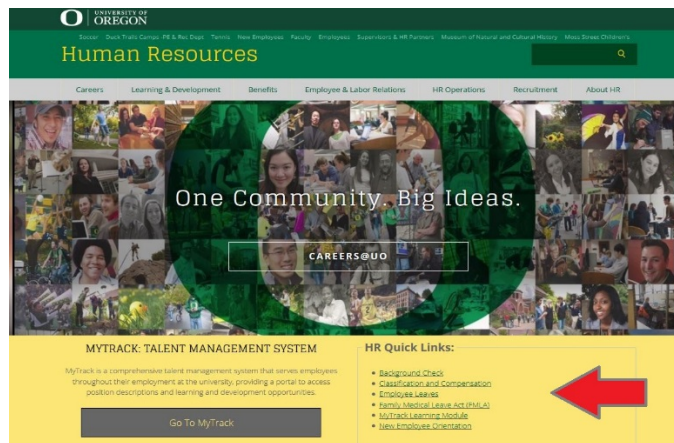


HR Partners Meeting
March 7, 2018 Highlights

HR Announcements:

- Please let Jen Mirabile know if you have new staff with HR responsibilities who would benefit from attending our HR Orientation for New HR Partners. New hire titles are not always helpful in identifying new staff with HR responsibilities. Thanks for your help.
- Based on the HR Partner feedback in December, we added an “HR Quick Links” list to the main webpage to help you navigate to the most viewed pages on the HR website.



Agenda:

- **Presentation - MyTrack Applicant Walk-Through –Jenna Rakes, Sr. Recruiter and Haley Ruddell, HR Systems Analyst**
- **HR Leadership Update – Nancy Resnick, CHRO and Associate Vice President**
- **Talent Acquisition Updates – Nancy Nieraeth, Director**
- **HR Operations – Hire/Renewal Deadlines – Sonia Potter, Director**
- **Employee and Labor Relations –Respectful Workplace and SEIU Article –Missy Matella, Sr. Director and Chris Meade, Interim Staff Labor Relations Manager**
- **HR Prgrams & Services -Temporary Agencies – Judy Gates, Manager, HR Service Center**
- **Payroll - Tax Withholding Review –Ben Kane, Payroll Operations Manager**

Presentation - MyTrack Applicant Walk-Through –Jenna Rakes, Sr. Recruiter and Haley Ruddell, HR Systems Analyst

- The [MyTrack Applicant Walk-Through presentation](#) is available on the March 2018 Highlights webpage.

HR Leadership Update – Nancy Resnick, CHRO and Associate Vice President

- Welcome Missy Matella, our new Senior Director for Employee and Labor Relations. We are all very excited to continue our work with Missy in central Human Resources.

Talent Acquisition Updates – Nancy Nieraeth, Director

- [Position Description Checklist](#) is live on the Recruitment website. The checklist will assist departments in preparing their position description for approval in MyTrack. Please review this checklist and let us know your feedback. This checklist can be accessed from two pathways on our website:
 - Recruitment > Hiring Faculty and Staff > Hiring Classified Staff OR Hiring Officers of Administration > Start a Search, OR
 - Recruitment > MyTrack: Recruitment Module > MyTrack User Guides & Tools > Position Descriptions page.
- New call-in pilot for HR Partners to contact Talent Acquisition staff begins Monday, March 12.
 - We will be available on Mondays from 4PM-5PM and Wednesdays 10AM-11AM.
 - Calls will be triaged by a TA team member and routed
 - If our call volume exceeds capacity, we will return calls within 24 hours
 - We will monitor over the next weeks to determine if there need to be adjustments and to ensure it is valuable for our HR Partners.
- Pro Tem pool hiring can be challenging and we are offering assistance to help streamline job specific position descriptions. If you are interested in this assistance, we are available to meet with you to discuss your Pro Tem pool information. Please contact us to discuss your needs.
- We need the following Tenure Track hire information from Academic Jobs Online (AJO) and MathJobs in order to finalize hires and issue formal Notices of Appointment:
 1. Approved contingent offer letter (this will be sent to TA from OPAA)
 2. AJO candidate materials for the finalist
 3. Summary of the search (contains the same information that would have been included in the compliance statement for AAEO review in years past)
- Please contact Talent Acquisition with any problems submitting information from AJO or MathJobs.
- Mismatch Name Assistance -- If applicant names in MyTrack contain special characters, it may cause an error in the background check process. Please let us know if you see any possible problem with how your applicants have submitted information. We have updated guidance on this in our information for applicants.
- This weekend the Register Guard will run our first print advertisement and ten departments will be advertising in the new format. An online ad will also be live on the RG website on Monday.

Sample Advertisement

The University of Oregon is hiring.

