

# HR Partner Meeting

January 8, 2020

## **Travel Policy and Concur**

Monday, January 13, 8:30AM-2:30PM  
Thompson University Ctr. Training Room

## **Declare Your Wellness**

Tuesday, January 14, 2PM-3:30PM  
Miller Room, Erb Memorial Union

## **Medical Leave Laws – Supervisor Essentials**

Tuesday, January 22, 9AM-11AM  
PeaceHealth North Bld., HR Training Room 478

## **Healthy Eating On Campus**

Tuesday, January 22, 12PM-1PM  
Fenton Hall Room 110

## **HR Orientation for HR Partners**

Thursday, January 23, 9AM-11AM  
PeaceHealth HR Training Room 478

## **Recruitment and Hiring—Enhancing Your Student Supervision Practice**

Thursday, January 30, 10AM- 11:50AM  
PeaceHealth North Bld., HR Training Room 478

## **Accessible Online Content: PowerPoint Design**

Friday, January 31, 1PM-2PM  
Knight Library, Room 122

## **New Employee Orientation**

Tuesday, February 4, 8:15AM-12:00PM  
Ford Alumni Center Ballroom

## **Preventing and Addressing Workplace Discrimination- Supervisor Essentials**

Wednesday, February 5, 1PM-3PM  
PeaceHealth North Bld., HR Training Room 478



# Onboarding Best Practices for HR Partners – Part II

Next professional development session  
for HR Partners - February 2020

# AGENDA

- **HR Community of Practice**

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

- **OA Job Family Framework**

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

- **Pregnancy Accommodations (HB 2341)**

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

- **Talent Acquisition Updates**

*Nancy Nieraeth, Director, Talent Acquisition*

- **Oregon Equal Pay Act**

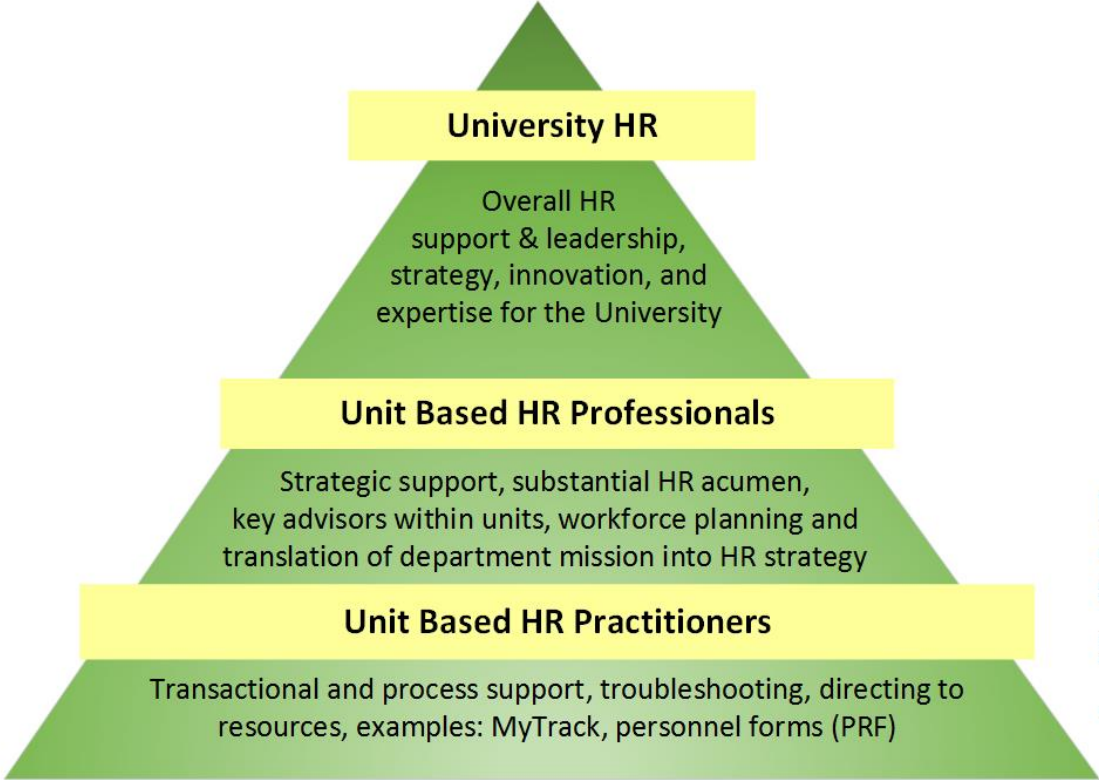
*Stephanie Neuhart, Director, Classification and Compensation*

