

HR Partner Highlights - June 5, 2019

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

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

- Influencer Series, June 25, 26 and 28 in the HR Training Room
- Coping with Job Loss  
Wednesday, June 26, 12:00PM-1:00PM, Gumwood Room, Erb Memorial Union  
Tuesday, July 9, 12:00PM-1:00PM, Straub Hall Room 254
- Crucial Conversations, starting Thursday, July 11, multiple dates/times, HR Training Room
- HR Orientation for New HR Partners, Thursday, July 11, 1:00PM-3:00PM, HR Conference Room
- Emotional Intelligence in the Workplace, Wednesday, July 17, 12:00PM-1:00PM, Straub Hall Room 145

**Meeting Agenda**

- Legislative update  
*Libby Batlan, Associate Vice President, State & Community Affairs*
- Oregon Equal Pay Act update  
*Nancy Nieraeth, Director, Talent Acquisition*
- Layoff Process update  
*Missy Matella, Senior Director, Employee and Labor Relations*
- Update to MyTrack PD Module  
*Jenna Rakes, Associate Director, Talent Acquisition*
- PD Update Timeline for OA Job Family Framework  
*Kaia Rogers, Senior Director, HR Programs, Services, and Strategic Initiatives*
- Workplace Harassment and Discrimination Prevention training  
*Tiffany Ray, HR Compliance and Training Officer*

**Welcome Mark!**

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

- Kaia introduced Mark Schmelz, our new Chief Human Resource Officer and Associate Vice President.
- Mark thanked Kaia and Missy for their leadership before his arrival and is excited to meet our HR Partners and hear about their needs and concerns.
- Mark will offer office hours in the coming weeks and hopes that many HR Partners will stop by to meet him. More information and a schedule of office hours will be shared with HR Partners.

## Oregon Equal Pay Act update

*Nancy Nieraeth, Director, Talent Acquisition*

- Talent Acquisition is now using the OA Short-Term Task Force's work on common and non-common jobs as a jumping-off point in evaluating OA positions and setting hiring ranges.
- The OA Short Term Task Force considered:
  - The primary function of the position
  - Types of OA jobs commonly recurring across campus i.e. program managers, executive assistants
  - Whether the broad area in which the work is performed as an important differentiating factor
  - Whether there are common levels or further subcategories within groups that would be considered work of comparable character for purposes of pay equity
- Talent Acquisition provided categorization to Sibson for review. Sibson confirmed their agreement with the categorization.
- Talent is validating and modifying identifications as position descriptions are submitted for recruitment or pay actions.
- Opportunities for units to provide feedback on OA categorization will occur through the OA Job Family Framework Project.
- The ongoing OEPA Task Force will consider longer-term issues, such as how we are identifying hiring ranges, how stipends and overloads are considered.
- Next steps:
  - Streamlining approvals
    - The short-term approval guidance published in February (common jobs may require VPFA and panel review) will be streamlined.
    - Talent Acquisition will be reaching out directly to units to resolve OEPA concerns with common jobs.
  - Update on processing timelines:
    - We are now reviewing EOD (Extension of Duty) requests submitted around early to mid-April. We have about 25 in the Classification and Compensation area under review. We may be prioritizing EODs submitted with effective dates during this fiscal year over other pay actions if necessary.
    - We are now reviewing position descriptions submitted for recruitment and other pay actions around early to mid-May. We have about 25 of these positions under review in Classification and Compensation.
    - Reach out to Talent Acquisition if you have concerns about specific requests from your unit.

## **Layoff Process update**

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

- Layoffs and reassignments sent to Vice Presidents and Deans last week.
- OA layoffs and reassignments need to be delivered to OAs between June 18 and June 20.
- SEIU layoffs to be delivered on June 20.
- Talking points were distributed with approvals.
- We have resources available for those employees impacted by budget reductions on our [Career Transition Resources](#) webpage.
- OAs can review the [OA Re-employment Pool](#) to learn about this process and for possible job opportunities.
- SEIU employees have seniority rights (bumping rights). If you have questions about this process please contact Employee and Labor Relations (ELR).