This Week's Featured Positions:

- Accountant (#521061)
- Purchasing & Receiving Clerk (#521061)
- Education & Operations Coordinator (#521061)
- Catering Operations Manager (#521061)
- Cashier (#521061)
- PT Research Asst/Assoc/Post Doc. I/CS (#521061)
- Admin. Program Assistant (#521061)
- Accountant (#521061)

- Office Coordinator (#521061)
- Accountant (#521061)
- Purchasing & Receiving Clerk (#521061)
- Education & Operations Coordinator (#521061)
- Cashier (#521061)
- Admin. Program Assistant (#521061)
- Education & Operations Coordinator (#521061)
- Purchasing & Receiving Clerk (#521061)

hr.uoregon.edu/jobs
See website for complete announcement and application instructions or visit Human Resources, 871 East 15th Ave., Suite 400, 520 University of Oregon, Eugene, OR 97403-9200, 541-346-2165.

The UO is an equal opportunity employer and applies the principles of affirmative action, diversity, and compliance with the ADA. The UO encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including race or disability status.

HR Programs & Services -Temporary Agencies – Judy Gates, Manager, HR Service Center

- UO has new contracts for [Temporary Agencies](#) on the HR website. We encourage campus to reach out to the different vendors for their temporary staffing needs.
- NOTE – we can only use agencies that we have a current contract with the university. We will update this information as the final two contracts are completed.
- As a state agency, UO is required to use the services of a Qualified Rehabilitation Facility (QRF). If after contacting them, the department is unable to secure a qualified candidate in a timely manner, the department may contact a second temporary services agency we have on contract.
- Contact HR, 541-346-3159 prior to calling one of those temporary agencies to get an authorization number.
- Questions, call the HR Service Center 541-346-3159.

HR Operations – Hire and Renewal Deadlines – Sonia Potter, Director

- Please review our webpage for deadlines for [Faculty, Research and OA appointments](#)
- **Renewal Appointment Deadlines**
 - *May 1st for July starts*
 - *July 1st for Fall Term starts*
- **New Hire Deadlines**
 - *New hires on a rolling basis, up through July 1 (12-month faculty) and September 1 (9-month) to be processed for September payroll*
- **Summer Appointment PRFs**
 - *Summer PRFs are May 15th or the 15th of the month prior to effective date.*

Employee and Labor Relations –Respectful Workplace and SEIU Article –Missy Matella, Sr. Director and Chris Meade, Interim Staff Labor Relations Manager

- Respectful workplace memorandum was distributed to campus via email
 - The information in the memo outlines expectations for employees, expectations for supervisors and points to other resources, such as Article 69: Mutual Respect in the [SEIU collective bargaining agreement](#) and the [Community Standards Affirmation](#), that describe what behavior should look like at UO.
- Article 69, Mutual Respect, in the SEIU collective bargain agreement talks about mutual respect as integral to the conduct of the University's business. Behavior that contributes to an intimidating work environment, such as abusive language or behavior are unacceptable and will not be tolerated.
- Article 69 also directs employees who believe they are subject to such behavior to raise this concern with an appropriate manager or supervisor as soon as possible, but no later than thirty (30) days from the occurrence of the incident. If the employee's concerns are not addressed within 30 days, the Union, on behalf of the employee, may file a complaint with Central Office of Human Resources. Human Resources will respond to the complaint within thirty (30) days.

- Since the Respectful Workplace memorandum was distributed it is the perfect time to:
 - ensure supervisors are aware of the thirty (30) day timeline to address behavioral issues
 - remind all employees of our respectful workplace expectations
 - incorporate the Respectful Workplace memo and copy of Article 69 in all onboarding packets for new employees.
 - discuss the Respectful Workplace memo at your department's next all-hands meeting
- Contact Employee and Labor Relations if you:
 - need assistance addressing behavioral issues in your unit
 - need to craft effective messaging to employees who have raised concerns
 - have been contacted by the Union regarding a concern

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Questions, call the HR Service Center 541-346-3159.

Payroll - Tax Withholding Review –Ben Kane, Payroll Operations Manager

- The Tax Cuts and Jobs Act made changes to the tax law, including increasing the standard deduction, removing personal exemptions, increasing the child tax credit, limiting or discontinuing certain deductions and changing the tax rates and brackets.
- The [IRS Withholding Calculator](#) gives employees the information they need to determine if they need to fill out a new Form W-4. Employees should submit the new W-4 to the Payroll Office.
 - New [W-4](#) Released by IRS
- Look on [DuckWeb](#) to view your current status and withholding history
- More information can be found on the Business Affairs website: [Business Affairs](#) → Payroll → Employee → Payroll Tax Information.

The next HR Partners Meeting is Wednesday, April 4th, at 2:00 PM, in the Crater Lake Room South, EMU.