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

# HR Community of Practice

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

# HR Community of Practice



DRAFT

01/6/20

# OA Job Family Framework

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

# Progress update

- Gathering preliminary feedback on draft framework from multiple stakeholders
- Drafting and reviewing descriptions of job families, functions, and levels
- Reviewing first draft of position placements within the framework



# DRAFT Job Families

- Academic Services
- Administrative Services
- Athletics
- Campus Facilities & Services
- Campus Safety
- Enrollment Services
- Financial & Business Operations
- Health & Wellness Services
- Human Resources
- Information Technology Services
- Library & Museum Services
- Marketing, Communications & Outreach
- Research Services
- Risk, Legal and Compliance
- Senior Administrative & Academic Leadership
- Student Services
- University Advancement

# Next steps

- Vet framework and position placements with leadership and their designees (through spring)
- Prepare for implementation of framework (through summer)
- Continue to communicate via AroundtheO and the project webpage

# **Pregnancy Accommodations (HB 2341)**

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

# Pregnancy Accommodations (HB 2341)

- Effective January 1, 2020
- Employers may not discriminate/retaliate or fail to make accommodations to job applicants or employees relating to pregnancy, childbirth, or related condition including lactation
- Notice to employees: in writing and posters

# University HR Actions

- Notice to new employees at time of hire
- Notice to existing employees by end of June
- Notice to employees who apply for pregnancy related leave (FMLA/OFLA)
- Information posted on Work-Life Resources, Accommodations, Parental Leaves, Supervisors & HR Partners, and Onboarding and Orientation web pages

# HR Partner/Supervisor Actions

- Workplace Accommodations Notice to be posted with the other required workplace notices
- Provide letter to employees who notify supervisor/HR Partner of pregnancy within 10 calendar days of notification

# Next steps

- Emails will be sent by University HR to all supervisors and HR Partners advising them of this new law and the requirement to provide the Pregnancy Notification letter
- HR Partners should reinforce this message with supervisors to help ensure ongoing compliance

# Talent Acquisition Updates

*Nancy Nieraeth, Director, Talent Acquisition*



# Talent Strategic Projects FY20

- Recruitment Process Review
  - Streamline steps and improve timelines
  - Optimize assigned recruiters, organizational structure
  - Explore alternative search models
  - Support research recruitment/PD development
- Expand unit partner recruitment model

# Winter/Spring Talent Projects

- Affirmative Action Plan Outreach
  - JobElephant pilot
- Metrics and Reporting
  - Quarterly metrics to annual
  - Activities and timelines, now effectiveness
- Training
- Faculty recruitment initiatives

# Assigned Recruiter Refresh

- Recruiters' buddy assignments
- Outreach is starting now
- Specialists: “traffic control team”
- All faculty/staff employment types, including temporary needs

# Temporary Pool Update

- Temporary employee pool is now available for finding temporary employees
  - Can drill into pool by categories and subcategories
  - Regularly refreshed candidate pools
- Contact your recruiter
- Provide information about needs

# Temporary Program Update

- Recruiters and specialists now reviewing and approving temporary Requests to Hire
- Looking for partners who want to participate in a focus group for process change
  - Temporary Request to Hire going online
  - Process changes

# Recruitment Process Review

- Working with HR partners
- First phase (November/December 2019):  
Position Description process
- Second phase (January/February 2020): Offer  
and Post-Offer
- Third phase (January-March 2020): Alternative  
search methods

# Related Upcoming Training

- Position Description Tools and Resources (webinar)
- Updates to Position Descriptions: Minor or Substantial? (classroom)

# Oregon Equal Pay Act & Faculty External Equity Review

*Stephanie Neuhart, Director  
Classification and Compensation*

*&*

*Missy Matella, Senior Director  
Employee and Labor Relations*



# Faculty Pay Action Request Form

- Salary requests for NTTF Pay Actions - Career, Pro Tem updated process
- New Form will be introduced end of month
- New process with training provided end of month
- New Contact – Classification and Compensation
- Website updates – Coming end of month

# Next HR Partner Meeting

Wednesday, February 5, 2:00 PM  
Crater Lake Room North, Erb Memorial Union