

HR Community of Practice

September 13, 2023

2:00 PM - 3:00 PM



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[New Faculty and Staff UO Community Orientation and Resource Fair](#)

Monday, September 18, 9:00am to 11:00am

[Using LinkedIn Learning for Employee Training and Development](#)

Wednesday, October 11, 9:30am to 11:00am

[Crucial Conversations for Mastering Dialogue](#)

Instructor Led - In Person Course, October 2023

[September Monthly Learning Challenge: Building Your Professional Network - In Person Facilitated Discussion](#)

Friday, October 6, 12:00pm – 12:50pm

[Excel Formulas: Basics](#)

Monday, October 30, 9:00am to 12:00pm

Virtual Trainings

[SHRM Upcoming Webcasts](#) (membership required)

[UO Digital Content Accessibility Training](#)

[September Learning Challenge - Building Your Professional Network](#)

[HR Community of Practice: Training and Resources](#)

HRCP Professional Development Workshop Series

Half-day sessions including lunch. *Dates and registration by the end of the month.*

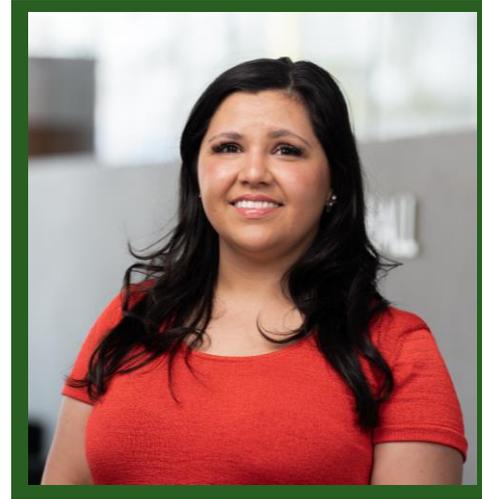
- Fall: Community Connection and Mentorship Reimagined
 - End of fall: December 6, In person HRCP meeting/ social
- Winter: Employee Engagement and 6 sources of Influence
- Spring: Change Management



Welcome New HR Partners



Pam Simon
HR/Payroll Manager
Central Business Services Office
(CBSO)



Carolina Jackson
Recruitment Specialist
Provost's Administrative Services
Team (PAST)



AGENDA

- UHR Updates and Reminders
 - New Employee Orientation
 - Form Submission Changes Coming
 - Faculty Appointment Renewal (RTO) Processing Changes
 - Employee Separation Request
 - OA/Faculty merit increases
- Oregon Paid Family and Medical Leave



New Employee Orientation

New Faculty & Staff Community Orientation and Resource Fair

An onboarding experience offering opportunities to make connections, learn about available UO resources & support, and join subject experts for information sessions designed to support and promote success as a new employee.

Monday, September 18, 9:00am – 11:00am | EMU Ballroom | Register in [MyTrack](#)

- Offered twice annually by New Employee Orientation Programs in collaboration with the Office of the Provost
- Invitations were extended to new employees with a start date of June 1 or later
- HR Partners interested in learning more about the experience are invited to attend. Please register in [MyTrack](#) to reserve your spot



New Employee Orientation

New Employee Orientation: Mission, Structure, and Engagement Opportunities

Our two virtual New Employee Orientation sessions have been combined into a single monthly session with a new title.

- Sessions will take place on Tuesday morning and Thursday afternoon on alternating months
- The first full newly combined session begins Thursday, October 5, 2023
- Employees will continue to receive invitations to register, and supervisors will be notified



Form Submission Changes and Merit FY24

Catherine Bonomini-Smith
Sr Associate Director, HR Operations



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Coming Fall 2024

New submission process for Employee Separation Requests and Faculty Renewals (RTO)

Key Highlights:

- Increased Efficiencies that include Improved Workflow and Approval Options and some validation
- Uses OnBase
- More information coming fall 2024



Annual Salary Increase Process 2024

2024 Main Links: [Faculty](#) & [OAs](#)

Timeline Overview

September: Planning and Preparation

- Performance Appraisal Reports:
 - OA completion reports will be sent from HR Operations to VP or Dean leadership at the end of September

Link: [OA Performance Management OA Completion Submission](#)

- Faculty reports are run in Cognos and based on information [recorded in Banner](#)

Links: [Career Review Report](#) [TTF Review Report](#)



Timeline Overview continued

October: Eligibility Review

- OA Eligibility review and Exception Process
- Faculty Eligibility review

Links: [OA Eligibility and Merit Information](#) & [Faculty Information](#)

November: Merit Determination

- Unit determination and approvals

December: Finalization

- Final VP and Provost Review and Approval
- Merit Notifications

January: Banner Updates

- HR Operations will coordinate with payroll and records will be updated in Banner prior to time entry



Oregon Paid Family & Medical Leave

Tracy Lilley, Leaves Coordinator



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What is Paid Leave Oregon?

A state-mandated program that allows workers in Oregon to take paid time off for the following reasons:

Medical Leave

To care for yourself due to:

- A serious health condition
- Birth of a baby

Family Leave

To care for a *family member:

- During the birth of a child
- Bonding with a child in the first year after birth, adoption, or foster care placement
- Due to a serious health condition

Safe Leave

- Sexual assault
- Domestic violence
- Harassment
- Stalking



How is family member defined?

