

HR Community of Practice  
Meeting Highlights  
May 5, 2021

## Learning and Development Opportunities

[Excel Formulas Advanced](#), Thursday, May 13, 9AM-12PM

[Supervisor Round Table \(SEE\): Strategies for Student Recognition and Boosting Morale](#), Tuesday, May 18 - 10AM

[Remote Teams: Are we Creating Traction or Distraction?](#), Tuesday, May 18, Hosted by LCHRA

[Supervisor Round Table: \(SEE\) Performance Management and Providing Staff Feedback](#), Tuesday, May 25

[Building Healthy Relationships in the Workplace](#), Tuesday, May 25, 12PM

[WACUBO Virtual Annual Conference](#) May 24-26

[CUPA-HR – 21-Day Equity Habit Building Challenge](#): Focus on Women and the LGBTQ+ Community -June 6 -July 7

[Project Management Training Series- July-August 2021](#)

## Agenda:

- **Path to Fall Supervisor and Employee Resources**  
*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*
- **HR postings**  
*Mark Schmelz, CHRO and Associate Vice President*
- **Talent Acquisition updates**  
*Nancy Nieraeth, Director, Talent Acquisition*
- **Career faculty update**  
*Sonia Potter, Director, HR Operations*

## Meeting Highlights

### Path to Fall Supervisor and Employee Resources

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

- The university will be mostly in person for fall term. Units are starting to plan for in person and will ramp up through the summer. Returning to work on-campus for those employees who have been working remotely will be gradual with most employees returning to campus by mid-September.
- Adjustments to in person work will be made as necessary based on public health guidance.
- HR and Safety & Risk Services team members are available to assist units with planning for return to work in the fall.
- Guidance is being finalized and will be shared with HR Community of Practice members this month.
- Check with your supervisor or unit leadership if you have questions about your unit's return to campus plan.

- Resources are available to assist supervisors and employees with the transitions related to preparing for fall. It is important for all HR Partners to be familiar with the following resources to support your employees.
  - Flexible Work Arrangements guidance
    - [hr.uoregon.edu/flexwork-guide](https://hr.uoregon.edu/flexwork-guide)
  - Remote Work guidance
    - [hr.uoregon.edu/remotework-guide](https://hr.uoregon.edu/remotework-guide)
  - Guide to Employee Engagement: Action Steps for Supervisors
    - [hr.uoregon.edu/EEaction-supervisors](https://hr.uoregon.edu/EEaction-supervisors)
  - Guide to Employee Engagement: Action Steps for Employees
    - [hr.uoregon.edu/EEaction-employees](https://hr.uoregon.edu/EEaction-employees)
- Cascade Centers, Inc. is the university's employee assistance program (EAP) . A list of services is outlined on their webpage:
 

<https://cascadecenters.com/index.php?>
- EAP services are available for benefits eligible employees and their dependents.
- The 2020 EAP utilization report shows very low usage during a time we believe employees would benefit from the services offered by Cascade Centers, Inc.
- We plan to communicate over the summer about the EAP services to remind employees about this benefit.
- Look for opportunities to share this resource with supervisors and employees. An [EAP Orientation](#) video is available for employees to review and employees can access even more information and resources on Cascade Centers' [EAP Member Site](#).
- Human Resources has EAP posters available for departments to advertise in their workspaces. Contact Jen Mirabile if you would like some posters for your area.
- Also, if you would like someone to speak at a staff meeting about the EAP services contact Jen Mirabile.
- HR has developed two new webpages to assist supervisors and support employees during the transition to fall.
  - NEW! [Path to Fall- Supervisor Support: hr.uoregon.edu/path-support-supervisor](https://hr.uoregon.edu/path-support-supervisor)  
This webpage outlines talking points for initial check-in with employees about their unit's return to campus plan and to be aware of and sensitive to the needs of their employees.
  - NEW! [Path to Fall- Employee Support: hr.uoregon.edu/path-support-employee](https://hr.uoregon.edu/path-support-employee)  
This webpage lists resources to support employees during their transition back to campus including LinkedIn Learning resources and a work-life balance checklist.
- Communication to the UO community will be forthcoming regarding these new resources. Please do begin using these resources in conversations with supervisors and employees.
- Additional resources will be added to the webpages over the coming months.

