

## **HR Partner Meeting Highlights**

**May 3, 2017**

### **Meeting Agenda**

- SEIU Bargaining–Bill Brady, AVP & ELR Director
- PERS Update-Cindi Peterson, Benefits Manager
- Career Transition Resources –Jen Mirabile, Sr. Coordinator
- Talent Acquisition–Nancy Nieraeth, Director
- Payroll Update – Ben Kane, Asst. Payroll Manager
- Onboarding Portal and Survey Update – Kaia Rogers, Director, Programs and Services

### **Presentation: Confidentiality in the Workplace**

Speakers: Missy Matella, Assistant General Counsel, Bryan Dearing, Assistant General Counsel and Mahnaz Ghaznavi, Records Manager

### **SEIU Bargaining Update -Bill Brady, AVP & Director Employee and Labor Relations**

- SEIU negotiating updates can be found on ELR website
  - [SEIU Update](#)
- OUS Shared Services is leading the negotiations. UO is a member of the 7 school bargaining unit.
- SEIU employees will receive updates from SEIU as we move forward through the process.
- UO Police Department is moving forward with a plan to be represented by a new bargaining union; SEIU has agreed and elections will go forward in the next few months.

### **PERS Update-Cindi Peterson, Benefits Manager**

- Recent reports about proposed reform to PERS has generated considerable discussion and many questions. We want employees to stay informed and they can visit our [PERS website](#) for more information:
- There are two major reforms under review that are significant to PERS retirees. If these reforms pass, they may go into effect January 1, 2018, or they may be effective upon signing. It is dependent on the language and should be reviewed by employees close to their retirement date.

### **Career Transition Resources –Jen Mirabile, Sr. Programs Coordinator**

- We have updated our [Career Transition webpage](#) to include on-campus career transition counseling for those faculty and staff who have a need for this support. Employees can call our Employment Assistance Program directly to schedule meetings on-campus, in the Eugene/Springfield area or by phone. Review the [EAP information flyer](#) for more information. The following resources are available on the Career Transition webpage:
  - One-on-one Career Counseling
  - Online Resources –instructions to login provided in [EAP information flyer](#)
  - Job Boards
  - Community Resources

### **Courtesy Renewal Process AY 17-18 –Jen Mirabile, Sr. Programs Coordinator**

- Courtesy lists will be sent to depts. Friday, May 5, 2017.
- Same process as AY 16/17 –review list and complete renewal designation.
- Forward your completed list to your Dean or VP's Office by May 22, 2017.

### **Talent Acquisition Updates –Nancy Nieraeth, Director**

- Please review our MyTrack [“What’s New Post”](#) for MyTrack updates.
- We have added a [Bulk Compile Video](#) to assist you in using this MyTrack tool.
- We are asking HR Partners to complete our Recruitment Advertising Survey. This survey will assist us in developing a strategic advertising plan for recruitment.
- [Take the Recruitment Advertising Survey now.](#)
- We are beginning to incorporate MyTrack content into the recruitment process information on our website. The [MyTrack Admin web page](#) will continue to be updated so you can address specific questions, or visit the [recruitment pages](#) to see MyTrack tools and resources embedded into process instructions.
- The next MyTrack Info and Feedback Session is next Wednesday, May 17, at 9:30 – 11 a.m. in Volconology 101. We will be introducing some new user tools and answering your questions. To RSVP in Making Tracks, visit [https://odt.uoregon.edu/registration/session\\_view.php?sess\\_id=8402](https://odt.uoregon.edu/registration/session_view.php?sess_id=8402)

### **OA Re-employment-Nancy Nieraeth, Director**

- OA Re-employment Pool is LIVE.
  - Communication and Outreach:
    - Invitations to participate were sent to eligible OAs.
    - [Information has been created for hiring authorities](#), and in-person and email communications are being delivered to key leadership and hiring authorities.
    - [FAQs for OAs have been created.](#)
    - PD approval stage reminder has been developed to remind departments of availability of OA Re-employment pool.
    - Job requisition stage reminder has been developed to remind departments of the availability of OA Re-employment pool.
  - 2-month extension has been implemented for OAs who were laid off prior to the pool go-live.
  - Temporary OAs are not eligible to participate in OA Re-employment pool.

