

HR Community of Practice  
December 2, 2020, meeting highlights

### **Upcoming Learning and Development Opportunities**

[Remote Icebreakers Practice Session](#), Thursday, December 10

[Supporting a Respectful Work Environment Supervisor Development](#), Wednesday, December 9, 10AM-12PM

[Remote Team Building-Learn to facilitate team building activities on MS Teams or Zoom](#)

Monday, December 14, 9:30AM-11:00AM

Parent Connection Discussion Series:

- [K-5<sup>th</sup> Grade](#), Tuesday, Dec. 15, 11AM-11:45AM
- [Birth to Age 5](#), Dec. 17, 9AM-9:45AM
- [Middle School](#), Dec. 17, 11AM-11:45AM

[Eating for Mind and Body Health](#), Friday, December 4, 11AM-12PM, hosted by Cascade Centers

[New Employee Orientation: YOU @ UO](#), Thursday, January 7, 3PM-4:30PM

[Grievances, Discipline and Unions -Supervisor Essentials](#), Wednesday, January 13, 10AM-12PM

[Injury Prevention & Workers' Compensation - Supervisor Essentials](#), Wednesday, January 20, 9AM-11AM

### **Agenda:**

#### **Cascade Centers, Inc.**

Julie Marshal, Ph.D., Owner and Chief Operating Officer

#### **HR updates**

Mark Schmelz, CHRO and Associate Vice President

#### **Employee Leave update**

Mark Schmelz, CHRO and Associate Vice President

#### **Bargaining update**

Mark Schmelz, CHRO and Associate Vice President

#### **2021 Retirement Incentive Program**

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

#### **Talent Acquisition updates**

Nancy Nieraeth, Director, Talent Acquisition

#### **Cascade Centers, Inc.**

Julie Marshal, Ph.D., Owner and Chief Operating Officer

- Julie's [Employee Assistance Program presentation](#) is available on the HR Community of Practice Highlights webpage.
- [Subscribe](#) to Cascade Center's newsletter to receive updates on employee services and webinars.
- Promotional materials highlighting the university's employee assistance program and services can be downloaded from Cascade Center's webpage or requests can be made by phone at 800-433-2320 or [online](#).
- Cascade Centers also work with departments/units to present timely topics. If you are interested in having Cascade do a session for your unit, please contact Jen Mirabile at [mirabile@uoregon.edu](mailto:mirabile@uoregon.edu)

## HR updates

Mark Schmelz, CHRO and Associate Vice President

- As HR partners and managers this holiday season will be important for you and your employees to recharge after an unprecedented year of change and challenges. Please consider this the best time as an academic institution where things slow down during the month of December to take some time off or to support requests if possible.
- Remember we have created engagement guides for employees and supervisors, and we encourage you to review these tool kits and ideas to engage with your employees. This will be especially meaningful over this holiday season to connect with one another.
  - Guide to Employee Engagement: Action Steps for Employees  
<https://hr.uoregon.edu/EEaction-employees>
  - Guide to Employee Engagement: Action Steps for Supervisors  
<https://hr.uoregon.edu/EEaction-supervisors>

## Employee Leave update

Mark Schmelz, CHRO and Associate Vice President

- [COVID-19 Personal Day of Leave](#)
  - The university will be providing a COVID-19 personal day to eligible employees to be used in the month of December 2020. **The COVID-19 personal day applies to this year only and must be used by December 31, 2020.** An overview is provided in the link above with more information, including eligibility criteria for this day.
  - The personal day is prorated based on FTE (8 hours for a full work day and prorated hours for the day based on the employee's FTE), similar to the special day of leave (historically referred to as the "governor's special day of leave").
  - Employees obtain supervisor approval for the personal day by following the same process used for other time off requests and the leave should be applied to a single workday.
  - If unused by December 31, the day will expire. The day of leave does not carry forward or add to existing paid leave accruals.
- [COVID-19 Emergency Sick Leave has been extended](#)
  - Given the continuing pandemic the university will also be extending UO emergency sick leave to June 30, 2021 to ensure this important temporary leave protection continues should you need to care for yourself or others.
  - This emergency sick leave is available until June 30, 2021, for those employees who have not used their ESL hours.

## Bargaining update

Mark Schmelz, CHRO and Associate Vice President

- The university and GTFF have accepted a [Letter of Agreement](#) (LOA) that provides for a one-year extension of the parties' collective bargaining agreement and addresses several other important issues.
- If you have GTFF employees in your unit please take some time to review the [Letter of Agreement](#).
- The new SEIU collective bargaining agreement went into effect November 1, 2019 and the new [2019-2021 version](#) is now available.

## 2021 Retirement Incentive Offer

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

- UO is extending a voluntary retirement incentive offer to eligible employees that provides a bridge to full retirement while also reducing long term costs for the university.
- The Retirement Incentive webpage outlines the program details and payout, eligibility requirements and important considerations. It also outlines the process and important dates.
- The deadline for eligible employees to apply and submit their [retirement incentive election form](#) is February 5, 2021 at 5:00pm.
- An email was sent to HR Partners updating them on the most recent information sent to employees eligible for the Retirement Incentive:
  - A 2021 Retirement Incentive Information Session was recorded and is available for viewing [here](#).
  - [Retirement Planning Workshops](#) are also available through the university's Benefits Office. These workshops are for anyone thinking about retirement or who wants to learn more about the retirement process.
  - [2021 Retirement Incentive Offer Guide](#) is also available on the Retirement Incentive website.
  - [Frequently Asked Questions](#) is a helpful tool for those employees with questions.
- If your employees have additional questions about the 2021 Retirement Incentive offer, please have them email [retirementincentive@uoregon.edu](mailto:retirementincentive@uoregon.edu)

## Talent Acquisition updates

Nancy Nieraeth, Director, Talent Acquisition

- Staffing update:
  - Corrine Cooley, one of Talent's Recruitment Specialists, has accepted an offer at Stanford University in their Athletic HR Department. We are excited for Corrine and wish her much success as she moves into this new position.
- Training Reminder:
  - [How Much Is Enough? Navigating Position Description Revisions](#)  
Monday, December 7, 2PM-3PM
  - This workshop is a companion training to last week's training, New Recruitment Process Rollout.
  - We hope to have the New Recruitment Process Rollout Workshop recording available soon. If you were unable to attend this workshop and are interested in attending a session in December, please email [talent@uoregon.edu](mailto:talent@uoregon.edu) and let us know.
- Pageup has made some changes in the MyTrack Recruitment module
  - The Anticipated Recruitment Date field used to prioritize reviews has been removed.
  - Please flag your anticipated recruitment date in your comments to help us prioritize recruitment work.

HR Operations (additional update)

- **Classified Vacation Cash Out process:**

This year, Vacation Cash Out hours for classified employees will be entered centrally by Payroll – departments will not need to enter these hours during January time entry. As a reminder, employees can now submit Vacation Cash Out requests online via the electronic form: <https://forms.uoregon.edu/document/launch/hr-classified-vacation-cash-out-request>.

Note that employees unable to complete the online process should complete the paper-based request form at <https://hr.uoregon.edu/attachments/seiu-request-cash-out-vacation> and follow the processing instructions on the form

The next HR Community of Practice meeting is scheduled for Wednesday, January 13, 2021. The Zoom link will be sent to HR Partners prior to the meeting.