

# HR Community of Practice Virtual Meeting

October 5, 2022

2:00 PM-3:00 PM



UNIVERSITY OF  
OREGON

Human  
Resources

[UO Travel Policy](#)

Thursday, October 13, 8:30AM-12:30PM

[Fall Day of Service,](#)

hosted by the Holden Leadership Center Saturday, October 15  
Registration required

**Benefits Fair**

**Tuesday, October 18, 10AM-2PM –EMU Crater Lake Rms**

Lane County HR Organization Meeting  
Topic: Oregon Paid Family & Medical Leave Insurance  
Tuesday, October 18, 7:30AM-9AM

[Navigating UO Learning and Development Opportunities](#)

Monday, October 24, 10AM -11AM

[Eldercare Discussion Group](#)

Tuesday, October 25, 2PM-3PM

[Deconstructing Whiteness Working Group \(DWWG\) Session](#)

Wednesday, October 26, 11AM-11:50AM

[HR Orientation for New HR Partners](#)

Wednesday, October 26, 1PM-2:30PM

[Leadership in Student Supervision,](#)

Thursday, October 27, 1PM-4PM

[Crucial Conversation for Accountability](#)

starts, Monday, October 31, 1:30PM-3PM, attend all five sessions

[Getting Things Done](#)

starts Monday, November 28, 10:30AM-12PM  
attend all four sessions

**Virtual HR Opportunities:**

[HRCI: Measuring Human Capital While Building Diverse Talent and Evolving Your Organization's Culture](#)

October 25, 26, & 27 10AM-11:30AM

[CUPA-HR: Modern Work: Organizational Success Fueled by HR](#)

November 8, 10AM-11AM

# Welcome New HR Partners!



**Donna  
Katosh  
Academic  
Programs  
Asst. -  
CAS**



**Dylan  
Clark  
Inter. HR  
Generalist  
Ballmer  
Institute**



**McKenzie  
Burnett  
Inter.  
CLCO  
Specialist  
Univ. HR**



**Thana  
Schafer  
Admin Prog  
Specialist  
Fin. Aid &  
Scholarships**



**Jen  
Flores  
Manager  
Admin.  
Services  
Ballmer  
Institute**



**Samuel  
TenBrook  
Inter. CLCO  
Specialist  
Univ. HR**



**Mark  
Grissom  
Academic  
Programs  
Asst. -  
CAS**



**Lydia  
Griffin  
HR  
Asstistant  
CBSO**

Molly Maxwell- Administrative Coordinator, Student Orientation Programs



# AGENDA

- Canopy Services  
*Humberto Chacon, Account Representative*
- Benefit Open Enrollment  
*Heather Mercer, Associate Director, Benefits Office*
- New Academic Ranks  
*Jenna Rakes, Director, Talent Acquisition, Classification & Compensation*
- Salary Increase update  
*Mark Schmelz, Vice President and Chief Human Resource Officer*  
*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*
- UO Caregiver Networks  
*Jen Mirabile, Assistant Director, Programs and Services*



