

HR Partner Highlights  
November 7, 2018

**Training Announcements:**

*Register on the MyTrack Learning Module for these training sessions:*

- **[Banner 9 Information and Demonstration](#)**, Monday, December 3rd, 2:00PM-3:00PM
- **Introduction to PERS**, Tuesday, November 27, 2:00PM -4:00PM
- **Crucial Accountability**, November 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup> (meeting times vary)
- **MyTrack Recruitment Module**, Thursday, December 6<sup>th</sup>, 2PM-5PM
- **Crucial Conversations**, December 3, 6, and 7, 8:30 AM -12:00PM

*Earn HRCI or SHRM credit by participating in HR Webinars offered by our EAP and CUPA-HR:*

- [www.cascadecenters.com/HR-Webinars](http://www.cascadecenters.com/HR-Webinars)
- [www.cupahr.org/events/webinars/](http://www.cupahr.org/events/webinars/)

**Agenda:**

**Workplace Accommodation**

*Martin Stanberry, Equal Opportunity Specialist*

**OA Career Path Structure Project**

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

**Oregon Equal Pay Act**

*Nancy Nieraeth, Director, Talent Acquisition*

**Collective Bargaining**

*Peter Fehrs, Senior Labor Relations Coordinator and Chris Meade, Interim Staff Labor Relations Manager*

**Salary Increase Process**

*Catherine Bonomini-Smith, Senior HRIS Data Analyst*

**Banner 9**

*Catherine Bonomini-Smith, Senior HRIS Data Analyst*

**MyTrack Update**

*Haley Ruddell, HR Systems Analyst*

**Administrative Updates:**

- Martin Stanberry is the contact for employee workplace accommodations. The Accessible Education Center is the department supporting student accommodations.
- Non-investigatory work is now located in Employee and Labor Relations and the Office of Investigations and Civil Rights Compliance is responsible for all investigative work.
- Website re: Accommodation Process
  - Transitioned from AAEO to [HR-ELR](#)
  - Workplace Accommodation FAQ will be published to guide and support employees and supervisors.
- **Email for Accommodation Requests:**
  - [WorkplaceADA@uoregon.edu](mailto:WorkplaceADA@uoregon.edu) – please use this email for any questions regarding workplace accommodation.
- **Accommodation Process Document**
  - We will be working on a formalization of our accommodation process and our goal is to have this document finalized by February 2019.
- **ADA Compliance Reminders:**
  - Job applicants are protected under the ADA; please call Martin with any questions regarding these accommodation requests.
  - The law provides protections for those who “associate with” an individual with a disability; i.e. an employee with a family member with a disability. Remember if we do certain things for other employees, we should also consider this for employees who associate with an individual with a disability.
  - When on FMLA leave – we cannot require a Full Release before return if limitations can be accommodated;
  - Leave may be required as an accommodation; this can be tricky because of exhausted leave status, please contact Martin in ELR to discuss.
  - Accommodations should not reduce performance standards or eliminate essential functions.

**OA Career Path Structure Project**

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

- **Phase I of the OA Compensation Project was implemented in 2016**
  - First ever salary bands implemented for Officers of Administration.
  - Phase II of the OA Compensation Project will create a career path structure for OA positions.
- **Phase II – Creating a Career Path Structure will launch soon**

- **Purpose of the OA Career Pathing Project:**
  - Provide visibility and transparency about growth and career advancement opportunities for OAs.
  - Provide enhanced ability to evaluate new and revised positions timely, consistently, and efficiently.
- **What is a career path structure?**

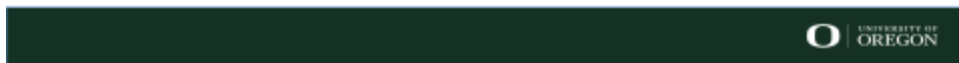


**Sample Career Path Structure**

*This chart does not contain actual UO career path information – it is for illustration purposes only.*

EXAMPLE: Budget Management Career Path		
CAREER FAMILY	Finance	
CAREER FUNCTION	Finance & Budget Management	
CAREER PATH TITLES (internal titling format for reporting & identification)	Title/Salary Grade	Sample Working Title
	Budget Admin 1 - OA5	Budget Assistant
	Budget Admin 2 - OA6	Budget Coordinator
	Budget Admin 3 - OA7	Budget Administrator
	Budget Prof 1 - OA6	Budget Analyst or Budget Specialist
	Budget Prof 2 - OA7	Sr. Budget Analyst
	Budget Prof 3 - OA8	Asst. Director of Budget Administration
	Budget Manager 1 - OA8	Manager of Budget Administration
	Budget Manager 2 - OA9	Director of Budget Administration
	Budget Manager 3 - OA10	Budget & Finance Director

*Each career path level has similar job functions, qualifications, requirements, and scope of responsibility.*



- Important Note: The above chart is an example of a career path structure. This is not representative of what UO’s career path structure will look like. This is for illustrative purposes only.
  - A career path structure groups positions in a logical way including a career family, career function, and possible career path titles.
  - Each career path level has similar job functions, qualifications, requirements and scope of responsibility.
  - The career path options may include management or individual contributor tracks.
- **Timing:**
    - We are close to signing a contract with a consultant.
    - 18-24 month project; goal is to implement the project by the end of calendar year 2020.

