


One Community. Big Ideas.

## HR Partners Meeting July 10, 2019




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**MyTrack** Engagement. Experience. Excellence.

*Register on the MyTrack Learning Module*

<p><b>Crucial Conversations</b> Starting Thursday, July 11 Multiple dates and times HR Training Room</p> <p><b>HR Orientation for New HR Partners</b> Thursday, July 11, 1PM-3PM HR Conference Room</p> <p><b>Emotional Intelligence in the Workplace</b> Wednesday, July 17, 12PM -1PM Straub Hall Room 145</p> <p><b>Leadership in Student Supervision</b> Wednesday, July 24, 9AM-12PM HR Training Room</p>	<p><b>Performance Management –Enhancing Your Student Supervision Practice</b> Wednesday, July 31, 2PM 3 30PM HR Training Room</p> <p><b>New Employee Orientation</b> Tuesday, August 6, 8 15AM-11 45AM Ford Alumni Center</p> <p><b>BQI Workshops</b> A few complimentary seats available. If interested email <a href="mailto:learning@uoregon.edu">learning@uoregon.edu</a></p> <p><b>Advanced Leave Laws in Oregon</b> Tuesday, August 27, 2019. 9AM-4PM</p> <p><b>Wage and Hour Laws</b> Wednesday, Sept 4, 2019. 9AM-4PM</p> <p><b>Documentation, Discipline and Discharge</b> Thursday, September 5, 2019. 9AM-4PM</p>
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**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*

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### OA Job Family Framework PD Initiative

#### Process & Timeline

- Review and update all OA position descriptions between July 8<sup>th</sup> and August 30<sup>th</sup>
- Units are expected to engage OAs in the process
- Units define a three level approval process
- Detailed information available on the HR website:
  - PD Update Initiative landing page: [hr.uoregon.edu/OAPDUUpdate](http://hr.uoregon.edu/OAPDUUpdate)
  - Unit Guidance: [hr.uoregon.edu/OAPDUUpdate-Unit-Guide](http://hr.uoregon.edu/OAPDUUpdate-Unit-Guide)



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### OA Job Family Framework PD Initiative

#### NEW! Resources and Web Guidance

- How to print/export to Word
- How to submit PD for OAJFF
- How to view your PD as employee
- PD module change webinar



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### OA Job Family Framework PD Initiative

#### Position Description Best Practices



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### HR Operations

Fall Faculty Renewals

- July 1
- Issue renewals by August 15 and July 15(Law)
- If not into us yet please get them in as soon as possible.

Fall Faculty New Hires

- August 1 for Law
- September 3



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### Talent Acquisition

- Updates to MyTrack: applicant screen and notes date
- Talent Acquisition "Buddy" Launch
- Temporary Employment: new guidance for Temporary Non Regular



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### Workplace Harassment and Discrimination Prevention update



Total Completion – 92%

- Graduate Employees – 77%\*
- Faculty – 84%
- Officers of Administration - 93%
- Classified Employees - 95%

Eight units had a 100% completion and another three had 99% completion!



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**Next HR Partner Meeting  
Summer Networking & Refreshments**

**Wednesday, August 7  
2:00 PM**

**Location: Redwood Auditorium  
Erb Memorial Union**



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