# Benefit Open Enrollment

*Heather Mercer, Associate Director  
Benefits Office*



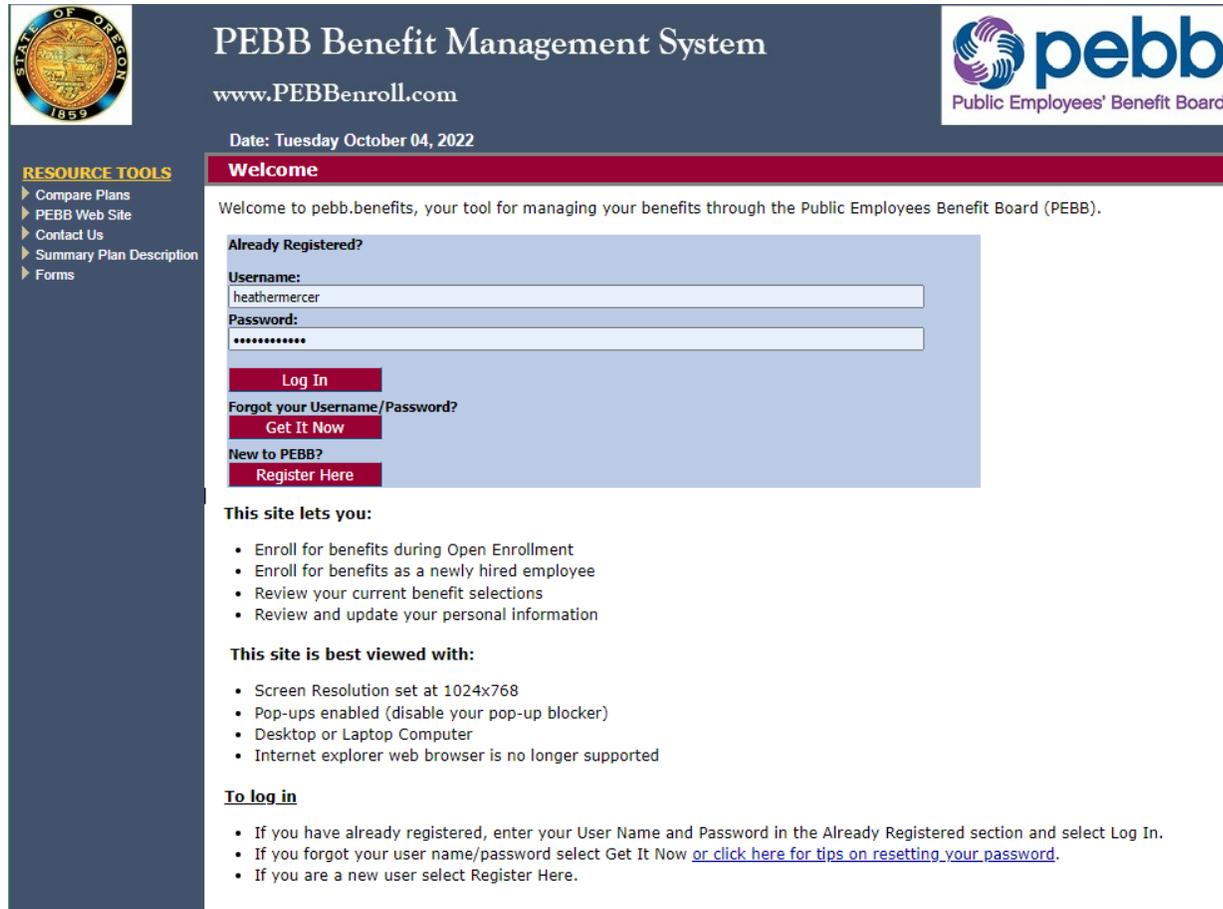
# Annual Open Enrollment

Runs October 1-31, 2022

Mandatory for all; includes new hires with Oct 1 effective dated coverage, opt-outs, employees planning to retire/terminate employment



# Enroll in Plans



The screenshot shows the PEBB Benefit Management System website. At the top left is the State of Oregon seal. The main header includes the text "PEBB Benefit Management System" and the URL "www.PEBBenroll.com". To the right is the PEBB logo, "Public Employees' Benefit Board". Below the header, the date "Tuesday October 04, 2022" is displayed. A "Welcome" banner contains the text: "Welcome to pebb.benefits, your tool for managing your benefits through the Public Employees Benefit Board (PEBB)." Below this is a login form with fields for "Username:" (containing "heathermerc" and a "Log In" button) and "Password:" (with masked characters and a "Log In" button). There are also buttons for "Forgot your Username/Password?" (with a "Get It Now" button) and "New to PEBB?" (with a "Register Here" button). A section titled "This site lets you:" lists: "Enroll for benefits during Open Enrollment", "Enroll for benefits as a newly hired employee", "Review your current benefit selections", and "Review and update your personal information". Another section titled "This site is best viewed with:" lists: "Screen Resolution set at 1024x768", "Pop-ups enabled (disable your pop-up blocker)", "Desktop or Laptop Computer", and "Internet explorer web browser is no longer supported". A "To log in" section provides instructions: "If you have already registered, enter your User Name and Password in the Already Registered section and select Log In.", "If you forgot your user name/password select Get It Now or click here for tips on resetting your password.", and "If you are a new user select Register Here."

