

# HR Community of Practice Meeting

March 4, 2020

## **New Process for Faculty Pay Actions**

Friday, March 6, 3PM-4PM  
Erb Memorial Union, Rm 104

## **How Much Is Enough? Navigating Position Description Revisions**

Monday, March 9, 2PM-4PM  
Swindells Room, Erb Memorial Union

## **Change & Ambiguity in the Workplace**

Tuesday, March 10, 2PM-3:30PM  
Miller Room, Erb Memorial Union

## **Opening Keynote SEE Summit 2020**

Thursday, March 12, 1PM-1:30PM  
Erb Memorial Union

## **Technology and Kids**

Thursday, March 12, 12PM-1PM  
Lokey Education Building, Rm 176

## **New Employee Onboarding: YOU@ UO**

Thursday, March 12, 3PM-4:30PM  
Crater Lake Room North, EMU

## **Introduction to Project Management**

4 sessions: March 24, 25, 31 and April 1



# Spring Conference 2020

*Mountain or Molehill - The difference is your perspective*

April 2-3, 2020

Mt Hood Oregon Resort

# AGENDA

- **COVID 19 (Coronavirus)**

*Mark Schmelz, Associate Vice President and CHRO*

- **Bargaining update**

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

- **ELR Staffing update**

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

- **ADA and Affirmative Action update**

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

- **Temporary Process Change**

*Nancy Nieraeth, Director, Talent Acquisition*

# AGENDA

- **Position Description Editing Training**

*Nancy Nieraeth, Director, Talent Acquisition*

- **Change to Research Offer Approval**

*Nancy Nieraeth, Director, Talent Acquisition*

- **Records Management project**

*Mahnaz Ghaznavi, Records Manager, Office of the General Counsel*

- **HR Records**

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

- **Records Management Question and Answer**

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

*Mahnaz Ghaznavi, Records Manager, Office of the General Counsel*

# COVID 19 (Conronavirus) updates

Mark Schmelz, Associate Vice President and  
Chief Human Resource Officer

# COVID 19 (Conronavirus) updates

- UO's Incident Management Team has been activated related to COVID-19
- University Human Resources is actively identifying and preparing for potential implications for faculty and staff

# COVID 19 (Conronavirus) updates

- Around the O ran a [story](#) in Tuesday's Workplace edition regarding the situation
- University updates, resources, timely information and answers to frequently asked questions are available on the [uoregon.edu/coronavirus](https://uoregon.edu/coronavirus) webpage.
- Questions and concerns should be submitted on this [webform](#), which goes directly to incident management staff to respond within 48 hours.



# Bargaining update

*Missy Matella, Senior Director  
Employee and Labor Relations*

# Current Bargaining

- United Academics
- UO Police Association

# ELR Staffing update

*Missy Matella, Senior Director  
Employee and Labor Relations*

# ELR Staffing Updates

- Peter Fehrs – Assoc. Dir., ELR is now primarily focusing on OA employment
- Martin Stanberry – ADA and Affirmative Action Coordinator and Assoc. Dir. ELR
- Vacancies:
  - Affirmative Action and ADA Specialist
  - Asst./Assoc. Dir ELR - focus on GTFF & UA

# ADA and Affirmative Action update

*Missy Matella, Senior Director, ELR*

*Martin Stanberry, ADA and Affirmative  
Action Coordinator, and Assoc. Dir.,  
ELR*

# Expanding our ADA Resources

- Upcoming Webinars
  - March 19 – Employee Leave
  - June 1 – Dept.'s Role in Interactive Process
  - Sept. 1 – Permissible Medical Inquiries
- Issue-Specific Accommodation Forms
  - Parking Accommodation
  - Leave of Absence

# Temporary Hiring Process Change

*Nancy Nieraeth, Director  
Talent Acquisition*

# New process to hire UO temps coming soon

- Streamlined and automated
- Request to Hire form changes
- “Just in Time” communications/workflow
- Temp Employee Memo prefill
- Focus group, training



# Temporary Pool Report

- Can be a source of temporary employees, request via the Request to Hire Form
- Guidance on best use of the pool
  - Contact with job information, hours, pay
  - Request availability confirmation within short timeframe
- Refresh

# Position Description Workflow

- Training on Position Description edits  
Monday, March 9
- Recruiter as first stop if PD is for hiring
- Prep for new recruitment process workflow  
rolling out this spring

# Change to Research Offer Approval

*Nancy Nieraeth, Director  
Talent Acquisition*

# Offers for Research Positions

- Faculty Pay Action Form
- No longer separate approval on offer card (MyTrack approval process)
- Contingent offer letter is required before formal offer is released
- Postdoc mentoring plan

# Other Talent Updates

- Equivalency language for education
- Requisitions launched off OA JFF PD's (reach out to recruiter)
- Research Recruitment Process and Alternative Search Process workgroups underway

# Records Management project

*Mahnaz Ghaznavi, Records Manager  
Office of the General Counsel*

<https://recordsmanagement.uoregon.edu/records-management-program-implementation-overview>

# HR Records

*Missy Matella, Senior Director  
Employee and Labor Relations*

# New Guidance on OA Personnel Files

## [Employee Groups & CBAs](#) › [Officers of Administration](#) › [Employment Guidance](#)

The screenshot shows the University of Oregon HR website. The header includes the University of Oregon logo and navigation links: April 23, 2020 Event, New Employees, Faculty, Employees, Supervisors & HR Partners, Job Seekers, and About HR. The main navigation bar lists: Benefits, Classification & Compensation, **Employee & Labor Relations**, HR Operations, Learning & Development, Programs & Services, and Recruitment. The breadcrumb trail is: Home › Employee & Labor Relations › Employee Groups & CBAs › Officers of Administration › Employment Guidance. The main heading is "Officer of Administration (OA) Personnel Files". The text explains that the employee personnel file is the main employee file containing history of the employment relationship, and that some documents may be maintained in university databases like MyTrack. A note states: "No employee file is confidential." A partial sentence at the bottom reads: "When making notes, describe the facts and don't write anything you wouldn't want seen in public or said". On the right side, a sidebar lists: Partial Day Absence Guidelines, Time and Attendance Records, Layoffs, Personnel Files, Probationary Period, and Reassignments.



# Records Management Q & A

*Missy Matella, Senior Director, Employee and Labor Relations*  
*Mahnaz Ghaznavi, Records Manager, Office of the General Counsel*

# Next HR Partner Meeting

Wednesday, April 1, 2:00 PM  
Crater Lake Room North, EMU