

HR Community of Practice Meeting Highlights

July 12, 2023

Learning and Development Opportunities

- [July Learning and Development Monthly Learning Challenge – Developing Emotional Intelligence](#)
- [Lane County HR Association monthly meeting](#), Tuesday, July 18, 7:30am-9am
- [HR Orientation for New HR Partners](#), Tuesday, July 18, 10am-11:30am
- [Overseeing Large Student Staff](#), Wednesday, July 26, 2pm-3pm
- [New Employee Orientation: Mission, Structure and Shared Responsibilities](#), Tuesday, August 1, 9:30am-11:30am

Virtual Trainings

- [SHRM Upcoming Webcasts](#) (membership required)
- [Using Feedback to Build a Growth Minded Work Environment](#), [Academic Impressions](#), Thursday, August 3, 10am-12pm,
- [Success Managing a Hybrid Workforce](#), [Academic Impressions](#), Thursday, September 7

Welcome New HR Partners:

Jules Davies, Talent Acquisition Specialist, CAS Business Office

Kathy Noakes, Senior HR Coordinator, Knight Campus

Hailey Davis, Interim HR Coordinator, Knight Campus

Morgan Kolling, Acquisition Specialist, CAS Business Office

JeaLinda Patton, Operations Manager CAS ASU 7, Departments of Anthropology, Geography, and Environmental Studies

Meeting Agenda:

- Using Professional Development as Part of Your Engagement Strategy
Evey Lennon Associate Vice Provost and University Librarian for Central Services
Chloe Barnett, Learning & Development Coordinator
- Bargaining updates
Brittany Jayne, Associate Director, Employee and Labor Relations
- I9 COVID Flexibility update
Ben Kane, Director, Payroll Services
- Summer and Fall Term Offers
Maeve Anderson, Associate Director, Talent Acquisition
- Staffing updates

Using Professional Development as Part of Your Engagement Strategy

Evey Lennon Associate Vice Provost and University Librarian for Central Services

Chloe Barnett, Learning & Development Coordinator

- UO Learning and Development provides training, education, and professional development opportunities with core programs in:

- Leadership and Supervision
- Communication, Collaboration, and Relationship Building
- Planning and Productivity
- Online Learning
 - LinkedIn Learning
 - Gallup Access Platform
 - Employee Engagement: Manager's Toolkit
 - Online and Self-Guided Learning Library
 - Monthly Learning Challenge
- Facilitation Services Offered
 - For departments across campus focused on your specific needs and goals, workshops include:
 - Team Building, Creative Thinking, Workflow and Process Mapping / Review, Facilitated Debrief
- We offer coaching for individuals and teams based on the CliftonStrengths Assessment
 - 1 on 1 Coaching Sessions
 - Discover Your Individual Strengths – Teams Session (90 minutes)
 - Strengths and Teams (60 minutes)
 - CliftonStrengths for Supervisors (90 minutes)
- Consultation - We can connect you to facilitators, help build custom training for teams and departments, and point you to online learning resources to meet specific needs.
 - E-Mail: learning@uoregon.edu
 - Website: <https://hr.uoregon.edu/learning-and-development>
- UO Libraries - Pivoting from survival mode into thrive mode
- Professional development – Four major phases
 - Encouraging a culture of learning
 - Removing barriers
 - Partner with experts
 - Provide opportunities
- Encouraging a culture of learning
 - HR Partner – can “sell” professional development and the value of PD to leadership
 - Make time for PD training, learning, and growing as an employee
 - Encourage leadership to model PD in their own time management – schedules should include regular PD
 - Align values with action – Provide a budget for PD
- Removing Barriers
 - Find out why people weren't engaging in PD
 - Time
 - Budget
 - Process
 - Lack of supervisor support

- HR partner can talk to supervisors to come up with solutions for staffing, etc. Making opportunities available for people not on traditional schedule
 - Long history of faculty librarians doing PD – wanted to make the process uncomplicated for OAs and classified staff, who didn't have that culture
- Partner with Experts
 - Connect with L&D
- Provide Opportunities
 - Supervisor Development was a skill that was needed
 - Difficult Conversations
 - Crucial accountability – recommended to more experienced supervisors
 - Developing trust – CliftonStrengths for supervision, focus on team building and strengths. Maximize contributions.
 - With online learning - think about your audience – what kind of courses will appeal to them. Customize to your own group of employees
- Maintain learning as a key cultural value
- Next year – will have monthly learning themes and recommended resources

Bargaining updates

Brittany Jayne, Associate Director, Employee and Labor Relation

- Economic reopener to start in October 2023
- Shorter bargaining timeline of 90 days rather than the 150 days
- Parameters of reopener
 - Reopener for the purpose of negotiating Article 21: Salary
 - Up to 7 additional articles, attendant letters of agreement, or letters of agreement to be selected by each party, and any others mutually agreed upon.
 - Articles 22, 24, and the Letter of Agreement on Article 21 cannot be reopened
 - Neither party may propose selective salary increases for more than 5 classifications during the reopener, except by mutual agreement.
 - In 2022, about 30 classifications were placed in a new salary range
 - All other employees shall be placed in the new salary range on February 1, 2022 at a salary rate equivalent to their current rate and shall be eligible for increases on their next salary eligibility date, after February 1, 2022.
- Effective February 1, 2025, employees in the classifications listed on slide 22 (below) shall be placed in the new salary range in the following manner:
 - Employees who are below the first step of the new salary range shall be placed at the first step of the new salary range on February 1, 2025 with a new salary eligibility date of February 1.
 - About 16 classifications will be put into a new range
 - For an employee whose rate is within the new salary range, but not at a corresponding salary step, the employee's salary shall be maintained at the current rate.

