

Training Announcements

- **MyTrack Recruitment and Hiring trainings for October 2018:**
 - Advanced Applicant Management, Thursday, Oct. 4th, 1:30 PM – 3PM
 - Offer and Onboarding, Thursday, Oct. 11th, 9AM-12PM
 - Recruitment Module Training, Tuesday, Oct.16th, 2PM-5PM
 - Creating Effective Position Descriptions, Monday, Oct. 22nd, 9AM-12PM
- **Title VII & IX and ADA–Supervisor Essentials**, Wednesday, October 10th, 2PM-4PM
- **Wellness Seminars:**
 - Alzheimer’s & Dementia: The Basics, Thursday, October 18th, 12PM-1PM
 - Healthy Relationships, Thursday, October 25th, 12PM-1PM
- **Understanding Implicit Bias**, October 5th, 16th, 22nd or 23rd, 1PM-3PM
- **Orientation for New HR Partners**, Friday, October 26th, 1PM-3PM

Register for these sessions on the MyTrack Learning Module

Agenda

Open Enrollment & Family Medical Leave Act Resources

Cindi Peterson, Benefits Manager

HR Staffing

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

CHRO Search Input

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

HR Advisory Team members

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

HR Projects

HR Leadership Team

OA Salary Bands Update

Nancy Nieraeth, Director, Talent Acquisition

MyTrack Updates

Haley Ruddell, HR Systems Analyst

Performance Review Completion

Sonia Potter, Director, HR Operations

Open Enrollment & Family Medical Leave Act Resources

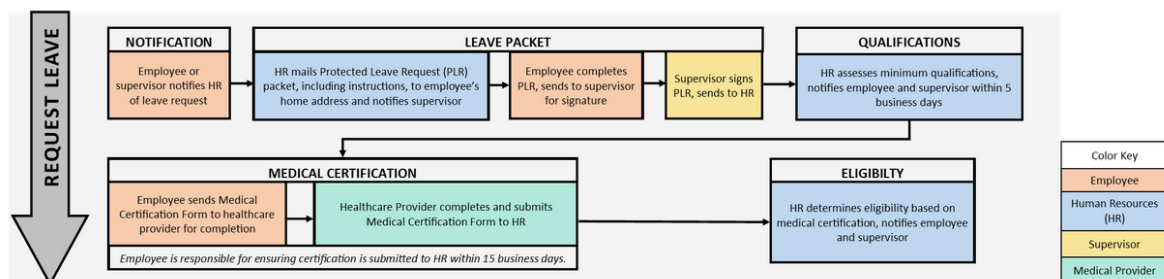
Cindi Peterson, Benefits Manager

- The [Open Enrollment PowerPoint presentation](#) is available on the HR Partner Highlights and Resources web page.
 - Open Enrollment is mandatory – all new and recurring employees must take action for 2019 benefits. Open Enrollment is October 1-31, 2018.
 - Explore the Benefits [Open Enrollment website](#) and take action early.
 - Enroll and elect the Health Engagement Model (HEM) for 2019; complete your Health Assessment.
 - Failure to take action by October 31, 2018, will result in an increased medical plan deductible, tobacco surcharge and spouse/domestic partner surcharge (if enrolled on your medical plan).
 - New Medical Plan Provider: Kaiser Permanente is now available for full and part-time employees.
 - Other changes for 2019 and Plan Comparisons can be reviewed on the [Open Enrollment website](#).
 - The [PEBB Open Enrollment Guide](#) is also available for your review.
 - Any questions please contact the Benefits Office at 541-346-2964.

Family Medical Leave Act – website project

- The [Medical Leave Process](#) webpage has been redesigned to include new process flowcharts:

Request Leave Process Overview



- Please review the three process flowcharts: Request Leave Process Overview, On Leave Process and Leave Ends Process and send your feedback to hrbenefits@uoregon.edu
- We will continue to update the page to meet the needs of employees, supervisors and our HR Partners.

HR Staffing

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

- Welcome to Tiffany Ray, our new HR Compliance and Training Officer. Tiffany started in late September and will be working on compliance and training related to the Clery Act, the Student Sexual and Gender-Based Harassment and Violence Complaint policy, and Workplace Harassment and Discrimination Prevention training.
- Congratulations to Grant Keeney who accepted the Classification and Compensation Analyst position in Talent Acquisition. Grant will transition from his current position in HR Operations to his new position over the next few months. Brittany Jayne is our new HR Office Assistant. Brittany had been working on an interim basis in the HR Service Center and we are very excited that she has accepted this ongoing position.
- Welcome to Kaley McCarty our new Interim HR Administrative Assistant. Kaley is working in the HR Service Center.

