

HR Partner Highlights

February 6, 2019

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

Crucial Conversations Series, February 7, 14, 21 and 28, multiple days and times.

[Oregon Equal Pay Act Implementation for OA Positions](#), February 14, noon to 1:00PM

Influencer, Tuesday, February 19, 1:00PM – 5:00 PM.

Exploring a Supervisor’s Role in Preventing Discrimination and Harassment, Wed., Feb. 20, 9AM-10:30AM.

Leadership in Student Supervision, Wednesday, February 27, 9:00AM – 12:00PM.

Student Employee Enhancement Summit, March 14, 2019, multiple sessions offered.

Wellness Seminars for Faculty & Staff:

***Debunking Dieting Myths**, Tuesday, February 12, 12:00PM-1:00PM

***How to Help Your Young Adult Transition to College**, Friday, February 15, 12:00PM – 1:00PM

HR Professional Development Opportunities:

[Oregon CUPA-HR 2019 Spring Conference](#), Thursday, March 7 & Friday, March 8, Mt. Hood Oregon Resort.

Networking event on Thursday with a full conference agenda on Friday

Will you be attending? Let your UO colleagues know by adding your name to the [list](#) for possible ride sharing opportunities. The deadline for hotel registration is February 15th.

HR webinar resources for HR credit:

www.cupahr.org/events/webinars/

www.cascadecenter.com/HR-Webinars

Meeting Agenda

HR Staffing updates

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

HR Lunch Hour Conversations

Annie Herz, Associate Director, Employee and Labor Relations

Workplace Harassment and Discrimination Prevention Training

Tiffany Ray, HR Compliance and Training Officer

Talent Acquisition and Oregon Equal Pay Act updates

Nancy Nieraeth, Director, Talent Acquisition

Jenna Rakes, Associate Director of University Talent Acquisition

Diana Sobczynski, Senior Compensation Analyst

Student Sexual and Gender Based Harassment and Violence

Complaint and Response Policy and the Student Conduct Code

Jeslyn Everitt, Assistant General Counsel, General Counsel’s Office

Katy Larkin, Director, Student Conduct and Community Standards, Office of the Dean of Students

HR Staffing updates

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

Active HR Searches:

- **Chief HR Officer**
 - The search committee has interviewed 11 candidates via Zoom over the past two days. The committee is reviewing the list of candidates for on campus interviews in late February or early March.
- **Director of Classification and Compensation**
 - The search committee has met to review applications. We anticipate we will begin first round interviews in early March.
- **Sr. Affirmative Action Specialist**
 - Missy Matella, Senior Director of Employee and Labor Relations, is determining next steps for this search.
- **ELR Operations Manager**
 - This position is currently posted.
- **Interim Talent Acquisition positions**
 - Candidates for this position are being evaluated and interviews will begin soon.

Recent hires:

- Chris Meade has been selected as our new Associate Director of Employee and Labor Relations.
- Lyssa Scott and Anne Willis were introduced as HR's two new Interim HR Operations Specialists.
- An Interim HR Project Manager has been hired and will begin work in a couple of weeks. We will introduce them at our March HR Partner meeting.

Promotions:

- Catherine Bonomini-Smith, Associate Director of HR Operations
- Peter Fehrs, Associate Director of Employee and Labor Relations
- Annie Herz, Associate Director of Employee and Labor Relations
- Cindi Peterson, Associate Director of Benefits
- Jenna Rakes, Associate Director for University Talent Acquisition

The Associate Director roles were created to acknowledge the high level of accountability and decision-making for their HR areas and for representing their Directors when needed. Congratulations to the HR team members who were hired and/or promoted recently.

HR Lunch Hour Conversations

Annie Herz, Associate Director, Employee and Labor Relations

- Annie and Chris are reviving the HR Lunch Hour Conversations.
- These lunch hour conversations are 50 minute educational sessions on topics for supervisors.
- Potential topics include:
 - Navigating sick time
 - Addressing conflict on your team
 - Partial day absence guidance
 - Setting up OA performance evaluations with rating consistency in mind
 - Leave without pay
 - Weingarten rights: Ensuring proper consideration

- Contact Annie or Chris if you have other topics of interest.
annhb@uoregon.edu or cmeade@uoregon.edu

Workplace Harassment and Discrimination Prevention training

Tiffany Ray, HR Compliance and Training Officer

- More than 1,000 employees have completed the Workplace Harassment and Discrimination Prevention training. If you haven't completed the training yet you can search for it on the [MyTrack Learning Library](#).
- HR will be providing reports to Vice Presidents, Chiefs of Staff, Deans, and Associate Deans with HR responsibilities beginning this month.
- There is one question on the training that has confused a few people. The question asks for the inappropriate response which is "Gossiping with coworkers"; not "Tell the person to stop".
- If any of your staff experience an issue where the training does not want to progress:
 - Pin Chrome to the task bar
 - Restart the training
 - After clicking on the link, go to the taskbar and click the thumbnail image
 - Contact Tiffany Ray, tray@uoregon.edu with any technical difficulties.
- HR Partners serve an integral role in promoting an environment that values diversity and inclusion, so please encourage your members to complete the training, advocate and communicate the type of environment we want at the UO, and do answer or any questions or contact Tiffany with questions.
- The new website "[Here, we value respect.](#)" outlining the UO values about creating and supporting a respectful work environment, is a great link to share with your group.

