

HR Community of Practice
January 8, 2020 Highlights

January Training Opportunities

[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

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

- Below is a draft of our HR Community of Practice structure:



- As HR Practitioners, Professionals or University HR, we all have a role to play to ensure the HR work is accomplished at the University of Oregon.
- University HR is a smaller part of the pyramid and dependent on the other parts. It is our job to ensure we are supporting the professionals and practitioners.
- University HR has an opportunity to develop the middle and foundation layers of the pyramid by developing HR competencies. We are working with the HR Advisory team to build these competencies and hope to roll them out to the HR Community in February.
- Identifying the HR competencies will help University HR build tools for units to leverage. Once these tools are in place University HR can spend more time evaluating processes and consistency.
- Our goals are to reduce duplication of efforts, increase efficiencies, increase education and knowledge and continue to build and improve our HR competencies.
- CHRO Office Hours continue in February 2020. Drop-in times are available to all HR Partners to discuss their insights. Check the [CHRO Open Office Hours for HR Partners](#) webpage for specific dates and times.

[OA Job Family Framework](#)

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

- Progress Update
 - We have gathered preliminary feedback on the draft framework from multiple stakeholders.
 - We continue to refine the framework based on feedback we receive.
 - We are drafting and reviewing descriptions of job families, functions, and levels, which are intended to provide additional clarity on the types of positions that are placed in each.

- Progress Update continued
 - We are currently reviewing the first draft of position placements within the framework, looking at groups of positions to help us identify any changes we want to make to the draft structure.
- Draft Job Families
 - The draft framework currently has seventeen (17) job families. The structure is still in a draft state and changes could still occur.
 - Positions are being placed in job families based on job duties, not based on what unit the position rolls up to. For example, a position that reports into University Human Resources, but the primary job duties of the position are related to communications work, the position will be placed in the Marketing, Communications & Outreach job family, not the Human Resources job family.
 - The intent is to place every position into one job family, function, and level. In cases where we have blended jobs, we will evaluate those on a case-by-case basis.
- Next Steps
 - We will vet framework and position placements with leadership including chiefs of staff, academic chief financial officers and their designees through the spring of 2020 and will prepare for implementation of framework through the summer and fall.
 - We will continue to communicate via AroundtheO and the [project webpage](#) to update campus.

Pregnancy Accommodations (HB 2341)

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

- Overview
 - HB 2341 was 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: these are things that have already been taken care of by University HR.
 - We have created a notice to new employees (including GE's) at the time of hire. This information is included in the MyTrack task list (for MyTrack hires) and in the New Hire Packets on the Payroll website (for non-MyTrack hires.) We have also put information on the Onboarding & Orientation web pages and checklists.
 - Notice to existing employees is required by the end of June. This was completed by including information in the Respectful Workplace notification, which was sent out on January 9, 2020.
 - We also will provide this 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](#) should be posted with your other required workplace notices in an area where your employees can see it.
 - Supervisors or HR Partners should provide the [notification letter to employees](#) who notify them 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 FY 20
 - Recruitment Process Review
 - We hope to streamline steps and improve recruitment process timelines.
 - We want to optimize the use of assigned recruiters and the changes in organizational structure with the development of a separate classification and compensation team.
 - We plan to explore alternative search models that may be effective in different units.
 - We are also focusing on how to streamline PD development and recruitment for research units.
 - We also hope to expand the unit partner recruitment model. It has been a year since we started this program with FASS and we would like to identify additional campus units to participate.
 - We are engaging HR community members in helping us with this review.
- *Winter/Spring Talent Projects*
 - We are reviewing our Affirmative Action Plan outreach and documentation of efforts in this area.
 - New JobElephant pilot will post all of our advertisements and track their effectiveness. We will be identifying some community partners who want to participate in a pilot launch. Nicole Cartelli is the lead on this pilot.
 - Metrics and Reporting – our metrics have focused on activities (volume) and timelines, now looking at effectiveness
 - We are turning our quarterly metrics into annualized data to share with university stakeholders.
 - We will focus on training in the spring of 2020; webinars and in-person trainings will be offered.
 - We hope to partner with faculty recruitment initiatives including the Search Advocate program which we want to continue to offer and enroll more HR Partners.

- Assigned Recruiter Refresh

Introduce all members of Talent Acquisition Team:

Jenna Rakes, Associate Director for University Talent Acquisition

Maeve Anderson, Recruiter

Nicole Cartelli, Recruiter

Roberta Thompson, Recruiter

Corrine Cooley, Recruitment Specialist

Katelyn Lewis, Interim Recruitment Specialist

Natalie Clark, Interim Recruitment Specialist

- Recruiters' buddy assignments are being refreshed with a new structure and assignments. Outreach to departments is starting now. Buddy assignments are posted here: https://hr.uoregon.edu/sites/hr2.uoregon.edu/files/talentassignedrecruiterlistweb_v2.0_20200108.pdf
- Our Specialists are our "traffic control team" who answer questions and connect departments with their recruiter buddy.
- The team works with all faculty/staff employment types, including temporary needs.

- Temporary Pool Update

- The Temporary Employee Pool is now available for units looking for temp temporary help. We have about 40 participants in the temporary pool.
- We can drill into the pool by categories and subcategories to identify candidates based on your needs. Current categories: accounting/finance, administrative/professional, administrative/office support, business administration/management, custodial, facilities/grounds/skilled trades, food service/hospitality, healthcare/nursing, information technology, other.
- Contact your recruiter or email talent@uoregon.edu if you are interested in finding out more about the temporary pool and they will consult with you about your needs for the temporary position.

- Temporary Program Update

- Recruiters and specialists are now reviewing and approving temporary Requests to Hire.
- We are looking for partners who want to participate in a focus group for process change.
- Temporary Request to Hire process will be going online and we will update you on these process changes in the future.

- Recruitment Process Review
 - We have been working with the MyTrack Recruitment module for three years now and it is time to review how it is working. We are working with HR partners to review the recruitment process.
 - 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
 - We are planning a Position Description Tools and Resources training for spring. It may be in a webinar format.
 - We are also planning training in regards to updates to position descriptions and how HR Partners should handle minor vs. substantial changes. This may be in a classroom setting.

Oregon Equal Pay Act

Stephanie Neuhart, Director, Classification and Compensation

Missy Matella, Senior Director, Employee and Labor Relations

- Faculty Pay Action Request Form
 - The form and process for offer approvals for NTTF Pay Actions is being updated. – Proposed name is Faculty Pay Actions/Instructional and Research (Excludes TTF).
 - The purpose of the offer approval is to confirm that the proposed pay is equitable based on the work being performed and the experience and qualifications of the employee.
 - The new form and process are being finalized and will be available at the end of the month.
 - The form will be required for all NTTF pay actions for instructional or research positions, including post-doc pay actions and NTTFF retention requests. For now, Pro Tem offers or other pay actions for Pro Tems will not require analysis, however the form should be submitted with all actions.
 - The updated form will be introduced at the end of January and training will be provided to HR Partners.
 - If you have questions about this form or process contact the Classification and Compensation Department. They are the new contact for the form and process.
- We plan to update the Classification and Compensation website by the end of January and we will notify HR Partners when these updates are complete.
- Annual Respectful Workplace notifications will go out to the campus community this month.
 - This is an opportunity for HR Partners and Supervisors to talk about climate and culture in their units.

Next HR Partners meeting is scheduled for Wednesday, February 5, at 2PM, in the Crater Lake Room North, Erb Memorial Union.