

HR Community of Practice
March 4, 2020 meeting highlights

Upcoming March training:

[New Process for Faculty Pay Actions](#), Friday, March 6, 3PM-4PM webinar

[How Much Is Enough? Navigating Position Description Revisions](#), Monday, March 9, 2PM-4PM
Swindells Room, Erb Memorial Union (another session will be scheduled in April)

[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

[CUPA-HR Oregon Chapter – Spring Conference](#), April 2-3, 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
- **Position Description Editing Training**
Nancy Nieraeth, Director, Talent Acquisition
- **Change to Research Offer Approval**
Nancy Nieraeth, Director, Talent Acquisition
- **Records Management Implementation Project**
Mahnaz Ghaznavi, Records Manager, Office of the General Counsel
- **HR Records**
Missy Matella, Senior Director, Employee and Labor Relations

Agenda continued

- **Records Management Question and Answer**

Missy Matella, Senior Director, Employee and Labor Relations

Mahnaz Ghaznavi, Records Manager, Office of the General Counsel

- **OA Job Family Framework**

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

COVID 19 (Coronavirus)

Mark Schmelz, Associate Vice President and CHRO

- UO's Incident Management Team (IMT) has been activated related to COVID-19, also known as the Coronavirus.
- University Human Resources is a member of the IMT and is actively identifying possible scenarios that may happen and preparing for potential implications for faculty and staff.
- Review the Around the O 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 webpage.
- If there are questions or concerns about anything related to the UO's COVID -19 response, we encourage you to submit them using the [webform](#). The questions, concerns, and suggestions will go to the Incident Management Team to ensure they are routed to the appropriate people on campus.

Bargaining update

Missy Matella, Senior Director, Employee and Labor Relations

- The university is in the midst of bargaining with the United Academics, our faculty union, and the UO Police Association, the Police Department union.
- The university bargaining team is communicating updates to the campus community via Around the O and our [Bargaining Updates: United Academics](#) webpage.
- We also will update HR Partners and other campus stakeholders via email.
- [Union proposals](#) are available on the United Academics webpage.

ELR Staffing update

Missy Matella, Senior Director, Employee and Labor Relations

- 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
- If you have an interest in working in this area of Employee and Labor Relations, I encourage you to apply. Please share this information broadly with colleagues who may be interested,

ADA and Affirmative Action update

Martin Stanberry, ADA and Affirmative Action Coordinator/Associate Director, Employee and Labor Relations

- With the addition of an Affirmative Action and ADA Specialist in the near future, we will have more time to work on developing trainings for HR Partners. Here are future online trainings we have planned:
 - March 19 – Employee Leave (Martin Stanberry and Chris Meade) recording available after March 19
 - June 1 – Dept.'s Role in Interactive Process
 - Sept. 1 – Permissible Medical Inquiries
- We also will be working to update specific accommodation forms including:
 - Parking Accommodation
 - Leave of Absence
- The Affirmative Action Plan, the legal compliance document for the university, is part of my new portfolio. I'll be working to improve our affirmative action work and I encourage you to review the university's Affirmative Action Plan with your supervisor.

Temporary Process Change

Nancy Nieraeth, Director, Talent Acquisition

- We will pilot a new program using Smartsheet® to hire temporary employees. Using Smartsheet® will drive an approval and notification workflow and allow us to populate the required hiring memorandum that has previously been created by the hiring unit.
 - If you frequently hire temporary employees, reach out to Talent Acquisition to participate in the pilot program.
 - We will be holding a focus group to get feedback on process changes.
 - If the pilot program is successful, we will roll this new process out to all campus partners.
- We have approximately 60-70 applicants available in our new Temporary Pool. This number of applications can be difficult to narrow down, therefore we recommend
 - Contacting applicants to share information about the job duties and rate of pay
 - Asking applicants for their availability (are they currently available for offers, are they available to work the needed schedule and duration)
 - Asking candidates to reply within a specified time frame and then reviewing those applicants with first priority

Position Description Editing Training

Nancy Nieraeth, Director, Talent Acquisition

- During our Monday, March 9, training, **How Much Is Enough? Navigating Position Description Revisions**, Talent Acquisition will share how they evaluate changes to position descriptions.
- We will also discuss when position description changes trigger a review by Classification and Compensation.
- We recommend consulting with your Recruitment Buddy before making changes to position descriptions in MyTrack so you can follow the quickest possible path for your recruitment or pay action objectives.

