

HR Partner Highlights

March 6, 2019

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

[MyTrack Recruitment Module Training, Wednesday, March 13th](#)

2:00PM – 5:00PM, HR Training room

[Oregon Equal Pay Act Implementation for OA Positions](#)

Wednesday, March 13th, 3:30 PM-4:30PM

Coquille room 104 - Erb Memorial Union

[Student Employee Enhancement Summit](#)

Thursday, March 14, 2019

[MyTrack: Advanced Applicant Management, Thursday, March 21st](#)

10:30AM -12:00PM, HR Training room

Wellness Seminars for Faculty & Staff

Healthy Eating Series: [Healthy Eating: Four Seasons Cooking](#)

Thursday, March 14th, 12:00 PM – 1:00 PM

McKenzie Hall, room 129

Preparing Your College Bound Student Series:

Empty Nest Syndrome: [Tips to Manage Your Feelings When Your Children Leave Home](#)

Thursday, March 21st 12:00 PM – 1:00 PM, Allen Hall room 221

[Risk and Resilience Summit](#)

Monday, April 1st – Friday, April 5th

Meeting Agenda

Learning and Development

Jill O’Dea, Learning and Development Manager

Bargaining and Policy updates

Missy Matella, Senior Director, Employee and Labor Relations

Inclement weather compensation guidance

Missy Matella, Senior Director, Employee and Labor Relations

Oregon Equal Pay Act complaint process

Missy Matella, Senior Director, Employee and Labor Relations

Oregon Equal Pay Act updates

Nancy Nieraeth, Director, Talent Acquisition

OA Job Family Framework project

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

CHRO search update

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

Learning and Development

Jill O'Dea, Learning and Development Manager

- Learning and Development team includes:
 - Jill O'Dea, L&D Manager and Ashley Malan, L&D Analyst
- What we do:
 - Connecting you to learning opportunities for professional and personal growth.
 - MyTrack Learning Rock & Roll Tour across campus. Jill and Ashley can come to your unit or department and show you and your employees how to use the system and review offerings. Time commitment is 30-60 minutes. Contact Ashley at amalan@uoregon.edu.
- MyTrack Learning Module
 - Sort available learnings by competency or add your own additional learnings of interest.
 - It can capture your certifications, as well as external learning opportunities.
 - Register on MyTrack learning to attend and receive reminders.
 - MyTrack will update your development plan and track your learning activities.
- In-Person Learning includes the following areas:
 - Development
 - Supervisor Essentials
 - Help Get Job Done
- New Offerings
 - Myers Briggs for Team Development, Public Records, Preventing and Addressing Workplace Discrimination, Project Management Fundamentals, Practical Project Management, Getting Things Done and The People Side of Change.
- In-Person Learning/Instructor Network
 - We have developed an External Affiliate group of instructors.
 - Want to build an internal Affiliate group of Instructors - if you have experience and are interesting in becoming an internal affiliate instructor please contact Jill at odea@uoregon.edu.
- eLearning
 - We still offer eLearning with Skillport which provides over 3,000 courses, videos, books and job aids.
 - Link: <https://hr.uoregon.edu/learning-development/elearning-skillport>

Bargaining and Policy updates

Missy Matella, Senior Director, Employee and Labor Relations

- Bargaining updates
 - GTFF and SEIU contracts are being negotiated at the same time.
 - ELR staff may be out of the office during these negotiations so please use elr@uoregon.edu to contact the office with your questions. This email is being monitored and we will respond to your questions.
 - To review bargaining updates please review the following website:
 - [GTFF bargaining updates](#)
 - [SEIU bargaining updates](#)

- Policy updates
 - Campus violence prevention policy – will be updated on ELR and Policy web pages soon.
 - Inclement weather [compensation guidelines](#) articulates the UO's position very clearly.
 - Tobacco free campus policy is in process.
 - OA Council and the OA Employment Policy Advisory groups – reviewing absence and leave without pay procedures. If you ever have thoughts about these policy areas or other OA policies, please reach out to Missy Matella or Annie Herz.

Inclement weather compensation guidance

Missy Matella, Senior Director, Employee and Labor Relations

Caitlin Willard, Employee and Labor Relations Specialist

- Inclement Weather compensation guidelines
 - An [FAQ guide](#) was created to assist with questions about the snow day closures and compensation.
 - All employees can review the FAQ on Inclement Weather: Compensation Guidance website.
 - If you have additional questions please email to UOELR@uoregon.edu
 - Payroll will be providing guidance regarding leave codes to use for the inclement weather

Oregon Equal Pay Act complaint process

Missy Matella, Senior Director, Employee and Labor Relations

- OEPA Complaint Process
 - If an employee comes to you with pay questions regarding the law there is a process. If someone feels pay is "unfair." Let them know that the Office of Investigations and Civil Rights Compliance (OICRC) will review complaints in this area.
 - If there is a comment that includes a complaint about pay related to a protected class. They will also be forwarded to OICRC.
 - Question from HR Partners: Should complaints be guided by the employee or supervisor?
AN: Supervisors have an obligation to report to OICRC when they believe there is discrimination based on a protected class and they should report to OICRC. If an employee feels their pay is unfair, supervisors can also direct them to OICRC.