## **Career Transition Resources**

*Jen Mirabile, Sr. Programs Coordinator*

- Two support sessions are scheduled for those employees impacted by budget reductions, on June 26 and July 9. An EAP counselor will review stages of transition and ways to cope with job loss. Please help us ensure that impacted employees are aware of these opportunities and are encouraged to attend. Employees can review the [Career Transition Resources](#) webpage for more information and register on the [MyTrack Learning Module](#).
- The Career Transition Resources webpage also includes information about:
  - Career and financial counseling
  - Worksource Oregon
  - Online resources
  - Job search resources
  - Community resources
  - EAP webinars

## **Update to MyTrack PD Module**

*Jenna Rakes, Associate Director, Talent Acquisition*

Human Resources is updating the Position Description (PD) Module in MyTrack. These updates are related to projects (such as the OA Job Family Framework project), compliance (such as the Oregon Equal Pay Act), and user feedback and usability. These updates will go into effect Sunday, June 9, 2019.

### **Preview of Position Description field changes:**

- Is this an OA Job Family Framework Submission? Yes or No
- Is this PD update intended for immediate recruitment? Yes or No
- Anticipated recruitment start-date (input date)
- Approved hiring range (for dept. use)
- Approved hiring range (for HR only)

### **Preview of Decision Making and Fiscal Responsibility:**

- There are extensive changes to this section of the position description.
  - Scope of Decisions Made
  - Impact of Decision Made
  - Autonomy and Discretion
  - Fiscal Authority
  - Fiscal Responsibilities
  - Operating Budget(s)
  - Grant Funding (s)
  - Number of Grants
  - Foundation Funding (s)
  - Number of Foundation Funds
  - Agency Funding (s)

Units may log into the training environment to see these changes now. If you are unsure of how to log in, email [talent@uoregon.edu](mailto:talent@uoregon.edu) for assistance. We also have a webpage that covers these changes in depth: <https://hr.uoregon.edu/about-hr/hr-partners-network/hr-partners-bulletin-pd-module-update>

### **Preferred Name Changes:**

With the PD update, we are also updating how we manage preferred names in MyTrack. Beginning June 10<sup>th</sup>, we will be importing preferred name into the first name field. If there is no preferred name, we will import legal name.

What this means: Previously you may have seen “Jenna Jenna Rakes” or “Susan Sue Russell” in the system. This will no longer be the case as instead you will see only (Preferred Name) (Last Name). If you have been searching by legal name to find approvers, and you are not sure of preferred name, we strongly suggest simply searching by last name to find approvers as you get used to this change.

