



One Community. Big Ideas.

HR Partners Meeting

March 7, 2018

MyTrack Trainings

Offers Refresher

*Monday, March 12th
11am-12pm*

Recruitment Module

Monday, March 19th 9am-12pm,

Creating Effective Position

Descriptions

Thurs, March 29th 9am–12:00pm

MyTrack Learning: Webinar

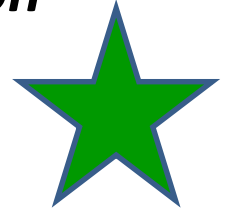
*Everything You Wanted To Know
About The Learning Module*

HR Partner Orientation

Thursday, April 26th

1:00pm -2:30 pm

HR Conference Room



New Employee Orientation

Tuesday, April 4th 8:15 am- 12:00 pm

Ford Alumni Center

Work-Life & Wellness Events

- ***How Optimism Can Improve Your Quality of Life***
Thursday, March 22nd, 12pm-1pm

***MyTrack trainings are located in the HR training Rm
Register on the MyTrack Learning Module.***

Human Resources



Careers

Learning & Development

Benefits

Employee & Labor Relations

HR Operations

Recruitment

About HR



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CAREERS@UO

MYTRACK: TALENT MANAGEMENT SYSTEM

MyTrack is a comprehensive talent management system that serves employees throughout their employment at the university, providing a portal to access position descriptions and learning and development opportunities.

Go To MyTrack

HR Quick Links:

- [Background Check](#)
- [Classification and Compensation](#)
- [Employee Leaves](#)
- [Family Medical Leave Act \(FMLA\)](#)
- [MyTrack Learning Module](#)
- [New Employee Orientation](#)





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AGENDA

- Presentation - MyTrack Applicant Walk-Through
- HR Leadership Update
- Talent Acquisition Updates
- HR Operations – Hire/Renewal Deadlines
- Employee and Labor Relations –Respectful Workplace and SEIU Article
- HR Prgrams & Services -Temporary Agencies
- Payroll - Tax Withholding Review



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MyTrack Applicant Walk-Through

Presenters: Jenna Rakes, Senior Recruiter and
Haley Ruddell, HR Systems Analyst



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HR Leadership Update:

Missy Matella, Senior Director,
Employee & Labor Relations



Talent Acquisition

- New resource is live: [Position Description Checklist](#)
- Call-in hours pilot
 - Mondays 4-5 p.m.
 - Wednesday 10 a.m. to 11 a.m.
 - Call 6-5112
 - Talent Acquisition team members are answering calls



Talent Acquisition

- Assistance with pro-tem pool hiring
- TTF hiring out of AJO/MathJobs
- Request for assistance: mismatched names for background checks
- Register Guard reminder



HR Operations

Website:

<https://hr.uoregon.edu/hr-operations/deadlines-faculty-oa-appointments>

Summer Appointment PRFs

- *Summer PRFs are May 15th or the 15th of the month prior to effective date.*

Renewal Appointment Deadlines

- *May 1st for July starts*
- *July 1st for Fall Term starts*



HR Operations

Website:

<https://hr.uoregon.edu/hr-operations/deadlines-faculty-oa-appointments>

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*



Employee and Labor Relations

Respectful Workplace and Article 69:
Mutual Respect (SEIU CBA)



Employee and Labor Relations

Respectful Workplace Memo:

- Discusses expectations for employees
- Discusses expectations for supervisors
- Points to other resources that describe what behavior should look like at UO



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

- Section 1: The Employer and the Union agree that mutual respect between and among managers , faculty, employees, co-workers and supervisors is integral to the efficient conduct of the University's business. Behaviors that contribute to an intimidating work environment, such as abusive language or behavior, are unacceptable and will not be tolerated.



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

- Section 2: Employees who believe that they are subject to such behavior should raise their concerns with an appropriate manager or supervisor as soon as possible, but no later than thirty (30) days from the occurrence of the incident(s).



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

- Section 2 (continued): In the event that the employee's concerns are not addressed by such manager or supervisor within thirty (30) days the Union, on behalf of the employee, may file a complaint with the Central Office of Human Resources. The Office of Human Resources will respond in writing to the complaint within thirty (30) days.



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

- Why should HR Partners care?
 - Sets expectations and timelines for supervisors to address behavioral issues
 - Employees not likely to raise concern citing Article 69
 - Not just an expectation of management



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

- What can HR Partners do?
 - Ensure that supervisors are aware of expectations
 - Incorporate Respectful Workplace memo and copy of Article 69: Mutual Respect in NEO packets
 - Use the distribution of the Respectful Workplace Memo as an opportunity to discuss these topics



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

- What can ELR do to help HR Partners?
 - Work with you to address behavioral issues in your units
 - Collaborate on effective messaging to employees who have raised concerns
 - Work with you when the Union approaches you regarding a concern



Employee and Labor Relations

Article 69: Mutual Respect (SEIU CBA)

Questions?



HR Programs & Services

Temporary Agency Updates



Payroll

Review Tax Withholding

- New [W-4](#) Released by IRS
- [IRS Withholding Calculator](#)
- Look on [DuckWeb](#) to view your current status and withholding history
- [Business Affairs](#) → Payroll → Employee → Payroll Tax Information

HR Partners

Questions and Answers



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Next HR Partner Meeting

**Wednesday, April 4, 2018,
2:00 PM**

**Location: Crater Lake Room South
Erb Memorial Union**