



One Community. Big Ideas.

HR Partners Meeting

June 5, 2019

Register on the MyTrack Learning Module

New Employee Orientation

Monday, June 10th, 8:15AM-11:45AM
Ford Alumni Center

Project Management Fundamentals

Tuesday, June 10th, 8:30AM-12:00PM
HR Training Room

Influencer Series

June 25th, 26th & 28th
HR Training Room

Coping with Job Loss

Wednesday, June 26th, 12:00PM-1:00PM
Gumwood Room –EMU

Tuesday, July 9th, 12:00PM-1:00PM
Straub Hall Room 254

Crucial Conversations

Starting Thursday, July 11th
Multiple dates and times
HR Training Room

HR Orientation for New HR Partners

Thursday, July 11th
HR Conference Room

Emotional Intelligence in the Workplace

Wednesday, July 17th
Straub Hall Room 145

HR webinar resources:

www.cupahr.org/events/webinars/
<http://www.cascadecenter.com/HR-Webinars>



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AGENDA

- **Legislative update**

Libby Batlan, Associate Vice President, State & Community Affairs
Hans Bernard, Assistant Vice President, State 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 Schmelz
CHRO and Associate Vice President

Oregon Equal Pay Act Update

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 Task Force considered:

- The primary function of the position
- Types of OA jobs commonly recurring across campus
- 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

Provided categorization to Sibson for review

Oregon Equal Pay Act Update

- 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
- Next steps: streamlining approvals, OEPA Ongoing OA Subcommittee

Layoff Process Update

- Layoffs and reassignments were sent to Vice Presidents and Deans last week
- OA layoffs and reassignments need to be delivered to OAs between June 18th and June 20th
- SEIU layoffs needs to be delivered on June 20th
- Talking points were distributed with approvals

Career Transition Resources

Two Employee Support Sessions:

Coping with Job Loss

Wednesday, June 26th, 12:00PM-1:00PM Gumwood Room –EMU

Tuesday, July 9th, 12:00PM-1:00PM, Straub Hall, Room 254

Career Transition Resources webpage

Career and Financial Counseling

WorkSource Oregon

Online Resources

Job Search Resources

Community Resources

EAP Webinars

Update to MyTrack PD Module

Why change the PD?

- Job Family Framework Project
- Oregon Equal Pay Act
- Changes from user feedback
- Realignment for usability

Update to MyTrack PD Module

POSITION DESCRIPTION

If you need additional information on completing a position description see our [user guides here](#).

OA Job Family Framework Project Submission?:*

Yes No

Reason:*

Select ▼

Is this PD update intended for immediate recruitment?:*

Select ▼

Anticipated Recruitment Start Date:

Proposed Hiring Range:

Approved Hiring Range (HR Only):

Update to MyTrack PD Module

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in these drop down lists please see the [PD user guides](#)

Scope of Decisions Made:*	<input type="text" value="Select"/>
Impact of Decisions Made:*	<input type="text" value="Select"/>
Autonomy and Discretion:*	<input type="text" value="Select"/>
Fiscal Authority:*	<input type="text" value="Select"/>
Fiscal Responsibilities:*	<input type="text" value="Select"/>
Operating Budget (\$):	<input type="text"/>
Grant Funding (\$):	<input type="text"/>
Number of Grants:	<input type="text"/>
Foundation Funding (\$):	<input type="text"/>
Number of Foundation Funds:	<input type="text"/>
Agency Funding (\$):	<input type="text"/>

Update to MyTrack PD Module

Preferred Name Change

- Importing preferred names into first name field
- If no preferred name, defaults to legal name
- No more “Jenna Jenna Rakes” in the blue box
- Will impact how you search for approvers and users

