewal and renewal notices, must be distributed by May 1st.
 - Without timely notice by the May 1st date, the department will incur daily penalties.
- **OA Layoff Process**

Annie Herz, Associate Director, Employee and Labor Relations

 - Review the [OA Layoff webpage](#) for the OA layoff process
 - Include a justification memo and updated organizational chart for your department.
 - Do not communicate with the employee until the layoff is approved.
 - Please send all of your layoff information together in order for ELR to understand the whole picture.
 - We need to ensure the business justification is accurate. We also need to know if there are any performance issues with each employee that have not been addressed. If there are the layoff becomes more complicated.
- **Classified Layoff Process**

Chris Meade, Associate Director, Employee and Labor Relations

 - Review the [Classified Layoff webpage](#).
 - Please send all of your information together in order for ELR to understand the entire picture.
 - Departments need to fill out justification sheets for each classified layoff.
 - Caitlin Willard, ELR Specialist, can walk you through each step of the justification process.
 - Justification sheets will be available on the ELR webpage and are also available by request by contacting Caitlin.

Cybersecurity Awareness Training

Leo Howell, Chief Information Security Officer

- The PowerPoint presentation is available on the [HR Partner Meeting Highlights](#) webpage.

OA Job Family Framework

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

- Information and updates on the OA Job Family Framework project can be found on the [OA Job Family Framework Project](#) webpage.
- The Project Advisory Committee's first meeting will be held on April 9th.
- Sibson Consulting will be on campus conducting stakeholder meetings Tuesday, April 30th through Thursday, May 2nd.
- Sibson Consulting will meet with a variety of campus stakeholders, such as University leadership, HR Partners, and the OA Council. There will be opportunities for OAs to engage with Sibson during OA open forums. The schedule is currently being finalized; broad communications are being planned.
- HR Partners will meet with Sibson during the regularly scheduled HR Partner meeting on Wednesday, May 1st at 2:00 PM.

Talent Acquisition Updates

Nancy Nieraeth, Director, Talent Acquisition

- Position description processing timelines and priorities:
 - Position description processing timelines have increased; we knew this would occur with the extra review needed. There is a significant number of position description reviews pending at this time.
 - What we're doing to address the issues:
 - We are working with the VPFA Advisory Panel to build out principles for the additional required approvals to streamline this review.
 - The OA task force completed their work on identifying common and non-common jobs and that will help us as well. Recruiters have trained on using this resource.
 - We have hired four one-year specialists to assist—one will be dedicated entirely to class/comp and others will be doing work supporting recruiters so they can continue to focus on assisting class/comp. Three specialists will begin April 10th.
- FLSA update
 - The new FLSA proposed rule for an increased salary threshold for exempt status has been published to the federal register.
 - The proposal is in the 60 day comment period.
 - We expect that with the lower salary threshold, a smaller number of positions will be impacted. We have pulled data and are beginning to look at the impact of new regulations.
 - We will continue to keep you updated as we learn more.
- NTTF approval process changes
 - Changes to the NTTF approval process will be announced next week.
 - We found that there were items that needed our approval and others that did not; therefore we will be updating HR Partners and implementing changes in the near future.

Talent Acquisition Updates

Jenna Rakes, Associate Director, Talent Acquisition

- **Student employment change**
 - Student employment exception level approvals previously sent to Jenna will be transitioning to Ryan McBride (wage exceptions, under enrollment, etc.).
 - This does not change what normally would be sent to Payroll (term after grad, free term)
 - Exception approvals should be sent to talent@uoregon.edu, not the individual approver. This will allow for a smooth transition and coverage when staff are out of the office.
 - For a workflow of which unit approves exceptions review the Student Employment Exception Requests found on the [Student Employment](#) webpage.

MyTrack applicant name feature

- We are very happy to report that PageUp has updated the applicant list under the Applications Card on the Hiring Manager dashboard to split the name field into two columns for first and last name. Previously first and last name were together in one column, making the listing only sortable by first name. This is an update we pushed the vendor for and it is great that they are taking our feedback regarding system functionality.

View applicants

You are an additional viewer for this job with the following privileges: Can select outcome

PD test for GoLive Run Through

Select	First name	Last name ▲	Date submitted	Current application status	Selection Outcome	Reviewed			
<input type="checkbox"/>	Candidate	Twenty	26 May 2017	New	Select a selection outcome	X	View	Notes	Status history
<input type="checkbox"/>	Amelia	Thermopolis	26 Oct 2016	Interview (Additional, As Needed)	Select a selection outcome	X	View	Notes	Status history
<input type="checkbox"/>	Amelia	Thermopolis	11 Jan 2017	Background Check Pending		X	View	Notes	Status history
<input type="checkbox"/>	Test		6 Mar 2018	Reviewed, Did Not Progress	Reviewed, Did Not Progress	X	View	Notes	Status history

New hire, renewal, and summer appointment deadlines

Catherine Bonomini-Smith, Associate Director, HR Operations

- Please review the [Deadlines for New MyTrack Offers, Renewal Appointments and PRFS](#) webpage.
- **Academic Appointment Deadlines:**
 - May 1st for July starts.
 - July 1st for Fall Term starts.
- **Summer PRF Deadlines**
 - May 15th or the 15th of the month prior to effective date.
 - New process for new hire summer teaching appointments.

New hire, renewal, and summer appointment deadlines (continued)

Catherine Bonomini-Smith, Associate Director, HR Operations

- **Process Change Effective Summer 2019**
 - To ensure that new summer instructional hires receive all necessary pre-employment checks, units will need to EMAIL backgroundcheck@uoregon.edu with a list of the employees considered as a new hire. Include the following:
 - New hire name
 - New hire email address
 - Email address of department contact for background check clearance.
 - “New” hires are defined as any of the following:
 - New to Campus (never employed by UO)
 - Rehires that have not worked for the UO since June 2018
 - Current/Previous GEs, Student Employees, or Temporary Employees
- Please review the table on the [New 2019 Process for Hiring New Summer Instructional Faculty](#) webpage.

Courtesy renewal process

Jen Mirabile, Sr. HR Programs Coordinator

- If your department has active courtesy appointments please review the [Renewal Process for Courtesy Appointments](#).
- Active courtesy appointments lists will be distributed to departments on Thursday, May 2nd via email.
- 2019/20 renewals list should be submitted to your Dean or Vice President for approval.
- Renewal notifications can be distributed by email or letter with Dean or Vice President approval.
- Any questions please contact Jen Mirabile at mirabile@uoregon.edu.

Reminders:

- No action is required for courtesy appointments with no end date.
- Submit an [Unpaid Appointment Form](#) for those courtesy appointments with an end date. Most postdoctoral and research appointments must be renewed this way.
- To terminate a courtesy appointment use the [Unpaid Appointment Termination Form](#).

The next HR Partner meeting is scheduled for Wednesday, April 3rd, 2019, at 2:00 PM, in the Crater Lake Room North, Erb Memorial Union.