Oregon Equal Pay Act updates

Nancy Nieraeth, Director, Talent Acquisition

- OA Short term Task Force
 - OA Short Term Task Force is working hard to review common jobs and group them into related job categories.
 - The Task Force is close to having a framework being built out. They will share more information in the coming weeks.
- Position Description and Pay Action Timelines
 - As you submit PDs to Classification and Compensation, we will be "testing" positions through this framework process.
 - With [New OA guidelines](#) we expect a slow-down in our classification and compensation review process.

- Position Description and Pay Action Timelines (continued)
 - Priority of review
 - 1) Retention offers
 - 2) Determining the hiring ranges for recruitments
 - 3) Retention w/o immediate concern
 - 4) Expansion of Duties

Talent Acquisition Updates

Nancy Nieraeth, Director, Talent Acquisition

- Staffing Update
 - Welcome Kelsey Brannon our newly hired Interim Project Manager.
 - In final stages of filling open positions in Talent and Classification and Compensation.
- Temporary Non-Regular hires
 - Please review and use the Temporary Employment Memo found on the [Temporary Employment: Classified and Non-regular](#) webpage.

OA Job Family Framework project (OA JFF Proj)

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

- OA JFF Proj Advisory Committee of Campus Partners announced:
 - Miriam Bolton, Assistant Dean for Administration & Operations, College of Arts & Sciences
 - Erica Daley, Associate Dean of Finance & Operations, School of Law
 - Jeslyn Everitt, Assistant General Counsel, General Counsel's Office
 - Amy Green, Assistant Director, Human Resources, College of Education
 - Lauren McHolm, Assistant Director for Finance & Administration, Prevention Science Institute
 - Chelsey Megli, Sr. Director Strategic Talent Engagement, University Advancement
 - Patrick Moore, Associate Director, FASS Human Resources, Finance & Shared Services – VPFA
 - Kathie Stanley, Associate VP & Chief of Staff, Office of Student Life
 - Many people volunteered to participate in this committee, which we very much appreciate. Even though you may not have been selected to serve on the project Advisory Committee, there will be other opportunities for you to engage with the project.
- OA JFF Proj Advisory Committee of University HR announced:
 - Annie Herz, Associate Director, Employee & Labor Relations
 - Darsi Neff, Interim HR Project Manager
 - Nancy Nieraeth, Director of Talent Acquisition
 - Sonia Potter, Director of HR Operations
 - Kaia Rogers, Sr. Director of HR Programs, Services & Strategic Initiatives
 - Diana Sobczynski, Sr. Compensation Analyst
- Next steps with project
 - Partnering with Sibson to finalize the project plan.
 - Sibson has begun to review position descriptions in MyTrack.
 - We are planning to bring Sibson on site this spring and are working on a kick off meeting with the project Advisory Committee.
 - Meet with stakeholders to address questions or concerns and identify desired outcomes.

- Communications will be forthcoming – updates via email and our OA JFF Proj website.
- **Question from HR Partner:** Should we be making sure PDs are up to date?
AN: Not at this time, unless you have usual recruitments, Expansions Of Duties, etc. We will likely need to update PDs for the purposes of this project and for Oregon Equal Pay Act (OEPA), but we are currently discussing what that process should look like. When we do ask for updated PDs, there is some new, additional information we will ask for, related to OA JFF and OEPA. We are in process of updating the MyTrack template with an internal working group. We spoke with the HR Advisory Team a couple of months ago about this and we heard loud and clear that if we ask for updated PDs, only have us do that once. We have taken that to heart and are being thoughtful about the process.
- **Question from HR Partner:** If we do a mass updates of PDs, how will HR be able to handle that?
AN: That is definitely a concern. We are working through what that may look like and will be working with Sibson to leverage their expertise, time and effort with that process.

CHRO search update

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

- Remaining 4 candidates scheduled for March 7th, 18th, 19th, and 22nd
- Schedules, resumes, and feedback survey links available at vpfa.uoregon.edu/chief-human-resources-officer-chro-search
- HR Partners interview on March 7th is from 9:40 to 10:25 at EMU Lease Crutcher Lewis Room (Room 23)

The next HR Partner meeting is scheduled for Wednesday, April 3rd, 2019, at 2:00 PM, in the Crater Lake Room South, Erb Memorial Union.