



One Community. Big Ideas.

HR Partners Meeting

November 7, 2018

International Hire Paperwork Workshop

Thursday, November 8th, 11:30AM-1PM

Thompson University Center, Rm 305

Banner 9 Information and Demonstration

Friday, November 9th, 1:15PM-2:15PM

Lillis Building Room 282

EAP Webinars for HR Professionals

HR Strategies to Bridge the Generation Gap

November 13th, 11AM-12PM, register online at

www.cascadecenters.com/HR-Webinars

CUPA-HR Webinar

Ethical Leadership: What Every HR Professional Needs to Know

Tuesday, November 13th 10AM-11AM

www.cupahr.org/events/webinars/

Introduction to PERS

Public Employees Retirement System

Tuesday, November 27, 2:00PM -4:00PM

Erb Memorial Union –Rooms 231 and 232

Crucial Accountability

November 27th, 28th, and 29th

(meeting times vary)

Human Resource Training Room 478

MyTrack Recruitment Module

Thursday, December 6th, 2PM-5PM

Human Resource Training Room 478

Crucial Conversations

December 3, 6, and 7, 8:30 AM -12:00PM

Human Resource Training Room 478



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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



ADA in the Workplace

Administrative Updates:

- **Website re: Accommodation Process**
 - Transitioned from AAEO to [HR-ELR](#)
 - Plan to publish FAQ and guidance for employees and supervisors.
- **Email for Accommodation Requests:**
 - WorkplaceADA@uoregon.edu
- **Accommodation Process Document**
 - Est. February 2019



ADA in the Workplace

ADA Compliance Reminders:

- Job applicants are protected under the ADA;
- Law provided protections for those 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;
- Accommodations should not reduce performance standards or eliminate essential functions.



OA Career Path Structure Project

- **Phase I of the OA Compensation Project was implemented in 2016**
- **Phase II – Creating a Career Path Structure will launch soon**
- **Purpose:**
 - 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?**



OA Career Path Structure Project

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	<i>Budget Assistant</i>
	Budget Admin 2 - OA6	<i>Budget Coordinator</i>
	Budget Admin 3 - OA7	<i>Budget Administrator</i>
	Budget Prof 1 - OA6	<i>Budget Analyst or Budget Specialist</i>
	Budget Prof 2 - OA7	<i>Sr. Budget Analyst</i>
	Budget Prof 3 - OA8	<i>Asst. Director of Budget Administration</i>
Budget Manager 1 - OA8	<i>Manager of Budget Administration</i>	
Budget Manager 2 - OA9	<i>Director of Budget Administration</i>	
Budget Manager 3 - OA10	<i>Budget & Finance Director</i>	

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



OA Career Path Structure Project

Timing

- 18-24 month project

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



Oregon Equal Pay Act

- **New requirements under OEPA coming January 1**
- **Awaiting additional guidance from BOLI for implementation**
- **How we're preparing**
 - OEPA committee and subcommittees, including one on short-term OA measures
 - Communication plans
- **What this means for you**
 - Salary decisions are requiring more review (new hires and EODs)
 - Requesting rationale based on allowable factors for pay differences



Talent Acquisition

- **Update on Register Guard Advertising:**
 - New Deadline
 - Survey
 - Pricing
- **Payroll Request Forms (PRFs) for Expansion of Duties (EODs)**



Employee and Labor Relations

GTFF/SEIU Bargaining Update



HR Operations

OA Merit Increase Timeline

- Salary Planner open for data entry
- Increase recommendations due to dean or vice president November 21st
- Dean and vice president decisions due to HR Operations December 4th
- Timeline on HR Website
 - <https://hr.uoregon.edu/employee-labor-relations/faculty-and-oa-annual-salary-increases/salary-increases-process-timeline>



HR Operations

Banner 9 HR Implementation

- Banner 9 demo session on Friday afternoon. Sign up in MyTrack learning.
- PWAAPPT updates:
 - Available in Banner 9 late November or early December.
 - User Acceptance Testing to follow.
 - Training December and January.
- Generate Winter term faculty renewal appointments now.



HR Operations

MyTrack Update

- The PD No. is now visible from within the PD.
- 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 HR system interface. At the top, the MyTrack logo is visible with the tagline "Engagement. Experience. Excellence." Below this is a dark blue navigation bar containing the PageUp logo and a "BETA" badge. Underneath the navigation bar are two links: "Copy position description" and "Recruit for position". The main content area shows the title "(PD-7916) Testing Position Export" with the PD number highlighted in yellow. Below the title are three tabs: "Position info", "Notes", and "Documents". The "Position info" tab is active, showing a "POSITION DESCRIPTION" section with a dark green header. Below this is a grey box containing the text: "To edit an approved position description - click 'Restart Approval' and then click 'ok'. A new approval process must be completed". At the bottom of the visible content is a "GENERAL POSITION" section with a dark green header.

HR Partners

Questions and Answers



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Next HR Partner Meeting

**Wednesday, December 5, 2018,
2:00 PM**

**Location: Crater Lake Rooms
North & South**