

HR Community of Practice
October 7, 2020, meeting highlights

Upcoming Learning and Development Opportunities

[CUPA-HR Election Update-Implications for Higher Education HR](#), Thursday, November 12, 9am-10am

[Onboarding and Training-Enhancing Your Student Supervision Practice](#), Thursday, November 12,
10AM-11:50AM

[Talent Webinar: Equity and Inclusion in Recruiting and Hiring \(MythBusters\)](#) -Thursday, Nov. 12, 11am-12pm

[Remote Ice Breakers – Learn to facilitate Icebreakers over MS teams or Zoom](#) November 12 at 10am-11am

[Understanding Implicit Bias](#) , Friday, November 13, 1pm-3pm

[Declare Your Wellness](#), Tuesday, November 17, 1pm-2:30pm

[LCHR Associate meeting: Recapturing Your Magic](#) November 17, 7:15am-9:00am

[Virtual Facilitation Skills](#) , Nov. 17, 2pm or Nov 19, 11am

[Remote Team Building- Learn to facilitate team building activities using MS Teams or Zoom](#)
November 17 at 10:30am

[New Recruitment Process Workshop](#), Thursday, November 19, 2PM-3PM

[How to Keep Inclusion on Your Radar](#)

HR Community of Practice Professional Development December 8, 2PM-3PM

Agenda:

Incident Management Team update

Krista Dillon, Director of Operations, Safety and Risk Services

HR updates

Mark Schmelz, CHRO and Associate Vice President

Recruitment Process updates

Nancy Nieraeth, Director, Talent Acquisition

Academic updates

Nancy Nieraeth, Director, Talent Acquisition

Missy Matella, Sr. Director, Employee and Labor Relations

Work Share update

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

HR Operations update

Sonia Potter, Director HR Operations

Question & Answer

Incident Management Team update

Krista Dillon, Director of Operations, Safety and Risk Services

- The Incident Management Team update presentation can be found on the [HR Community of Practice Highlights](#) webpage.

HR updates

Mark Schmelz, CHRO and Associate Vice President

- **Employee Case Management**
 - The Employee and Labor Relation team is working on COVID-19 employee case management with supervisors.
 - Learning and Development is standing up pathways for employees to utilize professional development while in quarantine to allow employees to stay engaged and continue to be paid.
 - If employees have exhausted their leave availability and L&D opportunities are not possible, supervisors and employees will work with ELR to explore other options on an exception basis.
 - There are COVID-19 testing opportunities now available for employees. Please review the COVID-19 webpage for more details.
- **EAP Election Resources**
 - We want to encourage our employees to seek ways to relieve anxiety and stress especially during this difficult election week.
 - Our EAP, Cascade Centers, has resources available for employees. Please share these links with your units:
 - **President's Schill's recent email message**
<https://president.uoregon.edu/voting-resources-and-events-2020-election>
 - **EAP Election Year Support and Resources**
<https://hr.uoregon.edu/benefits/wellness-programs/employee-assistance-program>
 - **Election Results: Respect in the Workplace**
<https://hr.uoregon.edu/political-activities-election-year-reminder#respect>
- **ELR Transition Plan**
 - This is Missy Matella's last HR Community of Practice meeting. She will be leaving us at the end of November for her new job. We want to thank her for her work and wish her luck with her new position.
 - We are currently working on the ELR transition plan.
 - Do reach out to the ELR team to help you with any questions you may have.

Recruitment Process updates

Nancy Nieraeth, Director, Talent Acquisition

- Before the pandemic, a small working group had begun an in-depth review of the recruitment process.
- We worked with group HR Partners to explore how they engage with the recruitment process, identify pain points, and identify areas where process changes could be of benefit.
- We provided training on position description updates and shared language and understanding of minor vs. significant change on a position description.
- Now we are ready to launch a new recruitment process workflow that capitalizes on the Buddy Model and incorporates suggestions and feedback from HR Partners.

