

HR Partner Highlights –August 7, 2019

Materials are available on the HR Partner [Meeting Highlights and Resources](#) webpage.

### **August Training Announcements:**

- [PD Module Training Webinar](#): review this webinar on the [OA Position Description Update: Unit Guidance](#) webpage to assist you with your the required PD updates for your unit.
- [Wellness Ambassador Program](#) developed by the Duck Nest Wellness Center. Read more about this opportunity in the [AroundtheO article](#). [Applications](#) are due by August 16, 2019, or contact Kate Stoysich, [kates@uoregon.edu](mailto:kates@uoregon.edu) for more information.
- [Legal Updates](#) - Lane County SHRM Chapter meeting scheduled for Tuesday, August 20, 2019, 8:00AM
- [SHRM CP/SCP Certification Prep Course](#) -starts in late September at Lane Community College.
- **CUPA-HR – Free ELearning Courses** (Login-in required–contact HR Service Center for access information)
  - [Boot Camp – HR Higher Ed Perspective](#)
  - [Building a Successful and Inclusive Search](#)
- BOLI Workshops
  - Advanced Leave Laws in Oregon, Tuesday, August 27, 2019, 9AM-4PM
  - Wage and Hour Laws, Wednesday, Sept. 4, 2019, 9AM-4PM
  - Documentation, Discipline and Discharge, Thursday, September 5, 2019, 9AM-4PM

A few complimentary seats are available. If you are interested, please email [learning@uoregon.edu](mailto:learning@uoregon.edu).

### **Meeting Agenda**

- Introduction of Classification and Compensation Director  
*Mark Schmelz, Chief Human Resource Officer and Associate Vice President*
- Telecommuting/Alternative Work Arrangement Policy  
*Missy Matella, Senior Director, Employee and Labor Relations*
- Fall Term Renewals and New Hire Deadlines  
*Sonia Potter, Director, HR Operations*
- HR Partner Activity – HR Unit Presentations  
*Bryan Evans, HR Administrator, Research Finance and Business Administration*  
*Chelsey Megli, Sr. Director, Strategic Talent Engagement, University Advancement*  
*Mark Ruckwardt, Executive Assistant Athletic Director, Intercollegiate Athletics*

## Introduction of Classification and Compensation Director

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

- Welcome Stephanie Neuhart, our new Director of Classification and Compensation. We are very excited to have Stephanie in this new position. She has already contributed to the team with a number of new ideas.

## Telecommuting/Alternative Work Arrangement Policy

*Missy Matella, Senior Director, Employee and Labor Relations*

- An update to the Flexible Work Arrangement policy is currently under review.
- We anticipate having an expected roll out for this during fall term.
- Some of the key benefits of the policy are to:
  - Give units more guidance in this area.
  - Allow employees more flexibility in their work arrangements on and off campus while still meeting the operational needs of the unit.
  - Support work-life balance for UO employees.
  - Support employee retention for those interested in a flexible work arrangement or for those employees who may be relocating and could perform their work off-site.
- When approved, University HR will begin to have HR Partners assess whether flexible work arrangements would be possible for their unit.

## Fall Term Renewals and New Hire Deadlines

*Sonia Potter, Director, HR Operations*

### Fall Faculty Renewals

- If your renewals have not been submitted to HR Operations, please get them in as soon as possible.

### Fall Faculty New Hires

- Deadline for new faculty hires is September 3.
- In order to ensure fall-term hires are paid, please submit offer cards and other required materials through MyTrack no later than September 3.
- Remember the job-specific position description must be approved for research pro tems, therefore the position description should be submitted several weeks before the hire can be completed.
- For instructional pro tems, [follow the guidance here](#).

## HR Partner Activity – HR Unit Presentations by the following HR Partners:

Bryan Evans, HR Administrator, Research Finance and Business Administration  
Chelsey Megli, Sr. Director, Strategic Talent Engagement, University Advancement  
Mark Ruckwardt, Executive Assistant Athletic Director, Intercollegiate Athletics

Below is a list of best practices presented during the HR Partner meeting activity:

Best Practices:

Bryan Evans, HR Administrator, Research Finance and Business Administration, Research and Innovation

- Streamlined the personnel action review structure. All HR actions are now reviewed by Research Finance and Business Administration; exception: Core Facilities (Melody Jane is Business Manager for CF). All personnel actions are approved by Cassandra Moseley, Senior Associate Vice President for Research.
- Created one position description for pre- and post-grant award administrators, rather than hiring for one or the other. This allows Research to hire multiple people under the same position description, based on candidate strengths. It also allows current employees to switch from pre- and post- grant administration based on skills, interest, and department needs.
- NTTF offer letter: created an NTTF offer template to ensure the letter includes all necessary information and to reduce confusion.

Chelsey Megli, Sr. Director, Strategic Talent Engagement, University Advancement

- Strong recruitment practices: outreach to strong candidates, talent pipeline programs (students, interns, fellowships, etc.)
- DIVERSIT-e News: a diversity committee newsletter, which includes micro-learning topics, key terms, articles, events on campus, etc.
- Fostering Leadership and Management Excellence (FLAME) Program: a year-long program to develop leadership skills, which includes a leadership style assessment, learning objectives, mentorship by senior staff, speakers, and practicum exercises.
- Fundraising Fellowship program: fellows are often recent UO graduates, those who are interested in fundraising but do not yet have experience.
- Standardizing position descriptions for similar positions; built a career map for development.

Mark Ruckwardt, Executive Assistant Athletic Director, Intercollegiate Athletics

- Strong search committee support: providing an overview of search process steps. Works closely with search chair to identify qualifications for position and provides a customized spreadsheet to track applicant qualifications (minimum and preferred) for the search. Explains implicit bias to ensure a diverse pool of candidates for open positions.
- Position descriptions are updated and ready to go when vacancies occur.
- Mark handles all HR needs for the unit and supports coaches to succeed in finding top talent.

**HR Partner activity feedback:**

It was great to hear others challenges and successes. We talk so frequently about “right now” issues. It was good to get a bigger picture.

I found it extremely interesting to hear about OPS in other units. It seems like there is a huge variety of HR work, cultures, demands, and challenges on campus.

Sharing helps spread ideas and best practices. Many departments are experiencing similar challenges.

**HR Partner activity feedback: (continued)**

The importance of having the HR Partner in the process from the beginning to the end.

I learned how valuable it is to have the position descriptions prepared and approved in advance for potential future hires.

I now have a better understanding of the hiring demands in Athletics and their fast-paced culture.

Great idea - tiered position descriptions that allow for different candidate levels of experience.

It was great to see the organizational structures of these three units.

As a new HR Partner, I found these presentations very valuable.

Many departments are balancing the challenges of needing to move quickly to fill positions and ensuring the recruitment process is compliant.

It was interesting to hear about the special HR needs created by structure and funding in the Research unit.

**The next HR Partner meeting is Wednesday, September 11, 2019, at 2:00 PM, in the Redwood Auditorium, in the Erb Memorial Union.**