Talent Acquisition and Oregon Equal Pay Act updates

Nancy Nieraeth, Director, Talent Acquisition

Jenna Rakes, Associate Director of University Talent Acquisition

Diana Sobczynski, Senior Compensation Analyst

Service Model Update

Assigned Recruiter Pilot

- Recruiters have been assigned to various organizations – we reviewed the volume and types of transactions by Level 3 Org, considered each recruiter's expertise with the various employee categories
- Purpose of this is to build partnerships, have designated resources for units, build recruiters' ability to consult based on a deeper knowledge of the organization's needs, while still being able to shift resources when needed.
- Assigned Recruiter Model Pilot Soft Launch has happened throughout the fall
- Recruiters will be reaching out to their assigned unit's HR Partner to introduce themselves as their HR Recruiting contact, "Recruiting Buddy".
- We are in search for 3 recruitment specialists who will serve as another contact for unit partners.
- **Email consolidation**
 - Questions regarding UO employees, direct to Talent@uoregon.edu
 - Questions from Candidates, direct to uocareers@uoregon.edu. Send to those addresses unless you are provided specific instructions to send to a specific address (for example,

sending email to hrrecruiter@uoregon.edu when uploading a request for classified offer approval).

- **MyTrack & Recruiting Training Review**
 - We are reviewing our 4-session Recruiting for Success training. We will work with Jill O'Dea, Training and Development Manager, to develop a new training plan, which could include shorter trainings on specific topics, trainings delivered through different methods, etc.
- **Call-in hours**
 - Set call-in hours are still in place for the Talent team. Two hours weekly to contact TA.
 - Mondays 4:00pm-5:00pm and Wednesdays 10:00am -11:00am are the call-in times.
 - Call-in hours haven't been used broadly, but they are staying in place at least until we hire the recruitment specialists. Once the recruitment specialists are hired, we may revisit the call-in hour model.

Oregon Equal Pay Act

- **Announcements sent Monday to SLT, ALT, HR Council, AAL list, HR Partners**
- **Web resources**
 - Implementation overview: <https://hr.uoregon.edu/recruitment/classification-compensation/oregon-equal-pay-act-implementation>
- **Different processes by employee category**
 - **Tenure Track Faculty (TTF)**
 - Approval for pay actions by Office of the Provost (OtP)
 - Direct questions to Brad Shelton in the Provost's Office.
 - **NTTF**
 - Approval for pay actions now required by Office of the Provost and the Vice President for Research Innovation (OtP/VPRI)
 - [Pay action guidance for NTTF](#) can be found on the OEPA webpage.
 - Direct questions to Sierra Dawson for instructional positions or librarians or Cass Moseley for research.
 - **Important** to know that analysis needs to be completed before an offer goes out to candidates or communication of pay increase occurs with current employees.
 - **Officer of Administration (OA)**
 - Approval for pay actions depends on type of pay action
 - [New Summary of OA Position and Pay Actions](#) – please review this new information.
 - We are specifically looking at whether the job is common or non-common and whether the proposed pay appears to create an OEPA concern.
 - A task force of academic CFOs and administrative finance officers has been implemented to determine which jobs are considered "common."
 - The task force's decisions will be a jumping off point for reviews.
 - Here are some points to note:
 - If the job contains "work of comparable character" then it is considered a "common job." If the job does not meet the "work of comparable character" standard, it is considered

- **Officer of Administration (continued)**

- HR will be asking additional detail about others in comparable roles/common jobs (e.g. education level, certifications, etc.).
- Important: Do NOT communicate any pay changes or offers before analysis and approval are complete.
- New at Position Description review stage
 - We will be requiring a hiring range for position descriptions intended for recruitment.
 - Until common jobs are determined, propose hiring ranges based on similar positions in your organization.
- Additional review/approval where VP was previously final approver
 - In our former model VPs would have authority to approve new hire offers over the hiring range and pay increases for existing employees up to a 20% increase over their current pay, but now thresholds have been eliminated.
 - If the job is a common job, and the proposed pay appears to cause issues with OEPA, further conversation will take place regarding the pay action.
 - VP of Finance and Administration along with an advisory panel may review these pay actions.

- **Priorities**

- Retention offers - with a competing offer.
- Establish hiring ranges for new positions in recruitment.
- Offers above original approved hiring range.
- Retention offers with credible threat but no competing offer.
- Expansion of Duties (EODs).

- **Classified**

- Approval for pay actions remains largely the same.
- When proposing offer amounts, additional review may be required on proposed step.

- **Next Steps**

- What you can do:
 - Review the [OEPA webpage](#) for guidance.
 - Communicate with your hiring managers and supervisors regarding changes.
 - Attend the Oregon Equal Pay Act Implementation for OA Positions Thursday, February 14, noon to 1 p.m. in the EMU Coquille Room (104). Register on MyTrack so we ensure sufficient space:
<https://uomytrack.pageuppeople.com/learning/2650>
 - Prepare to submit position descriptions intended for recruitment with a proposed hiring range.
 - Have patience with this process.
 - If urgent situation, reach out to Talent Acquisition.

The next HR Partner meeting is scheduled for Wednesday, March 6th, 2019, at 2:00 PM, in the Crater Lake Room North, Erb Memorial Union.