Confirm information / Make changes as needed

Select to participate in Health Engagement Model (HEM)

Save "Benefits Summary"

[www.pebbenroll.com](http://www.pebbenroll.com)



# Complete Health Assessment Health Engagement Model

Current Providers Site

Opt-outs enrolling in medical  
don't need to complete HEM

*Save Certificate of Completion*

HR can't confirm completion and  
does not require a copy of  
*Certificate of Completion*

The screenshot displays the Oregon Health Plan website's 'Easy steps to take part in HEM' page. The page is divided into three main sections: 'Current medical plan enrollees', 'Employees without medical coverage', and 'New Hires'. Each section provides specific instructions and deadlines for completing the health engagement model (HEM) assessment. The 'Current medical plan enrollees' section lists three steps: enrolling in a PEBB medical plan for 2023, taking a health assessment on the current medical carrier's website, and completing two health actions. The 'Employees without medical coverage' section explains that normally members take the assessment on their current medical plan's website, but opt-outs and decline members can take it during open enrollment. The 'New Hires' section states that benefits must be in effect by Oct. 1. On the right side of the page, there are three call-to-action buttons: 'Go to Kaiser Permanente Health Assessment', 'Go to Moda Health Health Assessment', and 'Go to Providence Health Assessment'. Each button is accompanied by contact information for the respective health system, including phone numbers, hours of operation, and email addresses for Q&A.

ces ▾ Oregon Health Plan ▾ Health System Reform ▾ Licenses and Certificates ▾ Public Health ▾

out on a monthly incentive.

### Easy steps to take part in HEM

**Current medical plan enrollees:**

1. Enroll in a PEBB medical plan for 2023 between Oct. 1 and Oct. 31, 2022. [Be sure to state you plan to take part in HEM.](#)
2. Take your health assessment on your **current** medical carrier's website between Sept. 1 and Oct. 31, 2022: Health assessments done outside of these dates will not be accepted. [Be sure to print or save your completion certificate.](#)
3. Complete two health actions during the plan year. You don't have to report them. You just need to let us know you did them at open enrollment next year.

**Employees without medical coverage**  
(Opt-out, decline members, or employees who have never enrolled:)

Normally to take part in HEM, members take a health assessment on their current medical plan's website. Even though you are not enrolled in a medical plan this year you can still take part in HEM though. You just need to enroll in medical coverage during open enrollment. You won't take a health assessment this year. You will take one next open enrollment when you can take it on your medical carrier's website.

To take part in 2023:

1. Enroll in a PEBB medical plan for 2023 between Oct. 1 and Oct. 31, 2022. [Be sure to state you plan to take part in HEM.](#)
2. Complete two health actions during the plan year. You don't have to report them. You just need to let us know you did them at open enrollment next year.

**New Hires:**  
To be eligible for HEM your benefits must be in effect by Oct. 1. If your benefits

**Go to Kaiser Permanente Health Assessment**

Healthy Extras  
Total Health Assessment  
**Phone:** 1-844-334-4944  
**Hours:** M-F, 8:00 a.m.-5:00 p.m.  
Q&A on Total Health Assessment  
RewardsCustomerService@kp.org

Printable Instructions

**Go to Moda Health Health Assessment**

Momentum Health Assessment  
**Phone:** 1-844-776-1593  
**Email:** [Momentum@modahealth.com](mailto:Momentum@modahealth.com)  
**Talk to Health Navigators:**  
M-F, 7:30 AM – 5:30 PM

Printable Instructions

**Go to Providence Health Assessment**

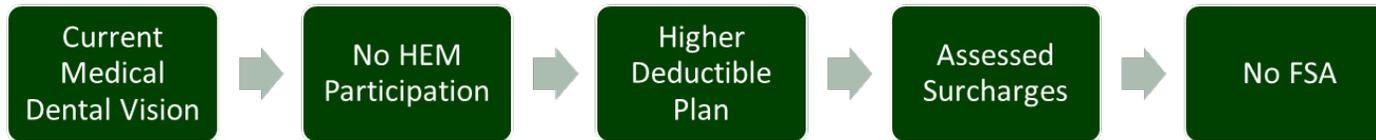
MyProvidence Personal Health Assessment  
**Phone:** 1-877-569-7768  
**Hour**  
M-F, 8:00 a.m.-5:00 p.m. (10/1-10/31)  
Mon, 8:00 a.m.-8:00 p.m. (10/31)

