

HR Partner Highlights

January 9, 2019

**January Training Announcements:**

**Preparing Your College Bound Student Series:**

**Financial Aid 101, Thursday, January 17<sup>th</sup>**

12:00PM-1:00PM, HR Training Room

**College Admissions 101, Thursday, January 31<sup>st</sup>**

12:00PM-1:00PM, HR Training Room

**Excel Formulas – Advanced, Tuesday, January 22<sup>nd</sup>**

1:00PM-4:00PM - HR Training Room

**Orientation for New HR Partners, Thursday, January 24<sup>th</sup>**

1:00PM-3:00PM - HR Conference Room

**CUPA-HR Quarterly Washington Update**

Thursday, January 24 | 9AM-10AM PST - [www.cupahr.org/events/webinars/](http://www.cupahr.org/events/webinars/)

**Introduction to Business Analysis and Techniques, Tues., January 29<sup>th</sup> and Wed., January 30<sup>th</sup>**

8:30AM-4:30AM - HR Training Room

**New Employee Orientation, Tuesday, February 5<sup>th</sup>**

8:15AM-12:00PM, Ford Alumni Ballroom

**Meeting Agenda**

**HR Partner Survey**

*Jen Mirabile, Sr. Programs Coordinator*

**MyTrack Update**

*Haley Ruddell, HR Systems Analyst*

**Talent Acquisition Updates**

*Nancy Nieraeth, Director, Talent Acquisition*

**Oregon Equal Pay Act**

*Missy Matella, Senior Director, Employee and Labor Relations*

**OA Job Family Framework project**

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

**Faculty Across The Board salary increases**

*Catherine Bonomini-Smith, Senior HRIS Data Analyst*

**Workplace Harassment and Discrimination Prevention Training**

*Tiffany Ray, HR Compliance and Training Officer*

## **HR Partner Survey**

*Jen Mirabile, Sr. Programs Coordinator*

- The 2018 December HR Partner meeting explored ways to strengthen our HR Partner network.
- Over 60 ideas were generated and the final report is available on the [HR Partner Highlights](#) webpage.
- HR would like to explore the idea of a Reverse HR Partner meeting where our HR Partner(s) share their best practices or processes at our monthly meetings.
- In January a survey will be distributed to HR Partners asking for best practices or processes to share with their colleagues.

## **MyTrack Update**

*Haley Ruddell, HR Systems Analyst*

- Position Description (PD) and Job Requisition (JR) have some design changes including bright blue border.
- PD – find the “Recruit for position” to the right of the PD number.
- JR – find the “View application” to the right of the JR requisition number and title.

## **Talent Acquisition Updates**

*Nancy Nieraeth, Director, Talent Acquisition*

*Jenna Rakes, Senior Recruiter*

- Refreshed Service Model Preview
  - Talent team will evaluate current customer service offerings to identify additional service offerings for HR Partners
  - The new offerings for the service model will be announced in February and available after the February HR Partner meeting.
- Register Guard status and advertising survey
  - Since the change to the Register Guard advertising we have noticed only 32 department are using this tool. Other RG tools are not utilized as much as we expected.
  - A survey will go out to departments to gauge the need and use of the Register Guard advertising tools.
- Implementation Advisory/Working Group update
  - The Implementation Advisory/Working group was formed to help prioritize the items outlined in the [Recruitment Workflow Consultant Report](#).
  - The Talent Acquisition team has been working on a number of the recommendations in the report.
  - The Implementation Advisory/Working Group will meet this month.

## **Oregon Equal Pay Act**

*Missy Matella, Senior Director, Employee and Labor Relations*

- No action to be taken by Departments at this time.
- The Act was originally approved in 2017 and the majority of the Oregon Equal Pay Act is effective January 1, 2019.

- The law expands the current sex-based pay discrimination law and includes ten protected classes: race, color, religion, sex, sexual orientation, marital status, veteran status, disability and age.
- Work of comparable character is also a component of this act.
- The university is forming subcommittees for university employee groups to analyze comparable positions to determine possible issues.
- Communication plans outlining next steps are being developed.
- Please remember to post the required [Oregon Equal Pay Act](#) poster in your department.

### **OA Job Family Framework project**

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

- Broad communications were sent last month to campus announcing the project. If you haven't done so already, HR Partners are encouraged to review the [OA Job Family Framework project](#) website. HR Partners meetings and the project website will be our primary communication mechanisms for project updates.
- We now have a signed contract with our consultant, Sibson Consulting.
- Right now we are working with Sibson to start creating high level project plans and providing them with information to familiarize themselves with our current compensation structures, processes and procedures, the work we did in the first phase of the OA compensation project, etc.
- We will be forming an Advisory Committee made up of campus partners from various units to provide feedback and guidance.
- We are finding that there is significant overlap between the work currently underway related to the Oregon Equal Pay Act (OEPA) and the OA Job Family Framework project. The work being done related to OEPA will inform the work we will be doing for this project.

### **Faculty Across The Board salary increases**

*Catherine Bonomini-Smith, Senior HRIS Data Analyst*

- TTF (1.25%) and Career (2.0%) across the board (ATB) increases effective January 1, 2019 will be sent to and processed by payroll on January 17<sup>th</sup>.
- No individual ATB notification letters to be sent to faculty.
- TTF Equity review is still in process. When complete, HR will work with payroll to process the equity increases and any additional ATB, retroactive to and effective January 1, 2019.
- Please call Catherine to address any problem regarding the salary increase process.

### **Workplace Harassment and Discrimination Prevention training**

*Tiffany Ray, HR Compliance and Training Officer*

- All faculty, officers of administration (OAs), graduate employees and classified staff are required to take the Workplace Harassment and Discrimination Prevention training.
- Temporary employees and students are encouraged to take the training, but are not required to do so.
- New Employees are required to take the training within the first 90 days of employment.

- All current employees must complete the training by June 30, 2019.
- All employees will be required to complete the training every two years.
- The training will be uploaded to each employee's MyTrack Development plan or you can search for it in the [MyTrack Learning Library](#).
- Monthly reports will be provided to Vice Presidents, Deans, Chiefs of Staff and Associate deans with HR responsibilities.
- HR Partners received an email on January 10<sup>th</sup>. Broad communications will be sent to campus the week of January 14<sup>th</sup>. Please review the [website](#) for more information.
- Please support this initiative by completing the training, advocating and communicating to your unit employees about these requirements and helping to answer any questions.
- There is a [flyer](#) available to distribute and/or post in breakrooms, conference rooms, etc.
- Please contact Tiffany Ray at [tray@uoregon.edu](mailto:tray@uoregon.edu) if you have any questions or if you have any employees who need alternate arrangements for completing the training.

**Announcement:**

**New Oregon Form W-4** - *The Oregon Department of Revenue (ODOR) has released a new state-specific Form W-4 that employees can begin using in 2019. It will be added to the bundled hire packets and available as a standalone form. While the form is not required in 2019, employees are encouraged to use [Oregon's Withholding Calculation Worksheet](#) and submit an OR W-4 if changes to their filing status and/or allowances are needed. Please note the following:*

- *Current employees are not required to fill out a new Oregon Form W-4 for 2019, however, if they want to make any changes to their Oregon income tax withholding in 2019, they will need to use the new Oregon Form W-4 to do so.*
- *Employees with an existing "Oregon-Only" federal Form W-4 don't need to change their allowances for Oregon in 2019 unless they revise their federal Form W-4 after January 1, 2019.*

**The next HR Partner meeting is scheduled for Wednesday, February 6th, 2019, at 2:00 PM, in the Crater Lake Room North, Erb Memorial Union.**