HR Search Updates

- We will be launching a search for a position to take on the affirmative action work formerly handled by Judy Rideout. We hope to launch the search by late fall. We will be launching a search for the permanent position of Senior Employee and Labor Relations Coordinator and Manager, currently held by Chris Meade on an interim basis. We hope to launch the search by late fall. A new position related to data analysis will be developed for the HR Operations area and will be posted in the coming months.

Searches in progress:

- Talent Acquisition is currently interviewing for an HR Generalist for Recruiting position.
- 2 new interim positions to support the recruitment function in Talent Acquisition will be posted in the coming weeks.

Chief Human Resource Officer Search: Opportunity to Give Input

- The CHRO Search Committee is working with Parker Executive Search Firm to identify the needs for the CHRO position.
- Thanks to all those HR Partners who participated in the listening sessions this week.
- If you were unable to participate and would like to provide input please click on the link below to access this five-question online survey: <https://www.surveymonkey.com/r/3F8PSZG>

2018/2019 HR Advisory Team members

- The list of HR Advisory Team members can be found on [HR Partner Network](#) web page.
- We want to welcome three new members to the HR Advisory Team for 2018/19:
 - **Teri Rowe**, Economics & Sociology, Manager of Finance & Administration
 - **Sonja Runberg**, Office of the Provost, Associate Director of Operations
 - **Michael Thompson**, Financial Aid and Scholarships, Assistant Director for Administration and Financial Support
- The Advisory Team met recently to discuss ongoing projects and we want to thank them for their partnership.

HR Projects

- A spreadsheet and summary document of our current and upcoming HR Projects for 2018/19 can be found on the [HR Partner Highlights and Resources](#) web page.

Employee and Labor Relations Projects

- We will be working to ensure compliance with the Oregon Equal Pay Act. This law prohibits employers from discrimination in the payment of wages for work of comparable character. This act is effective January 1, 2019. The implementation team is underway.
- The Employee and Labor Relations team will also be working on the following policies:
 - Unrepresented Faculty Policies –led by the Office of the Provost
 - Workplace Violence Policy – led by Safety and Risk Services
 - ADA Policy Development and Process Review

Talent Acquisition Projects

- Delegated Unit Partner Model pilot is underway. Finance and Administration Shared Services is our pilot department. This model will delegate authorization of specific HR processes to delegated unit partners to decrease processing times and increase the capacity of the Talent Acquisition team.
- Our recruitment process and workflow was reviewed this past spring. The [Recruitment and Workflow Consultant Report](#) is available on the HR website. We will form a stakeholder team to review this report and determine implementation priorities for the coming year.

HR Operation Projects

- We are currently supporting the Information Services upgrade to [Banner 9](#) the campus wide enterprise resource planning system and subsequent Banner 9 Self Service implementation.
- Banner 9 will look and feel very different from the current Banner system so it will take some time to feel comfortable.

HR Programs and Services Projects

- We are working with our vendor, United Educators, to update our Workplace Harassment and Discrimination Prevention training to include information about our new Student Sexual and Gender Based Harassment and Violence Complaint and Response Policy.
- We hope to have this training available to our employees by late fall or early winter.

OA Salary Bands Update

Nancy Nieraeth, Director, Talent Acquisition

- The OA Salary Band changes are effective December 1, 2018
- Any employee under the new minimum in their band will be brought up to the minimum as of December 1.
- Employees no longer above the band maximum will not have to submit an exception form for salary increases.
- Notifications of changes were sent to vice presidents, deans, chiefs of staff, direct supervisors and affected employees.
- The new [OA salary bands](#) have been updated and are available on the Classification and Compensation web page.

MyTrack Updates

Haley Ruddell, HR Systems Analyst

- The MyTrack Recruitment module has a new Dashboard look.
- The Myjobs page also has a new look and more complete listings of your jobs.
- IMPORTANT NOTICE: For those applicants who have withdrawn and reapplied to the same job, you will see that their current application status is “New” and their selection outcome is “Withdrew-Other.” These applicants are part of your pool and need to be reviewed. Please contact Talent Acquisition for assistance in moving these applicants along in your process.
- Any applicant who has withdrawn and not reapplied will disappear from your View Applicants screen.

Performance Review Completion

Sonia Potter, Director, HR Operations

- [New Performance Review Process](#): Enter completed reviews into MyTrack.

- As of Monday of this week, over 300 reviews have been entered in MyTrack.
- A report of combined Banner and MyTrack performance review completions will be generated for each Vice President and Dean.

PRF Log

- A PRF log will be available to HR Partners via OneDrive. This log will allow departments to access the current status of their paperwork.
- If you would like access to this log please email hrops@uoregon.edu

The next HR Partners meeting is scheduled for Wednesday, November 7, 2018, at 2:00 PM in the Crater Lake South room, Erb Memorial Union.