

HR Partners Meeting
July 11, 2018 Highlights

Training Announcements:

- We now share the HR Partner meeting slides and outline on the Tuesday prior to each meeting. These resources are available on our [Meeting Highlights and Resources web page](#). The outline is a great aid for taking notes at the meeting.
- Recruitment & Hiring: *Offer and Onboarding What Happens Next?, Creating Effective Position Descriptions, and Recruiting for Success* training sessions are all scheduled in June. View and register for these trainings on the [MyTrack Learning module](#).
- HR Orientation for New HR Partners is scheduled for Monday, July 16th, at 1PM, in the HR conference room. This training provides an overview of all four HR departments for new HR Partners starting in your area. The training description and registration can also be found on the [MyTrack Learning module](#).
- Human Resources is partnering with the Division of Equity and Inclusion to offer, “Working Toward a More Inclusive Workplace at the UO,” scheduled for Wednesday, July 18th, in the Crater Lake Rooms in the EMU from 12 pm to 1 pm. Register for this session on the MyTrack Learning Module.

Please let your department know about this learning opportunity scheduled for next week.

Agenda:

Records Retention

*Presenter: Mahnaz Ghaznavi, Records Manager, Public Records
(Please view this presentation on our Meeting Highlights and Resources web page)*

HR Staffing

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

HR Operations

Sonia Potter, Director, HR Operations

Talent Acquisition

Nancy Nieraeth, Director, Talent Acquisitions

Employee & Labor Relations

Missy Matella, Sr. Director, Employee and Labor Relations

Skype for Business

Jared Haddock, Associate Director, HR Information Services

HR Staffing

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

- Darsi Neff is an HR Project Manager. This interim position will assist with a variety of new and existing HR projects.

- Dan Currier is an HR Project Manager. This interim position will assist with a variety of new and existing ELR projects.
- Nicole Cartelli is an HR Generalist for Recruiting. This interim position will assist with class/comp support and recruitment functions.
- Jill O’Dea has accepted the position as our new HR Learning and Development Manager and will start at UO on July 30th.
- HR also has three open positions in MyTrack:
 - HR Compliance and Training Officer
 - Classification and Compensation Analyst
 - HR Generalist for Recruiting

HR Operations

Sonia Potter, Director, HR Operations

- Performance Appraisals
 - The system to submit performance appraisals is not sustainable..
 - We are currently working on a new way to report completions and will update you in the coming months on this new system/process.
- Fall Term/Semester appointments
 - If you have not submitted these appointments, please get them in as soon as possible.

Talent Acquisition

Nancy Nieraeth, Director, Talent Acquisition

- Staffing Updates
 - Open searches: Classification and Compensation Analyst, HR Generalist for Recruiting. Please review these positions if you have an interest or forward them to your colleagues who may be interested.
 - We are happy to welcome to Nicole Cartelli, HR Generalist for Recruiting, to the Talent Acquisition team. Nicole will be supporting the Classification/Compensation and Recruitment teams.
 - I am proud to announce Diana Sobczynski, our Senior Classification and Compensation Analyst, was selected to CUPA-HR’s Emerging Leaders cohort for AY 2018/19. If you have a chance, congratulate Diana on her appointment to this select group.

- Web Page Updates
 - The [temporary employment](#) web page has been updated. The temporary employment memo outlining the conditions of temporary employment has been modified. This memo must be reviewed with your temporary hires and signed. Please take a moment to review this memo.
 - The [Veterans' Preference](#) web page has also been updated and guidance on how to evaluate veteran applications without using a scoring system is now available. Please check-out this new information.
 - Our tenure track faculty hiring process is officially underway for AY 2018/19. The [Institutional Hiring Plan](#) (IHP) for 2018/19 has been published by the Office of the Provost and can be reviewed our Faculty Hiring web page.
 - PAC delivery is now processed through the MyTrack recruiting system.
- Projects and Workgroups
 - Thank you to the Pro Tem hiring work group that helped us develop the new process for the Pro Tem hiring process. The update to the position description is not required anymore and will help in expediting the hiring process.
 - The OA Compensation Band Structure is currently being reviewed and a proposal to update the band structure will be developed and discussed with university leadership in the fall.

Employee & Labor Relations

Missy Matella, Sr. Director, Employee and Labor Relations

- Janus vs. State – Decision on Fair Share Dues
 - As of July 1, all non-union members in our classified employee group are not required to pay fair share dues.
 - All non-union members in the classified employee group are represented by SEIU and their collective bargaining agreement.
 - If a union member wants to change their union status, they should contact SEIU. If they have any questions about this ruling or their status, please have them reach out to Caitlin Willard in ELR.
- Staffing Updates
 - Dan Currier is our new Project Manager and we are very happy to have him as part of the ELR team.

- Martin Stanberry, our Equal Opportunity Specialist, and our expert on the Americans with Disabilities Act and workplace accommodations, is now part of the ELR team and you can contact him with any questions at the same email and phone number.
- Judy Rideout, Senior Affirmative Action Specialist is also part of the ELR team and you can contact her at the same email and phone number.

Skype for Business

Jared Haddock, Associate Director, HR Information Services

- Skype for Business is now available to all University of Oregon faculty and staff.
- Please note this is not the same as your department Skype account. This Skype can be found on office.com
- Skype is an audio- and videoconferencing application from Microsoft that also offers instant messaging, screen sharing, and other collaboration features, including seamless meeting scheduling through Microsoft Outlook.
- Information Services has had great success using it for interviewing, as well as, scheduling remote search committee meetings. For example, if you plan to meet remotely you can schedule this meeting in Outlook and the link is shared in the invitation with your group. The link can be reused for additional meetings. Because meeting space is limited on the UO campus it is a great option. The other benefits include the video option and sharing your computer screen to show information on the MyTrack system.
- Be careful, you don't want to reuse links for your interviews. You will want to create a Skype meeting link for each candidate.
- Here's how to add Skype for Business to your desktop:
 - Login to Office.com
 - Install Skype in your office applications –here's a link to help you [install Skype for Business](#)
 - Once the application is installed, you can launch it and a [schedule meetings](#) in Outlook.
 - A Skype link to the meeting is created and is sent with the meeting invitation
 - Here is a link to the [Skype for Business FAQ](#).
 - Feel free to contact Information Services with further questions about this great new resource.

The next HR Partners Meeting is Wednesday, August 1, at 2:00 PM, in the Living Learning Center South, Performance Hall. This is our mid-year check-in with HR Partners and refreshments will be provided.