

### Upcoming Learning and Development Opportunities

- **Unleash the Power of Teamwork**  
Tuesday, September 15, 7:30AM-9AM  
<https://lchra.org/events>
- **Make Your Mental Health a Priority Sessions**  
[Thursday, September 17, 7PM-8PM-Staff](#)  
[Tuesday, September 22, 12PM-1PM-Staff](#)  
[Thursday, September 24, 3PM-4PM-Faculty](#)
- **[UO COVID-19 Safety Training \(Online\)](#)**  
MyTrack eLearning –UO specific
- **[New Employee Orientation Program: YOU & UO](#)**  
Tuesday, October 6, 9:30AM -11:30AM
- **[Excel Formulas – Basics](#)**  
Thursday, October 15, 9AM-12PM
- **[Leadership in Student Supervision](#)**  
Thursday, October 15, 1PM-4PM
- **[Performance Management –Enhancing Your Student Supervision Practice](#)**  
Tuesday, October 27, 2PM-3:50PM
- **[Excel Formulas –Advanced](#)**  
Thursday, October 29, 9AM-12PM

### Meeting Agenda:

- **HR Updates**  
*Mark Schmelz, CHRO and Associate Vice President*
- **Coaching and Support Resources for Safety Regulations**  
*Missy Matella, Senior Director, Employee and Labor Relations*
- **Benefits Annual Enrollment**  
*Cindi Peterson, Associate Director of Benefits*
- **Veterans Preference and Fall Hires Reminder**  
*Nancy Nieraeth, Director, Talent Acquisition*
- **Pay Actions Reminders**  
*Stephanie Neuhart, Director, Classification and Compensation*
- **Question & Answer**

## HR Updates

*Mark Schmelz, CHRO and Associate Vice President*

- HR has developed new resources for employees and students with families. We hope to announce these new resources in the next week or two.
- The first resource is a caregiver website which lists family resources from Human Resources, Student Life, and the Graduate School. This website will serve as a one stop shop for families.
- Other new family resources include a UO Care Provider Network and a UO Shared Care Network.
  - This UO Care Provider Network allows caregivers to add their names to list of care providers for the UO Community. The UO Care Provider Network has been announced and we are currently populating this tool.
  - The UO Shared Care Network will allow families interested in sharing care with other UO families to add their names to the database. A secure list will be available for families to connect with each other.
  - Both lists are only available to UO community members.
  - We are very excited to launch these new resources for our employees and students.
- Fall will be a challenging space for employees with caregiver responsibilities. We are asking supervisors to work with their employees using our [Flexible Work Arrangements](#) policy and [Flexible Work Guidance for Supervisors](#) information.
- For the last six months, we have been working hard to address COVID-19 regulations and resources. We hope to get back to some of the work that had been put aside since April.
- Goal setting for the year is one of the normal activities we want all departments to start thinking about even during the pandemic. It is a good time to start planning and setting goals for 20/21. We have accomplished so much over the last few months and it is time to think about non-pandemic goals we have for our departments.
- HR would also like to get back to work on the HR Community of Practice Competencies and continue to move forward with this initiative.
- Finally, it is important to remember to manage your own wellbeing and work to ease any stress or anxiety you are experiencing because of the pandemic. We encourage you to view some of the resources available on our [Guide to Employee Engagement](#) and set aside some time to ensure you are in a good place with your own well-being.

## Coaching and Support Resources for Safety Regulations

*Missy Matella, Sr. Director, Employee and Labor Relations*

- Safety precautions at the UO include physical distancing and reduced density, enhanced cleaning, increased air handling and Plexiglas barriers.
- [COVID-19 Safety Regulations: Supervisor Guide](#) outlines the roles supervisors can play in promoting incentivizing and managing compliance with COVID-19 safety regulations. Acknowledging and rewarding mask wearing with positive feedback is essential, as well as, the steps to enforce the face-covering regulation to keep our entire community safe. Please review these steps available on this web page.
- [COVID-19 Safety Regulations: Employee Guide](#) outlines the responsibilities of all employees when returning to campus. These responsibilities include the UO face covering regulation, 6 ft physical distancing, daily symptom self-checks prior to coming to campus and encouraging frequent handwashing.
- The Employee Guide also provides suggestions to assist employees in responding to someone who is not wearing a mask.

## Benefits Annual Enrollment

*Cindi Peterson, Associate Director of Benefits*

- Open Enrollment is October 1 -31, 2020
  - Open Enrollment is **Not** mandatory this year for UO employees who were enrolled last year.
  - Current plans will rollover to 2021, except for Flexible Spending Accounts.
  - Employees who want to continue their Flexible Spending Account plan will need to take action and update their forms for the year.
  - Encourage employees to read all PEBB and UO Benefits Office communications and refer to the [UO Benefits Open Enrollment](#) webpage for instructions and information.
  
- 2021 plan changes
  - PEBB Basic Life Insurance increasing from \$5,000 to \$10,000
  - Delta Dental is eliminating waiting periods for 2021
  - Kaiser increased its annual vision allowance from \$100 to \$200 and added coverage for digital eye strain glasses for full time plans only
    - A \$5 double coverage surcharge was added to those full-time employees who receive double coverage through another PEBB or OEGB plan
  
- Benefits Orientation Process
  - No in-person orientations; Benefits staff will connect with new employees directly to provide the necessary enrollment information and instructions
  - New hire notifications are received through the MyTrack reporting system.
  - If you have hires made outside of MyTrack or employment changes involving current employees, please notify Benefits Office directly.
  - Additionally, new employees may contact the benefits office directly at [hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu) or 541-346-3085

## Veterans Preference and Fall Hires Reminder

*Nancy Nieraeth, Director, Talent Acquisition*

- Fall Hires Reminders
  - The deadline for hiring and renewing faculty was September 1, 2020.
  - The Payroll deadline is September 8 for payroll documents.
  - Academic Deans can continue to hire on a one term basis; however, multiterm hires require a Hiring Exception Form.
  
- Veterans Preference
  - Oregon requires preference be given to eligible Veterans in your applicant pool.
  - If a Veteran has met the minimum requirements, they will have documentation of eligibility and Veterans Preference must be applied.
  - Veterans Preference has not always been applied or applied correctly during UO searches.
  - It is important to remember an interview is required for eligible Veterans in your pool.
  - Veterans must be given an opportunity to describe their experience and how it relates to the position.
  - Reach out to your Recruiter in Talent Acquisition if you have questions.

## Veterans Preference and Fall Hires Reminder continued

- Search Committee Briefing
  - Reach out to your Recruiter if you would like them to come and meet with your search committee for a Search Committee briefing. Veterans preference will be discussed along with other ways to help your committee plan a successful search process.

## Pay Actions Reminders

*Stephanie Neuhart, Director, Classification and Compensation*

- The [freeze on pay actions](#) affects off-cycle pay actions, including stipends, overloads, retention increases, expansion of duties, reclassifications (exclusions), work-out-of-class, and special merit increases. These off-cycle pay action require an Off-Cycle Pay Actions Justification form. Please submit this form along with your request.
- To expedite the approval of a large list of standard stipend requests please email me directly at [sneuhart@uoregon.edu](mailto:sneuhart@uoregon.edu) or the classification and compensation email: [classcomp@uoregon.edu](mailto:classcomp@uoregon.edu)
- If you have any questions please contact our department at [classcomp@uoregon.edu](mailto:classcomp@uoregon.edu)

The next HR Community of Practice meeting is scheduled for Wednesday, October 7. The Zoom link will be sent to HR Partners prior to the meeting.