

HR O

HR Community of Practice Meeting
 March 4, 2020

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MyTrack Engagement. Experience. Excellence.

New Process for Faculty Pay Actions Friday, March 6, 3PM-4PM Erb Memorial Union, Rm 104	Opening Keynote SEE Summit 2020 Thursday, March 12, 1PM-1:30PM Erb Memorial Union
How Much Is Enough? Navigating Position Description Revisions Monday, March 9, 2PM-4PM Swindells Room, Erb Memorial Union	Technology and Kids Thursday, March 12, 12PM-1PM Lokey Education Building, Rm 176
Change & Ambiguity in the Workplace Tuesday, March 10, 2PM-3:30PM Miller Room, Erb Memorial Union	New Employee Onboarding: YOU@ UO Thursday, March 12, 3PM-4:30PM Crater Lake Room North, EMU
	Introduction to Project Management 4 sessions: March 24, 25, 31 and April 1

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Spring Conference 2020
Mountain or Molehill - The difference is your perspective
 April 2-3, 2020
 Mt Hood Oregon Resort

AGENDA

- **COVID 19 (Coronavirus)**
Mark Schmelz, Associate Vice President and CHRO
- **Bargaining update**
Missy Matella, Senior Director, Employee and Labor Relations
- **ELR Staffing update**
Missy Matella, Senior Director, Employee and Labor Relations
- **ADA and Affirmative Action update**
Missy Matella, Senior Director, Employee and Labor Relations
- **Temporary Process Change**
Nancy Nieraeth, Director, Talent Acquisition



AGENDA

- **Position Description Editing Training**
Nancy Nieraeth, Director, Talent Acquisition
- **Change to Research Offer Approval**
Nancy Nieraeth, Director, Talent Acquisition
- **Records Management project**
Mahnaz Ghaznavi, Records Manager, Office of the General Counsel
- **HR Records**
Missy Matella, Senior Director, Employee and Labor Relations
- **Records Management Question and Answer**
Missy Matella, Senior Director, Employee and Labor Relations
Mahnaz Ghaznavi, Records Manager, Office of the General Counsel



**COVID 19
(Conronavirus) updates**

Mark Schmelz, Associate Vice President and
Chief Human Resource Officer



COVID 19 (Conronavirus) updates

- UO's Incident Management Team has been activated related to COVID-19
- University Human Resources is actively identifying and preparing for potential implications for faculty and staff



COVID 19 (Conronavirus) updates

- Around the O ran a story in Tuesday's Workplace edition regarding the situation
- University updates, resources, timely information and answers to frequently asked questions are available on the uoregon.edu/coronavirus webpage.
- Questions and concerns should be submitted on this webform, which goes directly to incident management staff to respond within 48 hours.



Bargaining update

*Missy Matella, Senior Director
Employee and Labor Relations*



Current Bargaining

- United Academics
- UO Police Association



ELR Staffing update

*Missy Matella, Senior Director
Employee and Labor Relations*



ELR Staffing Updates

- Peter Fehrs – Assoc. Dir., ELR is now primarily focusing on OA employment
- Martin Stanberry – ADA and Affirmative Action Coordinator and Assoc. Dir. ELR
- Vacancies:
 - Affirmative Action and ADA Specialist
 - Asst./Assoc. Dir ELR - focus on GTFF & UA



ADA and Affirmative Action update

*Missy Matella, Senior Director, ELR
Martin Stanberry, ADA and Affirmative Action Coordinator, and Assoc. Dir., ELR*



Expanding our ADA Resources

- Upcoming Webinars
 - March 19 – Employee Leave
 - June 1 – Dept.'s Role in Interactive Process
 - Sept. 1 – Permissible Medical Inquiries
- Issue-Specific Accommodation Forms
 - Parking Accommodation
 - Leave of Absence



Temporary Hiring Process Change

*Nancy Nieraeth, Director
Talent Acquisition*



New process to hire UO temps coming soon

- Streamlined and automated
- Request to Hire form changes
- "Just in Time" communications/workflow
- Temp Employee Memo prefill
- Focus group, training



Temporary Pool Report

- Can be a source of temporary employees, request via the Request to Hire Form
- Guidance on best use of the pool
 - Contact with job information, hours, pay
 - Request availability confirmation within short timeframe
- Refresh



Position Description Workflow

- Training on Position Description edits Monday, March 9
- Recruiter as first stop if PD is for hiring
- Prep for new recruitment process workflow rolling out this spring



**Change to
Research Offer
Approval**

*Nancy Nieraeth, Director
Talent Acquisition*

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**Offers for Research
Positions**

- Faculty Pay Action Form
- No longer separate approval on offer card (MyTrack approval process)
- Contingent offer letter is required before formal offer is released
- Postdoc mentoring plan

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Other Talent Updates

- Equivalency language for education
- Requisitions launched off OA JFF PD's (reach out to recruiter)
- Research Recruitment Process and Alternative Search Process workgroups underway

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Records Management project

*Mahnaz Ghaznavi, Records Manager
Office of the General Counsel*

<https://recordsmanagement.uoregon.edu/records-management-program-implementation-overview>

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HR Records

*Missy Matella, Senior Director
Employee and Labor Relations*

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**New Guidance on OA Personnel Files
Employee Groups & CBAs › Officers of Administration › Employment Guidance**

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Human Resources

Officer of Administration (OA) Personnel Files

HR

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**Records
Management
Q & A**

*Missy Matella, Senior Director, Employee and Labor Relations
Mahnaz Ghaznavi, Records Manager, Office of the General Counsel*

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Next HR Partner Meeting

Wednesday, April 1, 2:00 PM
Crater Lake Room North, EMU

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