

HR Partner Highlights
September 11, 2019

Upcoming Training: Register on the MyTrack Learning and Development module

[I-9 Employment Eligibility](#) Workshop with an option International Hire Document training
Thursday, September 12, 10AM-12PM, Thompson Training Room

[Incident Response Training-Cyber Threats](#), Wednesday, September 18, 1PM-3PM, HR Training Room

[HRIS Electronic Approval Forms \(EPAF\)](#), Thursday, September 19, 9:30AM-11AM, Thompson Training Room

[Search Process Advocate Training](#), September 19, 20, 24, 8:30AM-1:30PM

[Suicide Prevention Training and Resources](#), Tuesday, September 24, 2PM-4PM, Room TBD

[New Employee Orientation](#), Tuesday, October 1, 8:15AM-12:00 PM, Ford Alumni Center

[Understanding Implicit Bias](#), multiple sessions available in October

[Supporting a Respectful Work Environment –Supervisor Development](#)
Wednesday, October 9, 9AM-11AM, HR Training Room

Meeting Agenda

HR Mission, Vision, and Strategic Principles

Mark Schmelz, Chief Human Resource Officer and Associate Vice President

OA Job Family Framework Project

Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives
Nancy Nieraeth, Director, Talent Acquisition

Bargaining update

Missy Matella, Senior Director, Employee and Labor Relations

Electronic PRF Project update

Sonia Potter, Director, HR Operations

Legislative update

Jeslyn Everitt, Assistant General Counsel, Office of the General Counsel

HR Mission, Vision, and Strategic Principles

Mark Schmelz, Chief Human Resource Officer and Associate Vice President

- Over the last three months, I have met with university leaders, HR Partners, the HR leadership team and HR staff to discuss our structure, mission, vision, and strategic principles.
- There is a common body of HR work being performed on campus. To meet university leadership and employee expectations, our HR Community works together to share ideas, concerns, and to solve problems.
- A “**community of practice**” is a group of people who share a concern or passion for something they do, and learn how to do it better as they interact regularly. The HR Partner Network brings to mind the lines that connect our HR community of practice. A community of practice takes our HR professionals to next level and is another way to identify our HR group at the university. We will discuss this new idea during our next few HR Partner meetings and will request your feedback over the next few weeks.
- The mission, vision, and strategic initiatives on the HR website was a good start to our work and a little different then what I will share today.
- **Mission**
HR is committed to fostering a campus Human Resources community of practice. Through collaboration and connection, we work to strengthen HR functions and practices within this community as we all support university leadership and institutional priorities. We will build and enhance connections throughout the network of Human Resources professionals and practitioners on campus and leverage relationships among this community and campus constituents.
- **Our daily work is guided by the following strategic principles:**
 1. *Continuously improve, develop, and provide support and training for HR practices, systems and processes to maximize effectiveness and efficiencies and deliver thoughtful strategic outcomes that support a diverse and inclusive University and contribute to University success.*
 2. *Lead engagement of the campus workforce to enhance the employee experience and foster an inclusive environment connecting members of the campus community to institutional priorities and contributing to University success.*
 3. *Engage HR professionals and practitioners on campus to enhance HR knowledge, skills, and abilities. Leverage the strength of the full HR community in delivering campus HR services with shared core values.*
 4. *Reinforce and augment HR’s partnership with UO leadership in the implementation of strategic initiatives*
- The HR mission, vision, and strategic principles will be shared with the HR community for your feedback over the next few weeks.

OA Job Family Framework Project

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

- Approximately 80% of OA position descriptions were submitted to Sibson, the consultant on this project. Thank you to all the HR Partners for all your hard work to make the OA PD Update Initiative a success!
- This is a significant success for the purposes of the OA Job Family Framework project.
- It is also a best practice to have updated position descriptions in university departments.
- Sibson is currently reviewing all of the position descriptions.
- They will use the information from the position description review to recommend a job family framework that is specific to UO.
- We are also currently working on an OA Compensation Philosophy for the university, which we will roll out by the end of fall term.
- Please know University HR will take care of submitting OA PDs that are currently under review in HR for recruitment or a position or pay action to Sibson. No action needs to be taken by units at this time.
- University HR will submit the PD that is currently in MyTrack to Sibson, if an updated PD was not submitted for the purposes of the OA JFF project.
- View the September 10th update for the [OA Job Family Framework Project](#) on HR's website.