The State of Oregon defines "family member" as:

- The spouse of a covered individual
- A child of a covered individual or the child's spouse or domestic partner
- A parent of a covered individual or the parent's spouse or domestic partner
- A sibling or stepsibling of a covered individual or the sibling's or stepsibling's spouse or domestic partner
- A grandparent of a covered individual or the grandparent's spouse or domestic partner
- A grandchild of a covered individual or the grandchild's spouse or domestic partner
- The domestic partner of a covered individual
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship



How will UO administer Paid Leave Oregon?

The UO has contracted with The Standard to administer its state-mandated paid leave program, which is called Oregon **Paid Family and Medical Leave (PFML)**. The Standard currently administers the UO's short- and long-term disability programs.

The Standard will provide:

- Claims administration
- Benefit payments
- Better employee experience
- Access to claims and leave usage data

UO Benefits Office will:

- Educate and advise employees and units on Paid Family & Medical Leave program
- Provide claims assistance to employees and units
- Serve as primary liaison to The Standard



When is Paid Family & Medical Leave effective?

Effective September 3, 2023

- UO and employee contributions begin
 - Employees pay .60% of gross wages per month
 - UO pays .40% of gross wages per month
- First employee contribution deducted from September 2023 paycheck
- Employees may begin filing Oregon Paid Family & Medical Leave claims with The Standard



Who is covered by Paid Family & Medical Leave?

The UO has contracted with The Standard to administer its state-mandated paid leave program, which is called Oregon **Paid Family and Medical Leave (PFML)**. The Standard currently administers the UO's short- and long-term disability programs.

Full- and Part-Time Employees

- Work within the state of Oregon (fully remote out-of-state employees are not eligible)
- Experience a qualifying event

Covered Employee Groups

- Research and Instructional Faculty
- Officers of Administration
- Classified Employees
- Graduate Employees
- Student Employees
- Temporary Employees



Who is responsible for processing Paid Family & Medical Leave requests?

Employee

- Notify HR and supervisor, when possible, 30 days prior to leave begin date
- Submit Paid Family & Medical Leave claim directly to The Standard via claims phone line

The Standard

- Request employment and wage verification from UO benefits office
- Determine employee's eligibility and benefit payment amount
- Collect required supporting documentation from employee and healthcare provider
- Notify UO benefits office of approval or denial of claim

UO Benefits Office

- Notify units of claim submission and request work schedule information
- Review eligibility for FMLA, OFLA or other UO leaves
- Request any necessary information from employee
- Notify employee, units and payroll of claim information and provide updates as necessary

Units

- Respond to requests from, and provide information to, UO benefits office
- Ensure employee completes and submits accurate copies of monthly timesheets by the 20th of each month they are on leave



What does Paid Family and Medical Leave provide?

Paid Family and Medical Leave is in addition to existing leaves, such as the Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), and leaves currently offered based on UO policies and collective bargaining agreements.

Benefits

- Up to 12 weeks paid leave in a 52-week period
- Up to 14 weeks paid leave for birth, or due to a serious health condition related to childbirth
- Job protection after 90 days of employment
- Insurance continuation

Benefit Amount

- Based on a formula created by the state
- Based on wages/income earned in the prior year
- Every employee's benefit will be different
- Minimum payment for 2023-24, \$63.48 per week
- Maximum payment for 2023-24, \$1,523.63 per week



How does Paid Family & Medical Leave align with other UO leave programs?

Paid Family & Medical Leave will run concurrently with:

- Family Medical Leave Act (FMLA)
- Oregon Family Leave Act (OFLA)
- UO Paid Parental Leave (Faculty and OAs)

Example: If an employee is eligible for FMLA, OFLA and UO Paid Parental Leave at the time they apply for Paid Family & Medical Leave, all leaves will run concurrently for a total of 12 weeks of leave.

Additional UO leaves

Employees not receiving 100% of their wages while on Paid Family & Medical Leave have the option to use the following, if eligible and available, to bring them to 100% of their normal wage.

- Accrued leave (sick, vacation, comp time and personal)
- UO Paid Parental Leave
- Unearned Sick Leave Advance (employee's own serious health condition only)
- Hardship Leave



How is Paid Family & Medical Leave funded?

Payroll Taxes

- Current rate – 1% of an employees' gross wages, up to \$132,900
- Employees contribute .6% of gross wages per month
- UO contributes .4% of gross wages per month
- Contributions collected via monthly payroll deduction
- First employee contribution effective on the September 2023 paycheck

Example: If an employee's monthly gross wage is \$2,000; the UO would pay \$8.00 per month, and the employee would pay \$12.00 per month.



Example of weekly benefit and monthly contributions

(2023-24 state average weekly wage : \$1,269.69)

	Weekly earnings (Annual earnings)	Weekly Paid Leave Oregon Benefit	Employee Monthly Contribution	Employer Monthl y Contribution
Employee A	\$540 (\$28,080)	\$540	\$14.04	\$9.36
Employee B	\$1289.58 (\$67,058)	\$1,057.44	\$33.53	\$22.35
Employee C	\$2,555.78 or more (\$132,900 or more)	\$1,523.63	\$66.45	\$44.30

- Minimum Weekly Benefit Amount: \$63.48
- Maximum Weekly Benefit Amount: \$1,523.63

Information provided by the State of Oregon and is an estimate only.



Contact Us

UO Benefits Office

uopaidleave@uoregon.edu

<https://hr.uoregon.edu/paid-family-and-medical-leave>



Tracy Lilley
Leaves Coordinator



Thank you for attending today's HR
Community of Practice meeting

The next HRCP meeting is Wednesday,
October 4, 2023

