

HR Partners Meeting
September 5th, 2018 Highlights

Training Announcements:

- We now share the HR Partner meeting slides and outline on the Tuesday prior to each meeting. These resources are available on our [Meeting Highlights and Resources web page](#). The outline is a great aid for taking notes at the meeting.
- Recruitment & Hiring: *Position and Pay Actions, Recruiting for Success, and Advanced Applicant Management* training sessions are scheduled in September and early October. View and register for these trainings on the [MyTrack Learning module](#).
- Cascade Centers, the university's employee assistance program, has created an e-learning [Employee Assistance Program Orientation video](#) for UO employees. The orientation video is available on MyTrack Learning module. Please share this resource with supervisors and employees in your department.
- Cascade Centers also offers [Human Resource Series Webinars](#). This month's webinar topic, Communication Skills for the HR Professional, is scheduled for Tuesday, September 18th, from 11AM to 12PM. Register online with Cascade Centers.
- Human Resources is offering three Elder Care Connection seminars this fall which include information about the resources available in Lane county, as well as, important information about Alzheimer's and Dementia. Please review the [Wellness Seminar Series for Faculty and Staff](#) web page for dates and times.
- New Employee Orientation is Tuesday, October 2nd, from 8:15AM to 12:00PM. We encourage you to have your new employees attend this session. Registration is available in [MyTrack Learning module](#).
- The [Benefits Fair](#) is Tuesday October 2nd, from 10AM to 2PM, in the Crater Lake Rooms, Erb Memorial Union.

Agenda:

- Featured Presentation: **Best Practices for Responding to and Reporting Prohibited Discrimination**
Missy Matella, Senior Director, Employee and Labor Relations
Darci Heroy, Associate Vice President, Chief Civil Rights Officer and Title IX Coordinator,
Office of Investigations and Civil Rights Compliance

Agenda:

- **OA Salary Bands Update**
Diana Sobczynski, Senior Compensation Analyst
- **OA & Faculty Salary Increases**
Missy Matella, Senior Director, Employee and Labor Relations
- **Performance Review Completion and Reporting**
Sonia Potter, Director, HR Operations
- **Fall Processing Timelines and Pro Tem Hiring Process**
Nancy Nieraeth, Director, Talent Acquisitions
- **OA Procedure Updates**
Annie Herz, Senior Employee Relations Coordinator, Employee & Labor Relations

OA Salary Bands Update

Diana Sobczynski, Senior Compensation Analyst

- The OA Salary Bands update will go into effect December 1, 2018.
- Communication about the update will be distributed in mid-September.
- The new OA Salary bands will be available on the OA Compensation Structure web page in mid-September and will include the new structure and a Frequently Asked Questions resource guide.

OA & Faculty Salary Increases

Missy Matella, Senior Director, Employee and Labor Relations

- The university has established a 2% salary pools to provide salary increases for OA and faculty in fiscal year 2019.
- OA increases will be determined through a merit process and will be effective January 1, 2019.
- OA eligibility information is available on the OA Salary Increases: Administrative Guidelines web page.
- Tenure Track faculty will receive a 1.25% across the board increase and .75% pool to address equity.
- Career Non Tenure Track faculty will receive a 2.0% across the board increase.

HR Operations

Sonia Potter, Director, HR Operations

- **Performance Review Completion and Reporting**
 - New submission process
 - Website with instructions: Performance Review Completion and Reporting:
<https://hr.uoregon.edu/oa/oa-performance-management-overview/oa-performance-review-submission>
 - Supervisors on record in Banner have access to the performance review submission form for their employees.
 - If you are entering on behalf of a unit or department for employees you do not supervise, input yourself into the 1-up manager spot to maintain access to the submission form.
 - Non-supervisors can submit reviews on behalf of a unit or department for employees they do not supervise. To do so, you must:
 - request access via email to mytrackhelp@uoregon.edu
 - input the employee's name and their supervisor of record's name in the appropriate spots
 - input yourself into the 1-up manager spot to maintain access to the submission form
 - Reports are available in MyTrack to see who has been entered in your unit.
 - HR Operations will provide completion information submitted into old system to VPs and Deans in early September.
 - Performance reviews should be completed by the end of October. College of Arts and Sciences performance review deadline is October 26, 2018.

Talent Acquisition

Nancy Nieraeth, Director, Talent Acquisition

- Fall Processing Timelines
 - September 1 deadline has passed for fall term starts.
 - Please submit offer cards and update candidate statuses ASAP.
- Pro Tem Hiring Process is live for fall
 - Instructional pro tem faculty will no longer need a job-specific position description in order to complete their hire, eliminating a step that required both unit and Talent Acquisition review.
 - Research and clinical pro tem hires will continue to need a job-specific position description prior to hire.

- Please include the number of position number needed for each pool. Position numbers can be reused and should be included in the requisition notes section.

OA Procedure Updates

Annie Herz, Senior Employee Relations Coordinator, Employee & Labor Relations

- OA procedures updates have been approved and updated on the OA Policy web page.
- Two Information Sessions are scheduled to reviewed these updates:
 - Tuesday, Sept. 11th, 12:00-1:00, HR Training Rm.
 - Thursday, Sept. 13th, 12:00-1:00, EMU, Swindells Rm.
- A video summary of the [August 2018 OA Procedure Updates](#) is available on the OA Policy web page.

The next HR Partners Meeting is Wednesday, October 3rd at 2:00 PM, in the Redwood Auditorium, Erb Memorial Union.