

HR Partner Meeting Highlights February 2, 2017

Meeting Agenda

- OA Policy and HR Updates – Bill Brady, ELR
- HR Operations Update – Sonia Potter, HR Ops
- Electronically Stored Information for Departing Employees– Bryan Dearing, Office of the General Counsel
- International Employee Update –Jennifer Doreen, TAD
- MyTrack Updates – Nancy Nieraeth, TAD

- Featured Presentation: UO Internal Auditing– What HR Partners Need to Know
Presenter: Trisha Burnett, Chief Auditor

Announcement – Bill Brady, AVP/Director Employee and Labor Relations

Three finalists for the Associate Director position in Employee and Labor Relations are coming to campus on February 6th, 8th, and 10th. Candidate information will be sent this week along with time and location of HR Partner/Candidate meetings.

OA Policy and HR Updates – Bill Brady, ELR

- OA policies went to the PAC and will be open for a public comment period of 10 days. If there are no major problems the PAC will send them to the President for signature. They could be approved in the next few weeks.
- Although these policies could be approved in the next few weeks there are some employment policies that will not go into effect until 6/30/17 and 6/30/18. We will be working on clarifying how these new policies will impact employees so that everyone understands the process for this coming spring.
- Your feedback allowed us to clarify the language and there were some substantive changes to the reemployment pool timeframe and changes to the grievance process.

HR Operations Update – Sonia Potter, HR Ops

- [Employee Affiliation and UO Computer Access](#): Affiliation information has been reviewed and updated so that employees can get access to the computer accounts that they need in a timely way. There is a new code that will be used for new employees which will help IS identify those employees who should receive access. Once new employees are in PEAEMPL (Banner Form) they should start to have access. We will update HR's website with this information and IS will be updating their website on affiliation statuses.
- Salary Increase Process - technically complete – Hope to have the contracted rate loaded into Banner this month.
- New Eclass Codes: New Eclass codes were created with the new fringe rates. Once we have them established we will put them on the website. July 1, 2017 is the effective date for these new eclasses. Per Ben Kane, Payroll will update the drop down menus in the various forms with these new eclasses.

HR Operations Update – Sonia Potter, HR Ops (continued)

- Summer Term Appointment - directions will be provided in the next few weeks about Summer Term appointments. For the most part, we will be following same process.

Electronically Stored Information for Departing Employees– Bryan Dearing, OGC

- UO will be hiring in the next few weeks an Enterprise Wide Records Manager. This new employee will be charged with reviewing the [1997 OUS Retention Schedule](#) we use to retain records. OSU recently replaced this document with their own policies on Records Retention and we are hopeful we can do the same.
- I have sent HR edits for the existing Separations Checklist for both employees and supervisors. These records must be retained for separating employees. HR will let you know when these checklists are updated.
- We must retain our electronically stored information based on the substance of the email, legal holds - on and off depending on litigation, or pending public records requests. We need a process for those ESI documents.
- We recommend that HR Partner/Office Mgr./Bus Mgr. meet with your IT Administrator to talk about ESI to preserve the appropriate documents for that separating employee based on the 1997 Retention Schedule.
- We are interested in your thoughts on how we need to move forward so let us know your thoughts on the areas that are totally obsolete and don't work anymore.

International Employee Update –Jennifer Doreen, TAD

- Currently 9% of UO employees are international employees; and 14% of our faculty population is international. Many of our international employees are concerned about possible changes to the US immigration system and their eligibility to continue working at the UO.
- Recent Presidential orders suspended the ability of citizens of 7 countries (listed in the executive order) to enter the US. It is still unclear how the order will impact employees that were born in one of the 7 countries, even if they are no longer citizens of the affected country. Any employees who have questions about the impact that the executive order has on their travel plans should contact Jennifer Doreen, HR's International Employment Specialist. HR will provide updates on the implementation and impacts of the executive orders and identify resources that are available. In addition, the executive order may impact US citizens' ability to travel outside the US as the Department of State reviews the US's visa reciprocity periods.
- HR has received a lot of inquiries about proposed and rumored changes to the H-1B visa program. Currently there are no changes to the program that are likely to be enacted. An email has been sent to H-1B employees and HR Partners about the proposed changes to the H-1B program.
- HR is monitoring possible changes to the immigration system that could impact UO's employees and will keep HR partners and employees apprised of any changes that could impact the UO or our employees.
- Many immigration concerns are case specific, so it can be difficult to issue blanket statement to cover all of our employees' concerns. If an employee or department member has a question or concern

about how changes in the immigration system affects the UO or an employee, please have them contact Jennifer Doreen, HR's International Employment Specialist.

- HR's international employee webpage [International Employee Relations](#) has information on for our international employees and can be found it under News and Announcements on the Main HR website and also under the Employee and Labor Relations tab.

MyTrack Updates – Nancy Nieraeth, TAD

- HR Generalist Search in progress.
- [MyTrack Training Opportunities](#) are available on Making Tracks.
- MyTrack Information Sessions– we'll be reviewing some of the questions from our December HR Partners meeting and also fielding your questions. Please click on the link to register:

[February 21, 2017](#), 12:30 – 2:00 PM – EMU Crater Lake North, Room 146

[March 15, 2017](#), 8:30 AM – 10:00 AM – EMU Crater Lake North, Rm 146

- Thank you for your work and patience over the last few months. We've built a great partnership with all of you and we are impressed with the work that you have put into learning this new system.
- Delivery of information out of MyTrack - electronic information to payroll and ID Card Off. We are working with ID Card Office to ensure new employees are not turned away.

Next HR Partner Meeting:
Wednesday, March 1, 2017, 2:00 PM
Location: Knight Library Browsing Room 106