- **Next Steps**

- Finalize the contract with consultants and refine the project plan.
- Assemble Advisory and Steering Committees.
- Define communication strategy and vehicles (web site, identifying key audiences, etc.)
- Questions?

Career Path Project Meeting Questions:

Q: Will OA bands be changed based on this project?

A: OA bands will not be changed based on this project. There is already a process in place to review OA bands, as necessary.

Q: Will FLSA designations be changed based on this project?

A: FLSA designations will not change based on this project. If you have a specific FLSA questions, you can discuss these questions with HR's Classification and Compensation department; email [hinfo@uoregon.edu](mailto:hinfo@uoregon.edu).

Q: Will the position and pay action process be reviewed during this project?

A: Position and pay actions are already defined and are not within the scope of this project.

Q: How will the Career Path Structure Project handle positions that are very diverse and do not have a singular focus, but may blend positions?

A: The structure will be flexible for these types of campus positions.

## **Oregon Equal Pay Act**

*Nancy Nieraeth, Director, Talent Acquisition*

- **New requirements under OEPA coming January 1**
  - Work will be evaluated based on "work of comparable character". A summary of this act can be viewed or printed from the [Meeting Highlights and Resources](#) web page.
  - The law does provide for some differences in salary based on seniority, merit, piece rate work, geographical location, education, training.
  - Market is not a factor.
  - We are waiting on final rules from BOLI. No action needs to be taken at the department level at this time. HR will communicate next steps.
- **Awaiting additional guidance from BOLI for implementation**
  - Rulemaking is not final and we have provided feedback to BOLI.
- **How we're preparing**
  - OEPA committee and subcommittees have been created; including one on short-term OA measures.
  - Communication plans are being developed.

- **What this means for you**
  - Salary decisions are requiring more review specifically for new hires and expansion of duty (EOD) requests.
  - Requesting rationale based on allowable factors for pay differences.

## **Talent Acquisition Updates**

*Nancy Nieraeth, Director, Talent Acquisition*

- **Update on Register Guard Advertising**
  - Register guard is under new management.
  - New RG Advertisement Deadline – one day earlier; due on Monday.
  - Survey will be sent to RG users regarding utilization and how we should proceed with RG advertising.
- **Update on Register Guard Advertising (continued)**
  - Pricing may change depending on our needs.
  - HR working with UO Communications to determine RG's flexibility around changes and pricing.
- **Payroll Request Forms (PRFs) for Expansion of Duties (EODs)**
  - PRFs for expansion of duties are now being saved in MyTrack documents.

## **Collective Bargaining**

*Peter Fehrs, Senior Labor Relations Coordinator and Chris Meade, Interim Staff Labor Relations Manager*

- There are no bargaining updates at this time.
- GTFF ground rules are still being discussed.
- In late November, Chris will meet with other OUS school representative to discuss SEIU bargaining.

## **Salary Increase Process**

*Catherine Bonomini-Smith, Senior HRIS Data Analyst*

- **OA Merit Increase Timeline**
  - Salary Planner is open for data entry.
  - Increase recommendations are due to dean or vice president by November 21<sup>st</sup>; CAS deadline may be earlier.
  - Dean and vice president decisions are due to HR Operations by December 4<sup>th</sup>.
  - Timeline on HR Website:  
<https://hr.uoregon.edu/employee-labor-relations/faculty-and-oa-annual-salary-increases/salary-increases-process-timeline>

## Banner 9 HR Implementation

Catherine Bonomini-Smith, Senior HRIS Data Analyst

- Banner 9 demonstration session is scheduled for December 3<sup>rd</sup> at 2:00 PM -3:00 PM in Fenton Hall Room 110. [Sign up in MyTrack learning.](#)
- PWAAPPT (Banner form used to generate faculty and research contracts) updates:
  - Available in Banner 9 late November or early December.
  - User Acceptance Testing to follow.
  - Training December and January.
  - HR Operations team will be available to assist with appointments if you have issues navigating Banner 9.
- We encourage you to generate winter term faculty renewal appointments now.

## MyTrack Update

Haley Ruddell, HR Systems Analyst

- The PD No. is now visible from within the PD in MyTrack.
- Click on the “i” in the blue circle next to the title.
- The pop-up window will show the PD No.



The screenshot displays the MyTrack web application interface. At the top, the MyTrack logo is shown with the tagline "Engagement. Experience. Excellence." Below the logo is the PageUp logo with a "BETA" badge. The navigation bar includes links for "Copy position description" and "Recruit for position". The main content area shows a "Testing Position Export" page for position (PD-7916). The page has three tabs: "Position info", "Notes", and "Documents". The "Position info" tab is active, showing a "POSITION DESCRIPTION" section with a text box containing the instruction: "To edit an approved position description - click 'Restart Approval' and then click 'ok'. A new approval process must be completed". Below this is a "GENERAL POSITION" section.

The next HR Partners meeting is scheduled for Wednesday, December 5, 2018, at 2:00 PM in the Crater Lake North and South rooms, Erb Memorial Union.