

HR Partner Meeting Highlights

June 7, 2017

Meeting Agenda

- Employee & Labor Relations Update-Bill Brady, AVP & ELR Director
- Summer Seminar Series & Work-Life Resources Update
Jen Mirabile, Sr. HR Programs Coordinator
- PERS Update –Kaia Rogers, Director, HR Programs & Services
- Talent Acquisition–Nancy Nieraeth, Director

Featured Presentation: Safety & Workers Comp - What HR Partners Need to Know

Speakers: Haily Griffith, Occupational Health & Safety

Michelle Gillette, Ergonomics and Trish Lijana, Workers' Compensation

Employee & Labor Relations Update-Bill Brady, AVP & ELR Dir.

- SEIU Bargaining Continues
Bargaining updates are available online: <https://usse-oregon.org/seiu/negotiations>
- Associate Director, Employee and Labor Relations
-Finalists on campus Thursday, June 8 and Monday, June 12th
-HR partners are encouraged to attend a session and provide feedback
-Look for emails from Judy Gates.

- Classified Personnel Files

Reminder: Article 16 provides that disciplinary materials shall only be in the official personnel file, not in a separate supervisory file.

- Please send separate PRFs to HR on classified matters.
Do not batch multiple actions on one spreadsheet -this is problematic for personnel files (other info needs to be redacted).

Summer Seminar Series & Work-Life Resources Update

- HR is excited to partner with Cascade Centers, our employee assistance program, to offer three wellness seminars this summer:
[June 8 – Working in a Changing Environment](#)
[July 18 – Elder Care Options](#)
[August 9 –Mindfulness Stress Reduction and the Importance of Restful Sleep](#)
- Also, we have recently updated our [Work-Life Resources](#) webpage and want to share this important resource with our HR Partners
 - Website resources include information on the following topics:
 - Family Resources
 - Navigating Work and Life
 - Employee Wellness
 - Life Events
 - UO Perks
 - Work-Life Index

Please take a moment to review the [site](#) and let us know if we've missed anything that should be included. We also want to encourage you to share this link with your units and add it to your website where appropriate.

It has also been added to the onboarding portal.

PERS Update-Kaia Rogers, Director, HR Programs & Services

- Review the [PERS Updates](#) webpage for more information on PERS legislation.
- A new bill has been introduced by the Senate, Senate Bill 1068. A summary of this bill is provided on the PERS Updates webpage along with information about Senate Bills 559 and 560.
- The Benefits Office recognizes there is a significant amount of concern around this topic. While we cannot specifically advise individuals on how proposed changes may impact their retirement benefits, we strongly encourage PERS members to do two things:
 1. *Get informed*
 2. *Get a PERS estimate.*
- The Benefits Office sent out a Benefits Survey to gather information about how our employees would like to be communicated regarding Open Enrollment. Please take a moment to complete the survey. Thank you.

Talent Acquisition Updates –Nancy Nieraeth, Director

- We are very excited to introduce, Marie Opsahl, our new HR Generalist in Talent Acquisition. With the addition of Marie we are working hard to solidify the responsibilities and flow of work within Talent Acquisition and we are very happy to finally have a full team.
- We reached out to departments to complete our advertising survey and we want to thank those of you who took to time to give us such valuable information.
- Let us know if you're interested in advertising in the Chronicle of Higher Education. We've negotiated a rate for the UO and it may be a recruiting outlet you now may be able to consider.

Mythbusters: There is no requirement from HR to post a print ad in the Register Guard. Units are encouraged to consider their position and the scope of their search and advertise accordingly. You can find information about the [scope of search](#) on our website, or if you have questions about what level of advertising is appropriate please email talent@uoregon.edu.

Upcoming Training Opportunities:

- **MyTrack Feedback & Info Session** -Monday, June 19th, 1:30pm-3pm, Allen Rm 101
- **Tenure-Track Faculty Hiring Workshop**, *Friday, June 23 from 9am -10:30 am, EMU 145 – Crater Lake South.*

Talent Acquisition-What's New, tips for success Jenna Rakes, Sr. Recruiter

- MyTrack [user roles and permissions](#) have been updated with more detail. This new detail will assist you in identifying the roles to assign to staff in your area.
- We have better defined our general role email accounts and have staff assigned to triage and respond to inquiries from these accounts. One of the benefits of utilizing these role accounts is that we can reassign items to the correct individual, or have an internal consult and reply with more comprehensive answer.

For all questions about using the MyTrack system, including technical assistance, roles/permissions, troubleshooting, etc., please email mytrackhelp@uoregon.edu

For general recruiting questions, process questions, or assistance with items related to recruiting and hiring, please email talent@uoregon.edu.

Please only use hrrecruiter@uoregon.edu when instructed to as a part of the recruitment process or in MyTrack user guides. This email is used for system notifications or process approvals and is not monitored for general questions.

The uocareers@uoregon.edu address is used as the reply-to address for all external candidate communications. If you receive an inquiry from a candidate that is best answered by Human Resources, you are welcome to forward it to this address.

For general questions for Human Resources staff (not related to recruitment and hiring), you are welcome to continue to use hrinfo@uoregon.edu.

- We developed a two webinars about how to review and access information from MyTrack. Talent Acquisition is also happy to work with you to schedule a search committee briefing, where we can discuss best practice, compliance, and use of the system.
 - [Search Committee Training](#)
 - [Bulk and Compile Tool Training](#)

Talent Acquisition-Coming Soon from PageUp, Haley Ruddell, HR Systems Analyst

- System update: **Printing** is now available in MyTrack! You can click the (i) icon in the upper right corner to access the print option to print a cleaner copy of both position descriptions and requisitions. Our internal testing has shown that Chrome is the best browser to use when you need to print from MyTrack.
- Users listed in approval roles on job requisitions will now retain access to that requisition until the job is closed. Approvers can toggle between "Pending" or "Completed" approvals on their approval screen. This may affect how some units assign user roles in the system. If you have questions about how this would impact your current workflow, please email mytrackhelp@uoregon.edu.

Next HR Partner Meeting:
Wednesday, July 12, 2017, 2:00 PM
Room: Living Learning Center South Performance Hall