Printable Instructions

<https://www.oregon.gov/oha/PEBB/Pages/HEM.aspx>

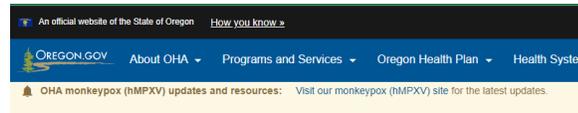


# Forget to Enroll?



# Locate Open Enrollment Information

[PEBBinfo.com](http://PEBBinfo.com)



## 2023 Benefit and Enrollment Information

[CLICK HERE TO ENROLL](#)  
[LOG INTO YOUR PEBB ACCOUNT](#)

### PEBB Home

- [2022 Benefit Information](#)
- [2023 Benefit Information](#)
- [About Us](#)
- [Contact Carriers](#)
- [Contact PEBB](#)
- [Forms](#)
- [News and Events](#)
- [Retiree, COBRA, Self-Pay](#)
- [The Board](#)
- [Wellness Central](#)

### RELATED SITES

- [Administrative Rules](#)
- [Health Policy & Analytics \(HPA\)](#)



### Enrollment is Required!

Open Enrollment is **mandatory for everyone** even if you selected benefits last year.

- Be sure to login to your PEBB Account and complete your enrollment by **Oct. 1 and 31**.
- If you plan to take part in the **Health Engagement Month** your health assessment on your current PEBB medical plan, you must complete it by **Sept 1 and Oct. 31, 2022**. Visit PEBB's HEM page.

### 2023 Virtual Benefits Fair

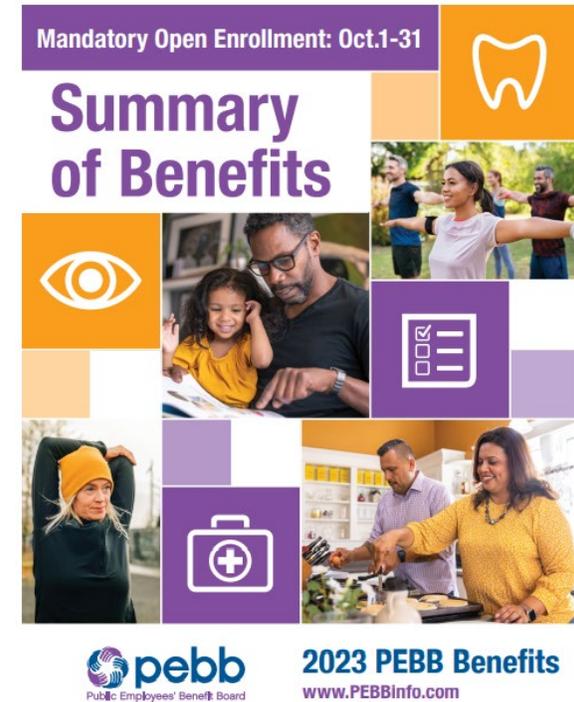
Visit PEBB's 2023 Virtual Benefit Fair to learn about PEBB's benefit plans and review your 2023 plan year choices.

For 24/7 on-demand access all year long, register and learn more.

## [2023 PEBB Enrollment Guide](#)



## [Summary of Benefits \(Plan Comparison\)](#)



# UO Open Enrollment

[HR Benefits OE Page](#)

## Benefits Fair

**October 18**, 10:00 a.m. to 2:00 p.m., EMU Crater Lake Rm

## Help Sessions

**October 13**, 7:30 a.m. to 10:00 a.m., EMU Umpqua Rm.

**October 19**, 2:00 p.m. to 5:00 p.m., EMU Umpqua Rm.

**October 21**, 11:00 a.m. to 1:30 p.m., EMU Umpqua Rm.

Contact the team:

[hrbenefits@uoregon.edu](mailto:hrbenefits@uoregon.edu)