## HR postings

Mark Schmelz, CHRO and Associate Vice President

- Upcoming career opportunities in University Human Resources:
  - [Learning and Development Coordinator](#) -we are accepting applications for this position which is housed in the Programs and Services Department.
  - HRIS Analyst position is open in the HR Operations area. This position will work with personnel records and data.
  - A recruitment position is open in our Talent Acquisition Department.
  - Employee and Labor Relations Department has two openings:
    - The search for a Senior Director for this department will be relaunched.
    - An Assistant Director position will open soon. This position will work with the university's academic labor unions and collective bargaining agreement policies.
- We encourage our HR Community of Practice members to review the position information and apply to those positions where they have interest.
- Also, please share these openings with your networks or colleagues who may be interested.
- Check the [Careers](#) webpage for more information about these openings in the coming weeks.

## Talent Acquisition updates

Nancy Nieraeth, Director, Talent Acquisition

- The University's Hiring Freeze has been lifted for all research faculty positions that are funding contingent on 100% external funding
  - You no longer need to submit a hiring freeze exception request for these types of positions. Rather, you will now submit for recruitment and hire in MyTrack in the standard process.
    - Requisitions for research faculty positions should be submitted using the "funding contingent" approval process, with Kate Petcosky, Director of Strategic Research Initiatives, as the Vice President/Proxy.
    - If your unit does not typically submit research positions for Kate's approval (but submits through your dean's office), please note in the requisition notes that your position meets the requirements of the hiring freeze exemption. Your recruiter in Talent Acquisition will confirm based on the funding source and position description.
  - External funding includes federal, state, foundation, endowed gifts
    - If the index for the position is awaiting setup with SPS, but you have a funding EPCS code, please add the EPCS code to the search requisition in the notes to flag the recruiter about the position's funding.
- For all research faculty positions that are funded partially or initially by other sources (including ICC or startup funds), [hiring freeze exception approvals](#) are still required.
- Please reach out to [Kate Petcosky](#), Director of Strategic Research Initiatives, if you have questions about whether your research faculty position meets eligibility requirements for exemption from the hiring freeze.
- UPDATED APPROVAL TIMELINES: Hiring freeze exception requests are now being reviewed by the panel only (no longer a two-step process with a triage review first) up to twice a week. Based on current volume, we are getting these in front of the panel typically within one business week of submission. Approval notices are going out typically within one business day of the panel's decision.

- PLEASE NOTE: requests that are submitted without a VP approval are not being taken to the panel. VP approval request emails are sent by Talent via smartsheet. We also send a weekly reminder email if the VP hasn't approved. If you are wondering about the status of your VP's approval, please check in with your assigned recruiter in Talent Acquisition.
- Requests that do not include sufficient justification (why the position is essential to fill at this time, whether the position is a new position or backfill, what steps the unit has taken to meet the need while keeping the position vacant) may also cause delays in the panel review.

### **Career faculty update**

*Sonia Potter, Director, HR Operations*

- Career faculty MOU available on ELR webpage which outlines the changes to career faculty:  
<https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas/united-academics/ua-mou-cba-extension-and-career>
- Changes for Bargaining Unit Career faculty
  - Career non-funding contingent faculty
    - These career faculty are appointed with an annualized FTE.
    - HR Ops will confirm the annualized FTE with all schools and colleges.
    - We will distribute the confirmed annualized FTE spreadsheet with a template letter to the schools and colleges to use for communicating to the career faculty their annualized FTE.
    - We will provide the annualized FTE for career non-funding contingent faculty to payroll to update their 7/1/2021 FTE for 12-month and 9/16/2021 FTE for 9- month
    - If their assignment and FTE is different over the terms, please submit an appointment percent change form via [forms.uoregon.edu](https://forms.uoregon.edu).
  - Career funding contingent faculty:
    - Units do not need to submit an RTO if they have a contract in place at least through 6/15/2021 for 9-month and 6/30/2021 for 12-month faculty.
    - HR Ops will provide payroll with a list of funding contingent faculty so they can remove the end dates.
    - If their assignment and FTE is changing from 7/1/2021 forward, please submit an appointment percent change form via [forms.uoregon.edu](https://forms.uoregon.edu).
- Non-Bargaining Unit career faculty process
  - Submit renewal Request to Offer to HR Operations for these faculty for the same duration as in the past.
- Communications
  - Communication about the annualized FTE Review was sent April 26.
  - All Career bargaining unit faculty have received notice of the move to ongoing status for Career bargaining unit faculty from OtP and HR was sent May 1.
  - Units will communicate with their career non-funding contingent faculty of annualized FTE for FY 2021-22

**Reminder:**

**[Required Workplace Notices and Posters](#)**

- Please check your required workplace posters and notices to ensure they are up to date.
- Ensure your posters and notices are posted where all employees can view them regularly.
- Post both English and Spanish versions of the required posters.

The next HR Community of Practice meeting is scheduled for Wednesday, June 2, 2021, at 2PM. A Zoom link will be sent prior to the meeting.