

HR Partner Highlights –July 10, 2019

Materials can reviewed on the HR Partner [Meeting Highlights and Resources](#) webpage.

July Training Announcements –Register on the [MyTrack Learning Module](#):

- **Emotional Intelligence in the Workplace**, Wed., July 17, 12PM -1PM
Straub Hall Room 145
- **Leadership in Student Supervision**, Wed., July 24, 9AM-12PM
HR Training Room
- **Performance Management –Enhancing Your Student Supervision Practice**
Wed., July 31, 2PM-3:30PM, HR Training Room
- **New Employee Orientation**, Tues., August 6, 8:15AM-11:45AM
Ford Alumni Center
- A few complimentary BOLI are seats available. If interested email learning@uoregon.edu
- **Advanced Leave Laws in Oregon**, Tuesday, August 27, 2019, 9AM-4PM
- **Wage and Hour Laws**, Wednesday, Sept. 4, 2019, 9AM-4PM
- **Documentation, Discipline and Discharge**, Thursday, September 5, 2019, 9AM-4PM

Meeting Agenda

- OA Job Family Framework Position Description Initiative
Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives
 - Process
 - Resources and Web Guidance
 - PD Best Practices
 - HR Partner Panel
 - Q&A
- HR Operations
Sonia Potter, Director, HR Operations
- Talent Acquisition
Nancy Nieraeth, Director, Talent Acquisition
- Workplace Harassment and Discrimination Prevention training
Tiffany Ray, HR Training and Compliance Officer

OA Job Family Framework Position Description Initiative
Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

We want to acknowledge the work required to update OA position descriptions and thank you for your contribution to this important project.

The following information can be viewed on the [OA Position Description Update: Unit Guidance](#) webpage:

Important Considerations

- OA Position Description updates are necessary for the purpose of the OA Job Family Framework project; they will also help us with continued compliance of the Oregon Equal Pay Act.
- Timeline – July 8 – August 30 to update all OA position descriptions.
- New fields were added to the MyTrack PD module and therefore review and update of every OA position description is required. Post-retirement positions and faculty serving in OA positions are included in this review and update.
- There is an expectation that each OA will be engaged in their own PD review and update; it is up to the unit to determine how and when that will occur.
- Please email an updated organizational chart for your unit to oajobfamilyproject@uoregon.edu.
- Defined approval process.
 - Approval of a PD requires a three level process within MyTrack.
 - Units may elect to include additional reviewers at their discretion prior to submitting the PD for approval in MyTrack. Approval of a PD typically includes the supervisor, unit HR representative, and a vice president, dean, chief of staff, or academic CFO with HR responsibilities.
 - Unit leadership determines who provides final approval for the submission of the PD in MyTrack for the OAJFF project approval process and should notify HR of that person's name by emailing oajobfamilyproject@uoregon.edu.
- This process is not intended to take the place of any typical position or pay action such as expansion of duties. If you have a position or pay action at the same time as the OA PD Update Initiative, please contact Talent Acquisition by emailing talent@uoregon.edu.
- If there are changes in the PD that need to be updated in Banner, please use the regular process for these changes i.e. supervision update process.

Process

- HR has sent guidance and instructions to Chiefs of Staff and CFOs with HR responsibility in your unit.
- Unit leadership will determine the collection, review process and timeline for completion.
- Unit leadership will determine the three levels of approval.
- Unit leadership will set the expectations for supervisors to engage employees in this process

Action Items

- Organizational charts can be emailed to OAjobfamilyproject@uoregon.edu
- Email the name of your unit's 3rd level approver to OAjobfamilyproject@uoregon.edu
- [Review the FAQs for the OA JFF project and for the OA PD Update initiative](#)

Guidance and Training

Jenna Rakes, Associate Director, Talent Acquisition

The following links can be viewed on the [OA Position Description Update: Unit Guidance](#) webpage:

General Position Description Guidance:

- [Position Description Considerations](#): HR shares general guidelines for developing and applying an approach for creating and maintaining accurate position descriptions.

MyTrack PD Module Resources:

- [Position Description Guidelines](#): These guidelines cover the PD in depth, walking through each area and how to make selections.
- [New Field Definitions](#): New fields were added to the MyTrack PD module as a part of an upgrade in conjunction with this project. The new fields have short form definitions that correspond to lengthier descriptions. This document covers these new fields and definitions.
- [Glossary of Terms](#): Definitions of common words used throughout the PD so that supervisors, employees, and reviewers can have a shared understanding.
- [How to Print a PD and Export to Word](#): Supervisors or Employees may wish to print their PD to PDF and export to a Word document as a working draft. They may also copy/paste from the PDF into the [MyTrack PD Template](#), if desired.
- [How to submit a PD for the OAJFF Project](#): This guidance covers how to submit an updated PD via MyTrack for the OAJFF project.
- [Training—PD Module Changes webinar](#): 12 minute recorded webinar that walks users through the new fields in the MyTrack Position Description module

Additional Resource:

- [How to view my PD \(employee\)](#): Employees can use this document to navigate to and view their PD in MyTrack, until the supervisor begins editing the PD in MyTrack.

Position Description Best Practices

Annie Herz, Associate Director, Employee and Labor Relations

- There is a clear expectation that Officers of Administration will be involved in their PD update.
- If there are tough conversations during this initiative, you may want to reach out to the Ombuds Office or Employee and Labor Relations as resources.
- If there a conflict, it is a great opportunity to get clarity and understanding to create a smooth path for the future.
- In summary, please ensure PDs are updated by August 30, OAs are involved in this process, and differences are addressed.