541-346-3085

The screenshot shows the University of Oregon Human Resources website. The header includes the UO logo and navigation links for 'APPLY', 'VISIT', and 'GIVE'. Below the header, there are links for 'New Employees', 'Faculty', 'Employees', 'Supervisors & HR Partners', 'Job Seekers', and 'About HR'. The main navigation bar lists 'Human Resources' and a search bar. A secondary navigation bar includes 'Benefits', 'Classification & Compensation', 'Employee & Labor Relations', 'HR Operations', 'Learning & Development', 'Programs & Services', and 'Recruitment'. The main content area is titled 'Benefits Annual Open Enrollment' and includes a breadcrumb trail 'Home > Benefits'. The text states 'Open Enrollment is Coming: October 1-31' and 'Don't Forget: Action is required'. It notes that 'As in past years, Open Enrollment is mandatory for all benefit eligible employees.' A warning states 'Failure to take action by October 31, 2022 will result in:' followed by a list of consequences: 'Increased medical plan deductible--Additional \$100/person', 'Tobacco Surcharge (even if you don't use tobacco)', and 'Spouse/Domestic Partner Surcharge (if enrolled on your medical plan)'. There is an illustration of a person, a clock, a checklist, and a heart. Below this, there are sections for 'Take Action Now', 'Open Enrollment 2-Part Process', and 'Health Engagement Model'. The 'Open Enrollment 2-Part Process' section lists: '1. **Enroll in plans** and elect Health Engagement Model (HEM) participation. Online enrollment is preferred using your [PEBB Login](#). If unable to complete enrollment online, then paper forms must be submitted to the Benefits Office before 5pm on October 31'. The 'Health Engagement Model' section states: 'Open Enrollment includes a Health Engagement Model (HEM) Program. Get the process started by taking the following action: 1. **Review the HEM** and its requirements on the [PEBB website](#).'



# New Academic Ranks

*Jenna Rakes, Director, Talent Acquisition,  
Classification & Compensation*



# Post Baccalaureate Scholar

- Post Baccalaureate Scholar is a paid, mentored research position that is of limited duration (up to 5 years)
- Minimum requirement is a bachelor's or equivalent degree
- Requires a temporary and defined period of formally mentored research or scholarly training for the purpose of allowing a scholar to acquire the professional skills needed to pursue a career path of their choosing
- Will require a formal mentoring plan, which will be uploaded to the offer card for hires
- Defined in Article 15, Sections 2 & 3 of United Academics CBA



# Research Assistant A, B, and C

- The Research Assistant category is split into 3 types based on the minimum education requirements ***of the position.***
- Employees in Research Assistant positions may have additional education beyond what is required, but that ***will not*** change the Research Assistant type.
- Defined in Article 15, Section 3 of United Academics CBA.



# Research Assistant A, B, and C

Research Assistant (Type A) - no minimum degree requirement, requires skills and/or experience relevant to the duties of the position

Research Assistant (Type B) - requires a bachelor's or equivalent degree\*

Research Assistant (Type C) - requires a masters or equivalent degree\*

\*In rare occasions positions in specialized fields may allow a combination of education and experience equivalent to a bachelor's degree



# What's next?

- If you wish to use one of these new options, contact your Recruitment Consultant or email [talent@uoregon.edu](mailto:talent@uoregon.edu) with questions or for templates and guidance.
- Existing pools can be updated now with a request to [talent@uoregon.edu](mailto:talent@uoregon.edu); further communication on existing pools will be forthcoming.
- Human Resources and the Office of the Vice President for Research and Innovation will be working together with a small team and other stakeholders on a project to categorize all existing Research Assistants into Types A, B, and C based on the minimum requirements listed in position descriptions.



# Salary Increase update

*Mark Schmelz, Vice President and  
Chief Human Resource Officer*

*Catherine Bonomini-Smith, Senior Associate Director  
HR Operations*



# Salary Increase Process & Procedures

<https://hr.uoregon.edu/annual-salary-increases-process-and-procedures>



# UO Care Provider Networks

*Jen Mirabile, Assistant Director  
HR Programs & Services*



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# UO Caregiver Networks

- Started in the fall of 2020 and connects UO families with caregiver resources
- **UO Care Provider Network** (login to UO Office 365 to access)
  - UO community members (students, staff and faculty) can [sign up as a Care Provider](#)
  - UO families can [view list](#) and reach out to care providers to discuss caregiving needs
  - Providing care can take many forms: babysitting services, nanny care, tutoring, remote school support, and eldercare
- **UO Shared Care Network** (login to UO Office 365 to access)
  - UO Families [join the Shared Care Network](#)
  - UO Families can [view the list](#) and reach out to other UO families to discuss care
  - Shared Care based on schedules, play dates, emergency coverage etc.
- **HR Partners** – please share widely with your networks
  - [UO Caregiver Networks](#)
  - [Caregivers Resources](#)



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

The next HRCP meeting is  
Wednesday, November 2, 2022



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