OA Job Family Framework Project

Nancy Nieraeth, Director, Talent Acquisition

- Reminders:
 - To launch a search, position descriptions need to have been through the regular HR approval process.
 - Focus on those position descriptions submitted now for immediate recruitment or other "live" pay action—HR will compare with the last approved PD version.
 - We know you will want to get your department PDs into the normal review process so they are ready for recruitments or other pay actions, and we ask that you submit them in phases. With such a large number moving into the regular review, they will need to be prioritized after those position description submitted for "live" pay actions.
 - We will expedite the PDs that are substantially similar or have very minor changes.
 - Those PDs with significant changes will go through a full classification and compensation review.
 - Consult with Talent if you have concerns or unique needs.

Bargaining update

Missy Matella, Senior Director, Employee and Labor Relations

- We are currently in mediation sessions with the Graduate Teaching Fellows Federation (GTFF). The next session is Monday, September 16.
- We have had some good sessions and we are hopeful to reach an agreement.
- Communication will go out after that mediation session and you can check the [Negotiation Updates](#) webpage to keep informed.

- The Service Employee International Union (SEIU) declared an impasse, which means within 37 days they can legally strike.
- The university will be notified within 10 days of a strike by SEIU. We believe it will be close to the first week of school and we may know as early as September 23.
- Additional SEIU mediation sessions are planned for September 23 and 24.
- We are talking to units about strike planning and strike planning tools. Please reach out to us if you need to talk about strike planning.
- An [FAQ](#) is available on the ELR website and it answers a number of common questions. We will be highlighting this resource with our weekly communication.
- Our goal is to reach a fair contract and we are exercising our due diligence right now in case of a strike.
- Please review the [Negotiations Updates](#) website to stay current.
- HR Partners will receive communications about the GTFF mediations.
- Supervisors will receive communications about SEIU mediations.
- If you have complicated strike questions from classified employees, please reach out to Employee and Labor Relations at uoelr@uoregon.edu.
- Thanks to everyone for your hard work.

Electronic PRF Project update

Sonia Potter, Director, HR Operations

- We have a HR and Payroll team reviewing the Payroll Request Form (PRF) process as an initial step prior to moving it into an electronic process.
- The goals of the project are to bring more transparency and efficiency to the PRF process
- The electronic PRF workflow will be in an electronic system similar to Duck Docs. We are currently looking at the OnBase system, the University's new document imaging and workflow system.
- As we review the process, we are questioning each of the steps of the PRF process within both HR Operations and facilitating this review by other units in the process.
- We recognize that changing a long-standing process and moving to an electronic system can be difficult and that it will be a change for a lot of you.
- We will be reaching out in October to seek your input and will continue to update you on our progress.

Legislative update

Jeslyn Everitt, Assistant General Counsel, Office of the General Counsel

- We had a very busy legislative session this year adjourning on June 30, 2019.
- There were a number of changes affecting Human Resources including the equal pay act, workplace fairness, paid family and medical leave, collective bargaining, sexual harassment policy requirements, campus security officers, tuition/funding. I will present on a number of these changes at the October HR Partners meeting.
- HB 2593 is an update to pregnancy related rest periods:
 - Employee must provide "reasonable notice" that they intend to express milk upon returning to work. No discipline should be given if employees do not give notice.
 - Employee is entitled to a "reasonable rest period to express milk each time the employee has

- a need to express milk.” (previously up to 30min each 4 hour period)
- Break is unpaid, and should be taken at the same time as rest/meal periods, if feasible.
 - The employee may work before or after the normal shift to make up the unpaid portion of the rest periods, with supervisor approval.
 - If the employee does not make up the time, however, they are not required to use paid leave.
 - HB 2593 is effective September 29, 2019. Please review the updated information on the HR website at: <https://hr.uoregon.edu/worklife/children-elders-family/lactation-support>
 - Location information for lactation support rooms, requesting a sign for an office door or dedicated space in your department, and requesting a refrigerator for your office is available on the HR website, [Lactation Support Programs](#).
 - Contact Jen Mirabile, Senior Programs Coordinator, if you have questions at mirabile@uoregon.edu.
- HB 2341 states, “Employers may not discriminate/retaliate or fail to make accommodations to job applicants or employees **relating to pregnancy, childbirth, or related condition including lactation.**”
 - HR will inform HR Partners when notices to employees and posters for departments are available.

The next HR Partners meeting is Wednesday, October 2, at 2PM, in the Gumwood Room, Erb Memorial Building.