- All other employees shall be placed in the new salary range on February 1, 2025 a salary rate equivalent to their current rate and shall be eligible for increases on their next salary eligibility date, after February 1, 2025.

<u>Classification</u>	<u>Class #</u>	<u>Current Range</u>	<u>New Range</u>
Office Assistant	0102	11	12
Office Specialist 1	0103	13	14
Office Specialist 2	0104	16	17
Paralegal 1	1523	19	20
Paralegal 2	1524	23	24
Paralegal 3	1525	26	27
Administrative Program Assistant	0107	18	19
Administrative Program Specialist	0108	20	21
Executive Support Specialist 1	0118	18	19
Executive Support Specialist 2	0119	20	21
Word Processing Tech 1	0530	12	13
Word Processing Tech 2	0531	14	15
Word Processing Tech 3	0532	16	17
Medical Records Specialist	0015	16	17
Accounting Technician	0201	16	17
Payroll Technician	0205	16	17

- Does not lead to an immediate increase in most cases
- Employees who are currently topped out and earning the longevity premium will continue to earn the longevity premium (specifically negotiated) after the selective increase
- COLA's for this contract- January 1, 2022, increased by 3.10%. July 1, 2022, increased by 2.50%

I9 COVID Flexibility update

Ben Kane, Director, Payroll Services

- USCIS has had a Covid exception in place since March of 2020 that allowed for ability to review hire documents remotely. That is coming to an end as of July 31.
- I-9s can no longer be collected virtually over Teams, Zoom, etc.
 - I-9 completion must be done in person
- Documents presented to be used to fulfill the I-9 must be originals; copies of the documents are not valid
 - No expired documents
- Wet signatures are required for both pages – **no digital signatures**
- If an employee will not be in Eugene to complete the I-9, or is working remotely, you can have an outside party complete the I-9
 - <https://ba.uoregon.edu/payroll/remote-hires>
- For I-9s where there has previously been no physical review of documents due to the exception, a new I-9 must be completed with physical review of documents by August 31st.

Summer and Fall Term Offers

Maeve Anderson, Associate Director, Talent Acquisition

- Talent Acquisition is in offer season – over 200 offers have been submitted since June and number will continue to uptick through September 15th.
- To meet payroll’s September 8th deadline for Sept 15th starts, please be sure to:
 - Have enough B#s attached to your pools by **August 21st** (here’s how to add them: <https://hr.uoregon.edu/faculty-pools>)
 - Enter offer cards in MyTrack no later than **August 25**
 - Move candidates to “contingent offer accepted” no later than **August 25**
 - If you anticipate international background or education checks, you might want to kick off even earlier than 8/25 to ensure possibility of timely release
- Best Order of Operations
 - Make sure to have B numbers – must have this in order to enter an offer card. Should be done in advance.
 - Move candidates to “contingent offer accepted”
 - This starts the background check process and alerts the Talent Acquisition team that you’re hiring someone - if you skip this step, Talent Acquisition won’t know
 - Enter the offer card
 - Do this soon after or at the same time as moving candidates forward
 - Include appropriate documentation
 - Saves Talent Acquisition Team time and follow up if offer cards are entered promptly
- Offer Tips Documentation

	Faculty	Officers of Administration	Classified
Salary 	Signed Pay Action Form (salary on form needs to match salary on offer card)	Offer is within approved range OR you’ve attached approval email from class comp	You’ve previously had the offer step approved by talent and it is noted on the requisition.
Contingent offer letter 	Career – letter Pro tem – letter or email	Letter or email	Letter or email (best practice, not required)

- Offer Tips – Most Important
 - Under Position Type:
 - Select “Yes” if your position will have an end date. Enter an end date for pro tem/visiting faculty, interim OAs or limited duration classified PDs.
 - Select “No” if your position will not have an end date. DO NOT enter an end date for career faculty (except Law and EC CARES) or other ongoing positions.
 - **This step cannot be undone.** If this is done wrong, the only option is to delete the offer card and have you start over.
- Other Offer Tips
 - Post-Doctoral Scholars

- Make sure to include a mentor plan
 - If you have evidence of degree completion (but the degree has not been conferred yet) please include!
- Instructors
 - If your selected candidate does NOT have a master's degree, please attach approval from the Office of the Provost. (This is only allowed if your posting allowed for this possibility)
- When you select a supervisor on the offer card, please make sure that person has a position
- Communicate with Talent Acquisition:
 - If there are circumstances (other than a start date) that require an offer to move more quickly.
 - If something changes (e.g. start date, salary, someone withdraws after accepting an offer).
- Communicate with your candidates to:
 - Let candidates know that their formal offer may take some time
 - Remind them that they will get a background check request

Staffing updates

- Benefits welcomes:
 - Juniper Thompson, Benefits Coordinator
 - Cindi Huie, Benefits Coordinator
- Talent Acquisition, Classification, and Compensation welcomes:
 - Rhonda Smith, Dual Career Liaison, who is moving over from Office of the Provost as of July 1

The next HRCP meeting is Wednesday, August 2, 2023.