Update to MyTrack PD Module

Timing

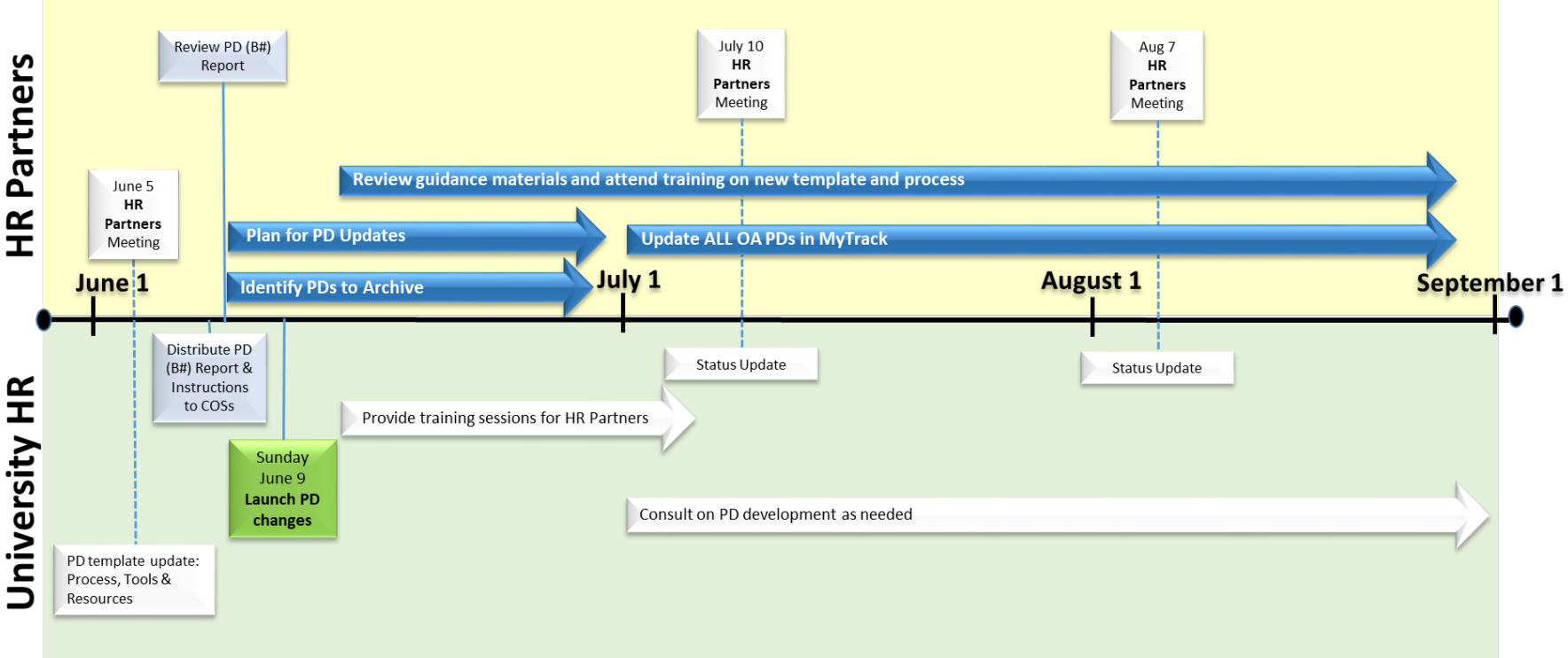
- Sunday, June 9th
 - New PD installed into LIVE environment
- Monday, June 10th
 - Preferred Name programming change activated
 - Webpage guidance updated

Update to MyTrack PD Module

What to know now

- Delay PD entry if possible
- Can see new PD in training/test environment
- Look for updated PD guidance online
- Recruiter outreach on items pending
- If trouble searching for approvers, use last name only

PD Update Timeline for OA Job Family Framework

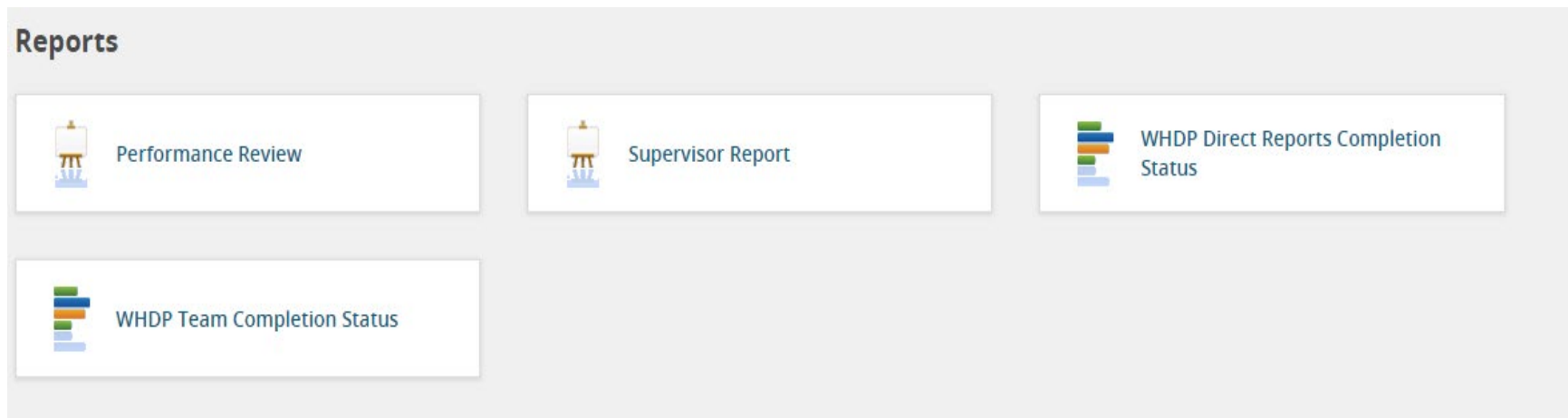


Workplace Harassment and Discrimination Prevention update

- Current Completion is 71%
 - Classified Employees – 87%
 - Officers of Administration – 82%
 - Faculty – 48%
 - Graduate Employees – 48%

We have developed a new report to allow supervisors to view their direct reports status.

Reports



The screenshot displays a dashboard titled 'Reports' with four report cards. Each card features a small icon and a title. The first row contains three cards: 'Performance Review' with a clipboard icon, 'Supervisor Report' with a clipboard icon, and 'WHDP Direct Reports Completion Status' with a bar chart icon. The second row contains one card: 'WHDP Team Completion Status' with a bar chart icon.

- Performance Review
- Supervisor Report
- WHDP Direct Reports Completion Status
- WHDP Team Completion Status

We ask that you continue to help us encourage staff to complete the training.



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Next HR Partner Meeting

Wednesday, July 10th

2:00 PM

**Location: Living Learning Center South
Performance Hall**