

One Community. Big Ideas.


HR Partners Meeting November 7, 2018



MyTrack Engagement. Experience. Excellence.

<p>International Hire Paperwork Workshop Thursday, November 8th, 11:30AM-1PM Thompson University Center, Rm 305</p> <p>Banner 9 Information and Demonstration Friday, November 9th, 1:15PM-2:15PM Lillis Building Room 282</p> <p>EAP Webinars for HR Professionals HR Strategies to Bridge the Generation Gap November 13th, 11AM-12PM, register online at www.cascadecenters.com/HR-Webinars</p> <p>CUPA-HR Webinar Ethical Leadership: What Every HR Professional Needs to Know Tuesday, November 13th 10AM-11AM www.cupahr.org/events/webinars/</p>	<p>Introduction to PERS Public Employees Retirement System Tuesday, November 27, 2:00PM -4:00PM Erb Memorial Union –Rooms 231 and 232</p> <p>Crucial Accountability November 27th, 28th, and 29th (meeting times vary) Human Resource Training Room 478</p> <p>MyTrack Recruitment Module Thursday, December 6th, 2PM-5PM Human Resource Training Room 478</p> <p>Crucial Conversations December 3, 6, and 7, 8:30 AM -12:00PM Human Resource Training Room 478</p>
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Register on the MyTrack Learning Module



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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 <small>(Internal titling format for reporting & identification)</small>	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.




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.

Creative Services Manager	
Creative Services Manager	
5 - PWA	
ME No.	517537
PD No.	PD-276
Exp.	2018-2019
POS	6
SP-Code	SP-Primary Communications
TD-Code	101



HR Partners

Questions and Answers



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