Recruitment Process updates continued

- Please attend our upcoming recruitment process orientation:

[New Recruitment Process Workshop](#), Thursday, November 19, 2PM-3PM

- We are also hosting a second session of [Talent Webinar: Equity and Inclusion in Recruiting and Hiring \(MythBusters\)](#) scheduled for Thursday, Nov. 12, 11am-12pm. This session highlights diversity, equity, and inclusion in recruitment and addresses campus myths about how these topics play into recruitment.
- MyTrack update:
 - Now when you edit job duties in the MyTrack position description the order of the job duties remains static. Previously those that edited would shift in order. We have been asking for this change for some time and we are happy to report PageUp was able to make this update.

Academic updates

Missy Matella, Sr. Director, Employee and Labor Relations

- **United Academic Bargaining Agreements**
 - In July, we reached an agreement with United Academics and we will be moving forward with implementation in 2021/22.
 - Part of this agreement includes an MOU regarding Career employment at the university. Career appointments will be moving away from a system of contracts with fixed end dates and toward an expectation of continued employment with defined notice periods.
 - The new system goes into effect June 15, 2021. More detail can be found on the [Bargaining Updates: United Academic](#) webpage.

Nancy Nieraeth, Director, Talent Acquisition

- **Faculty Pro Tem Hires**
 - We are waiting to hear from the Office of the Provost regarding Pro Tem hiring for winter term. We will notify HR Partners once we have an update.
 - If you have a current need to hire a Pro Tem faculty member, please submit your request through the hiring freeze exception process.

[UO Work Share update](#)

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

- Human Resources is reaching out to UO employees who have participated in the UO Work Share program to identify those who are missing Work Share payments (payments other than those for your waiting week).
- If you are missing payments other than those for your waiting period, HR would like to assist with tracking your payments with the Oregon Employment Department.
- If you are missing payments other than the waiting week, please complete the [Missing Payment Inquiry Form](#). The form is due by November 13.

UO Work Share update continued

- Please double check your ReliaCard to ensure all payments are accounted for in advance of completing the form.
- By now, employees participating in the Work Share program from June 14 to August 15 should have received eight weeks' worth of payments – eight regular unemployment payments, five \$600 CARES Act payments for claims through July 25, and three \$300 Lost Wages Assistance payments for claims between July 26th and August 15th, for a total of 16 separate payments.
- In order to complete the inquiry form, you will need to know how many weekly unemployment, CARES Act, and Lost Wages Assistance payments you have received. Use the following example to help you determine your total payments:

An employee participated in Work Share from June 14 through August 15, which is a total of 9 weeks. Their waiting week is the week of June 14; they will be paid for this week at the end of November (both a CARES Act payment and a regular unemployment payment).

By now, they should have received eight weeks' worth of payments – eight regular unemployment payments, five \$600 CARES Act payments for claims through July 25, and three \$300 Lost Wages Assistance payments for claims between July 26th and August 15th, for a total of 16 separate payments.

- HR is regularly making updates and changes as the Work Share situation evolves and new information becomes available. If you are unable to find an answer to your question in the [web resources](#), please email your question to the Work Share project team at workshare@uoregon.edu.

HR Operations update

Sonia Potter, Director HR Operations

- **Classified Vacation Cash Out**
 - Classified vacation cash out process is changing this year. Please look for information on how to submit your request coming out soon.
 - Please email hrops@uoregon.edu if you have questions.
- **Career FTE Changes**
 - Generate and submit a [Payroll Accounting Web Page](#) (PAW) form for the entire year into the Payroll Request Form submission form via forms.uoregon.edu.
 - The PAW should reflect their annualized FTE for the year.
- **New Job Change Reason**
 - Please review the new [Job Change and Separation Reason Code Guide](#) and when to use each job change code on your Payroll Request Forms.
- **Update Supervisor Information**
 - **Audit supervisor records by** using the payroll roster to identify any supervisor records that need to be updated. Supervisor information is included on the payroll roster.
 - The rosters are run from Banner in PWIPAYR.
 - Supervisor information is **only available in the spreadsheet files**.
 - To update supervisor information use the [Supervisor Record Maintenance](#) process.

The next HR Community of Practice meeting is scheduled for Wednesday, December 2. The Zoom link will be sent to HR Partners prior to the meeting.