HR Campus Partner Panel

Law School Process for PD Update Initiative

Erica Daley, Associate Dean of Finance and Operations

- Utilize a Word document template for initial edits and changes to position descriptions.
- Associate Dean will meet with all supervisors in the LAW School.
- Supervisors will return the redline position description with their final approval and signature.
- HR Manager will approve in the MyTrack PD update process (Approver 1 and 2).
- Final approval from Associate Dean of Finance and Operations (Approver 3).

Division of Student Life

Amanda Rosenberg, Executive Assistant to AVP/COS

- Communication sent to supervisors outlining the process for this initiative.
- The Word document template provided by central HR was reworked slightly for Student Life supervisors to make initial edits and changes to position descriptions.
- Supervisors will review and update the template for each of their employees. Changes should be redlined.
- Each employee will receive a copy from their supervisor for review and discussion. Any additional changes made should be redlined.
- Once reviewed and approved by both the supervisor and employee the redlined version of the position description is sent to the designated HR Manager to review alongside the AVP/COS.
- Once reviewed and approved, each HR Manager will input the PD in MyTrack.
- The approval queue includes the HR Manager (level 1) followed by the supervisor (level 2) and finally the AVP/COS (level 3).

Each HR Manager will provide a final clean copy for the supervisor and employee to sign and return to the HR Manager.

- If you are interested in reviewing the DOS email or template for this project please contact Jen Mirabile - mirabile@uoregon.edu

HR Operations

Sonia Potter, Director, HR Operations

Fall Faculty Renewals

- Deadline for faculty renewals is July 1
- Deadline for Law School faculty is June 1
- If your renewals have not been submitted to HR Operations, please get them in as soon as possible.

Fall Faculty New Hires

- Deadline for new faculty hires for the Law School is August 1
- Deadline for new faculty hires for all other schools and colleges is September 3

Deadline for Fall-Term Starts – September 3

- In order to ensure fall-term hires are paid in September, please submit offer cards and other required materials through MyTrack no later than September 3.
- For research pro tems, remember the job-specific position description must be approved before a hire can be completed, so the position description should be submitted several weeks before the September 3 deadline.
- For instructional pro tems, [follow the guidance here](#).

Staff Update

- Haley Ruddell, HRIS Analyst, has accepted a new position outside of the university. If you have MyTrack questions please email mytrackhelp@uoregon.edu.

Talent Acquisition

Nancy Nieraeth, Director, Talent Acquisition

Jenna Rakes, Associate Director, Talent Acquisition

- MyTrack Updates
 - Applicant Card

As a part of an ongoing initiative to update the look and feel of various aspects of MyTrack, our vendor has recently changed the view of the applicant card. The biggest functional change is that below the top header, which shows profile contact information, the bottom portion of the applicant card is organized by tabs. The “Applications” tab will show all applications that you have access to, and the “History” tab will show the history of status changes, communications, etc. Previously, history was seen below applications, which made it difficult to easily see when an applicant had applied for multiple positions.
 - Date Added to Documents

Our vendor has also made an update to the documents tab on position descriptions and requisitions to insert the date that a document was added. This change was made in part based on feedback provided by our team and our HR Partners. Now, when you add a document to either a position description or requisition, the date will be included as a displayed field on that tab. We hope this will be helpful to our users, especially for items like organizational charts or justification memos where the context of date can be important.
- Talent Acquisition “Buddy” Launch

Talent Acquisition recently launched a pilot of an assigned recruiter (“buddy”) model, where our recruiters are assigned to specific campus units. For more information about the program, visit [our contact page](#). Just a reminder: the buddy model is currently for recruitment support only. For other HR functions, please contact:

[Employee and Labor Relations: uoelr@uoregon.edu](mailto:uoelr@uoregon.edu)

[HR Operations: hrops@uoregon.edu](mailto:hrops@uoregon.edu)

[Classification and Compensation: hrclasscomp@uoregon.edu](mailto:hrclasscomp@uoregon.edu)

[HR Programs and Services](#)

- Temporary Employment
We have recently updated our [Temporary Employment: Classified and Non-Regular web page](#), including revising the Temporary Employment Memo units complete when hiring these types of temporary employees. Please note: going forward, the Temporary Employment Memo is required when hiring a temporary non-regular employee and should be included in the packet submitted to HR. This is to ensure that all temporary staff employees who are hired outside of MyTrack receive information about the terms and conditions of their employment (interim OA hires are processed through MyTrack, and they receive an offer letter containing terms and conditions of employment through online delivery).

Workplace Harassment and Discrimination Prevention training
Tiffany Ray, HR Training and Compliance Officer

- We want to recognize and thank all HR partners for their hard work in helping to support the Workplace Harassment and Discrimination Prevention training.
- The University had a total completion of 92%. Fifteen of the twenty-four units had over 95% completion. Additionally, eight units had 100% completion and another three had 99% completion.
- Although this marks the completion of our initial push to ensure employee completion, all active employees continue to have access to the training in MyTrack. I ask that you continue to encourage new employees to complete the training within 90 days of their date of hire.
- These high percentages are thanks to your support, partnership, and effort. THANK YOU!

The next HR Partner meeting is Wednesday, August 7, 2019, at 2:00 PM, in the Redwood Auditorium. Please join us for meeting updates, networking and refreshments.