### **Payroll Update -Ben Kane, Assistant Payroll Manager**

- New MyTrack Hire Packet will be available June 2017.
- We are working closely with Talent Acquisition to rollout this new hire packet.
- In their onboarding communication new employees will be invited to visit the Payroll Office to complete their I-9 employment verification paperwork.

### **Verification of Eligibility to Work in the United States-Nancy Nieraeth, Director**

- Premium processing for H-1B visas has been suspended until October 2017. Premium processing is often required for new international faculty being hired now to start in summer or fall term. Without premium processing, new faculty may have delayed start dates. Academic Affairs has distributed new contingent offer language for unofficial offer letters to address this situation.

## **Verification of Eligibility to Work in the United States-Nancy Nieraeth, Director (Cont.)**

- If you have a hire now who needs an H-1B, please contact Jennifer Doreen, International Employment Specialist, to discuss your options.

## **Onboarding Portal and Survey-Kaia Rogers, Director, Programs and Services**

- We are updating the [Onboarding Portal](#) site as new information becomes available.
- We have developed an Onboarding Survey to gather feedback and information regarding new hire onboarding practices. Please take a moment to complete our survey, which will remain open until May 31st. We appreciate your feedback and support.
- [Take the Onboarding Survey now.](#)

## **Presentation: Confidentiality in the Workplace**

Speakers: Missy Matella, Assistant General Counsel, Bryan Dearing, Assistant General Counsel and Mahnaz Ghaznavi, Records Manager

- This presentation can be found on the [HR Partner Highlights](#) webpage.
- Please review General Counsel's "[Request a Training](#)" webpage and let them know if your department would like training in a particular area.

---

### **Next HR Partner Meeting:**

**Wed. June 7, 2017, 2:00 PM**

**Location: Knight Library Browsing Room 106**

# O Career Transition Services for UO Faculty and Staff

The UO Office of Human Resources partners with Cascade Centers to provide our employee assistance program (EAP), which offers a variety of resources for faculty and staff, such as one-on-one career counseling, assessment and testing, and job seeking services. Resources are available both in-person and online; please visit the Career Transition Resources available on the Human Resources webpage for more information: [hr.uoregon.edu/careertransition](http://hr.uoregon.edu/careertransition).

## Personalized Career Counseling On-Campus

Confidential one-on-one sessions with an EAP representative will be available on campus by appointment at no charge. These sessions will be customized for each individual based on their specific career transition needs. Areas of assistance can include a general assessment of interests, motivation, and job skills, writing a resume and cover letter, interviewing skills, job search assistance, and many other career transition services. EAP representatives can also help with the emotional challenges and adjustments related to a career transition.

**Wednesday, May 17, 2017 – 9:00 AM – 12:00 PM**

**Thursday, May 18, 2017 – 1:00 PM – 5:00 PM**

To schedule an appointment for one of the days listed above, please contact Cascade Centers at 800-433-2320 or text 503-980-1770.



## Other Resources

### [On-line Resources at www.cascadecenters.com](http://www.cascadecenters.com)

Information about how to conduct a successful job search, career assessments and testing, as well as useful links. Cascade can help with resumes, cover letters, and interviewing skills. Users also have access to an on-line resume builder.

### [Financial Consultation](#)

Financial coaches can provide a needs analysis and an online written action plan to help develop better spending habits, reduce debt, improve credit, and increase savings to employees.

### [Cascade Personal Advantage Website](#)

This expanded area of the website includes financial calculators, extensive career development articles, and other resources.

#### *To Access:*

Go to [www.cascadecenters.com](http://www.cascadecenters.com)

Click 'Member Log in'

Register as a new user

Enter the UO password: state of oregon

#### *To Access "Career Transition" section of the site:*

Click on the 'Personal Growth' tab

Click 'Managing Work and Family'

Click 'Career Transition' from the drop down menu

Contact Jen Mirabile at 541-246-2195 or [mirabile@uoregon.edu](mailto:mirabile@uoregon.edu) for assistance.



CASCADE CENTERS  
INCORPORATED

Call: 800-433-2320

Text: 503-980-1777

[www.cascadecenters.com](http://www.cascadecenters.com)