**Timing of PD Installation:**

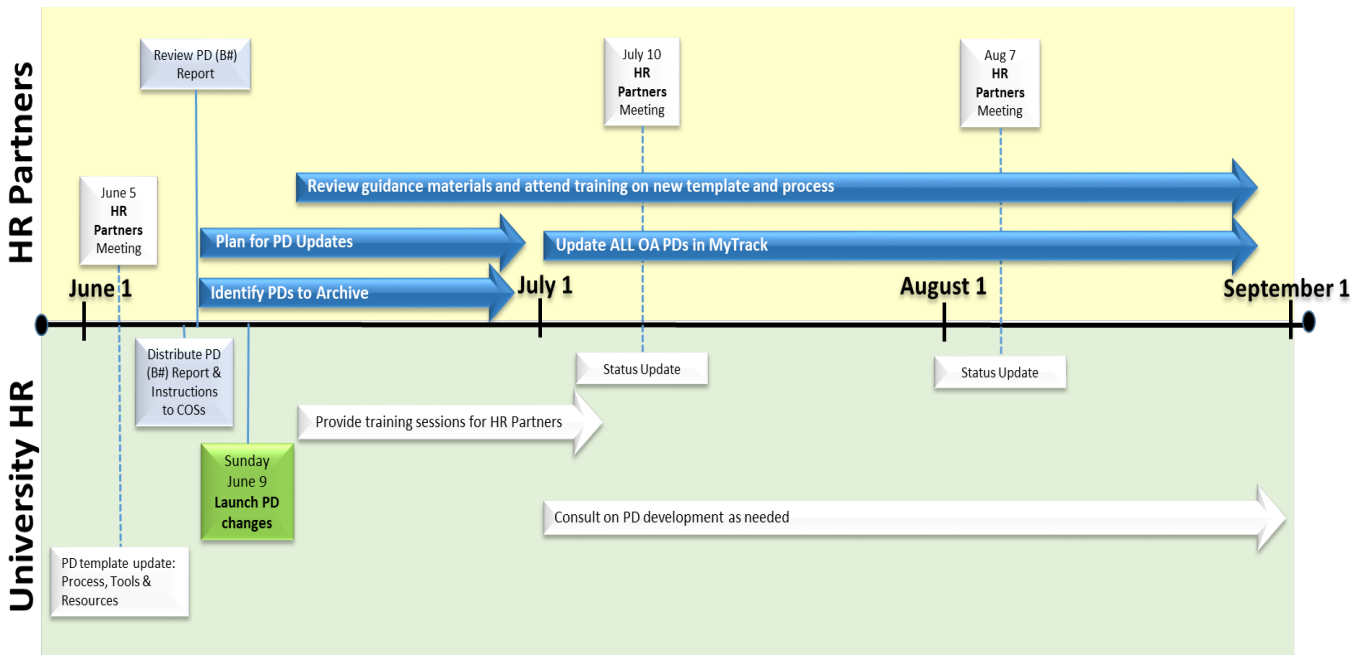
- Sunday, June 9
  - New PD installed into LIVE environment
- Monday, June 10
  - Preferred Name programming change activated
  - Webpage guidance updated

**What to know now:**

- **Delay PD entry if possible until Monday, June 10.**
- You can view new PD in training/test environment
- Look for updated PD guidance online on Monday, June 10.
- Recruiters will be reaching out to contacts regarding current items pending in the system
- If you are having trouble searching for approvers, use last name only

**PD Update Timeline for OA Job Family Framework**

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



- **OA JFF Project -OA position descriptions to be updated in July and August.**
- The MyTrack PD Module will be updated and new guidance and training information will be available for units to start the work on this project.
- **Please do not start updating your PD(s) until we instruct you to in early July.**

- HR Operations has pulled reports on the status of OA PDs for each unit. These reports will go to Chiefs of Staff and Assistant Deans this week. The information about active positions and if they have PDs associated with them will help the units plan and prioritize the work ahead.
- The MyTrack PD module update will apply for all positions, but only Officer of Administration (OA) position descriptions will need to be updated for this project.
- More details will be communicated with you next week about guidance and trainings.
- We are aware that some of you prefer to start the work of creating/updating PDs outside of the MyTrack system. We will share a PD template document that you can use as a tool for these conversations, then you will need to input the information into MyTrack.

#### Workplace Harassment and Discrimination Prevention training

*Tiffany Ray, HR Compliance and Training Officer*

- The deadline for employees to complete the Workplace Harassment and Discrimination Prevention training is June 30, 2019.
- Current Completion rate for university employees 71%
  - Classified Employees – 87%
  - Officers of Administration – 82%
  - Faculty – 48%
  - Graduate Employees – 48%
- We have added reports to enable supervisors to see their direct reports employee completion status. The report is located under the Reports menu in MyTrack. Please contact Tiffany Ray, [tray@uoregon.edu](mailto:tray@uoregon.edu), if you have questions regarding this report.
  - You can only see your direct reports at this time.
- Last report was sent on June 3. Another report will be sent on or about June 17 and a final report will be delivered on or about July 3.

**The next HR Partner meeting is scheduled for Wednesday, July 10, 2019, at 2:00 PM, in the Living Learning Center South/Performance Hall.**