Change to Research Offer Approval

Nancy Nieraeth, Director, Talent Acquisition

- The new [Faculty Pay Form that was implemented by Classification and Compensation in February](#) replaces Senior Associate Vice President for Research Cassandra Moseley's (for research positions) and Vice Provost for Academic Affairs Sierra Dawson's (for instructional positions) approvals of faculty offer amounts. This approval was previously documented via an offer form signed by Cass or Sierra.
 - Research offers will also no longer need Cass's approval on the MyTrack offer.
 - However, funding contingent offers will require a contingent offer letter to be uploaded to the MyTrack offer card before a formal notice of appointment can be released.
 - Mentoring Plans for Postdoctoral Associates must also be uploaded to MyTrack before the formal notice of appointment can be released.

Other Talent Acquisition Updates

- Equivalency Language
 - We are reviewing all vacancy announcement to ensure they are inclusive as possible and we are looking critically at how we describe minimum qualifications.
 - The Search Advocacy training has helpful resources in this area and we are working to build a standard for equivalency language to be used with educational requirements on position qualifications. Recruiters can share these items with you
- Recruitment Process Review
 - The Recruitment Process Review workgroup is completing its work, and will be recommending action items in the near future. We expect to roll out a new position description and requisition approval workflow as a result. Stay tuned for more information.
- The Alternative Search Process Workgroup is reviewing our search process to determine where we have flexibility in our approach and where processes are hard-coded in order to improve our guidance in this area.
- We have also launched a Research Recruitment Workgroup with a number of our research HR Partners to review the process for hiring researchers.

Records Management Implementation Project

Mahnaz Ghaznavi, Records Manager, Office of the General Counsel

- Phase 1: Planning and Building
 - Met with units across campus to gather requirements.
 - Created a Records Management Policy specific to UO
 - Created a [Records Retention Schedule](#) specific to UO; please use the new Records Retention Schedule. We are working to remove the old retention schedule from the webpage.
 - Piloted programs with several units to test procedure and tools to support policy compliance.

Records Management Implementation Project (continued)

Mahnaz Ghaznavi, Records Manager, Office of the General Counsel

- Phase 2: Creating an Inventory (January 2020 – December 2020)
 - Designate a Records Steward in your department. The Records Steward will complete a procedures document by May 1, 2020.
 - Record Stewards oversee an inventory of all groups of paper and digital records and document core activities in which their units engage. Inventories are due by December 31.
 - **What This Phase Is Not:**
 - Creating a document by document description of material
 - E-mail management - we'll tackle email next year
 - Reorganizing or relabeling or refiling material
 - Digitizing or reformatting material
 - Dispositioning records – DO NOT DESTROY ANY RECORDS NOW
 - [Full timeline](#) for this phase can be found on the Records Management Implementation Project webpage.

HR Records

Missy Matella, Senior Director, Employee and Labor Relations

- [New Guidance on OA Personnel Files:](#)

The employee personnel file is the main employee file that contains history of the employment relationship. Some of the documents listed below may be maintained in university databases, like MyTrack, that are accessible to supervisors and the employee. Please note that at this time, this guidance is advisory and is intended to provide a framework for maintaining your files.
- No employee file is confidential.
- A list of what should be included in unit level personnel file can be found on the [OA Personnel File](#) webpage.

Records Management Question and Answer

Missy Matella, Senior Director, Employee and Labor Relations

Mahnaz Ghaznavi, Records Manager, Office of the General Counsel

- The OA Personnel File webpage also includes examples of what should NOT be included in a personnel file.
- Refer to the [Faculty Records Policy](#) for information regarding access and maintenance of records.
- Refer to the university [Records Retention Schedule](#) for information about how long to preserve records.
- If you are a Records Steward, please ensure records are not being destroyed during Phase 2 of the Records Management Implementation Project.

OA Job Family Framework

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

- We have provided Vice Presidents, Chiefs of Staff, Deans, and Academic CFOs a spreadsheet containing the positions in their organization and their preliminary placement into a job family and a job function.
- While this spreadsheet is not intended for broad distribution, we encouraged unit leadership to engage key members of their leadership team, including their HR Partner, to review placements and provide feedback to HR before spring break.
- [Email](mailto:oajobfamilyproject@uoregon.edu) oajobfamilyproject@uoregon.edu if you have questions.
- We will continue to communicate via Around the O and the project webpage.

The next HR Partner meeting is scheduled for Wednesday, April 1, 2PM, in the Crater Lake Room North, Erb Memorial Union.