

HR Community of Practice
Meeting Highlights
August 4, 2021

Learning and Development Opportunities

[Talent Webinar: Post-Hiring Freeze Refresher Training](#) – August 10, 11AM-11:45AM

This is a refresher on timelines, a reminder of where to go for help and resources if you get stuck, and some tips for making your hiring for fall go as smoothly as possible.

New Talent Lunch and Learn: Weekly Drop In For Search Chairs and HR Admins

With so many searches in progress right now, Talent is offering a new resource to get your search questions answered, every Wednesday starting August 11 from noon to 1 p.m. To join the Zoom session:

<https://uoregon.zoom.us/j/93154587221?pwd=d3RkdUVVYNWt3SzlycXRGYjJENXA2Zz09>. All search chairs, search committee members, and HR admins are welcome to attend—no registration needed.

[Path to Fall Starts Now](#) -the video recording is available on the **[Path to Fall -Employee Support](#)** webpage and we encourage employees to watch at their convenience.

[HR Leadership as We Move Back into the Office](#), LinkedIn Learning course, 32 minutes

This course guides you through determining what will work best for your organization. It addresses balancing productivity pressures with employee expectations, and explains how belonging can lead to comfort, connection, contribution, and co-creation.

[Recruitment and Hiring - Enhancing Your Student Supervision Practice](#), August 25th 1:00-2:50, Format: Virtual

[Intro to Supervisory Strategies and HR Policies](#), September 2, 9:00-12:00, Format: TBD

[Onboarding and Training - Enhancing Your Student Supervision Practice](#), September 15, 2:00-3:50, Format: Virtual

[Performance Management Student Supervision](#), Oct 26, 2:00-3:50, Format: TBD

[SHRM21 Annual Conference](#) September 9-12 , in-person, and virtual passes available

[CUPA-HR Annual Conference](#), October 3-5, in-person, and virtual passes available

Agenda:

- **Security Best Practices for Remote Work**
Leo Howell, Chief Security Officer, VCTO, Information Services
- **Fall Vaccination Requirement**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **DAS/SEIU contract update**
Chris Meade, Associate Director, Employee and Labor Relations
- **Fall Hiring Timelines**
Sonia Potter, Director, HR Operations
Nancy Nieraeth, Director, Talent Acquisition
- **PEBB vaccination incentive update**
Ben Kane, Interim Director, Payroll Services
- **HR Staffing update**
HR Department Representative
- **Question & Answer**

Security Best Practices for Remote Work

Leo Howell, Chief Security Officer, VCTO, Information Services

- Information Services is developing a few programs to help employees identify phishing emails:
 - A new program will add this image to emails sent from outside of the UO:

This Message Is From an External Sender

This message came from outside your organization.

- A new program will add this image to emails to assist in identifying suspicious emails quickly.

Report Suspicious

- This presentation is available for viewing on the [HR Community of Practice Highlights](#) webpage.
- Three Asks for HR Partners:
 - Commit to awareness training and our phishing game.
 - Commit to protecting your DuckID.
 - Commit to embracing endpoint protection software to be rolled out later FY22.

Fall Vaccination Requirement

Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives

[UO COVID-19 Vaccination Employee Requirement Process](#)

- All UO students and employees are required to be fully vaccinated against COVID-19 prior to the start of their fall academic term.
 - July 26 email was sent to employees outlining the email vaccination requirement and deadlines:
 - August 13 - School of Law faculty and staff
 - September 17 – All other employees
 - To comply with this requirement employees will either attest to being fully vaccinated or request an exemption.
 - Employees who request an exemption are required to watch an education module and must acknowledge that they will be expected to continue taking additional safety measure as required by unvaccinated individuals.
- Student employees and graduate employees should complete the student vaccination process.
- Courtesy, emeritus, and campus associates should be given the [UO COVID-19 Vaccination Requirement Regulation Notice](#).
- Agency temporary employee and volunteers will have an alternative process. Information on this process will be available soon.
 - *Update: Instructions for agency temporary employees and volunteers have been finalized and are now on the [HR website](#). Units are responsible to ensure that agency temporary employees and volunteers comply with the requirement by providing them with the following link: <https://hr.uoregon.edu/COVIDvax-form-temp> . (This link should **not** be used by any employees who have a Duck ID.) Units should instruct anyone completing this form to enter a unit representative's email

address into the form in order to receive the confirmation email or instruct the person completing the form to forward the completion email they receive to a unit representative. This will be the only means of confirming completion of the requirement for agency temporary employees and volunteers.

- Compliance reports will be generated for Deans, Vice Presidents, Chiefs of Staff, and Academic CFOs, and they will reach out to employees who need to act.
- Direct email reminder messages will also be sent to employees.
- HR Partners can help by:
 - Working with employees with barriers to complete the process, i.e., those employees who may not use computers frequently.
 - Remind employees of upcoming deadlines.
 - Review the UO COVID-19 webpages for current information.

[UO COVID-19 Vaccination Requirement: New Hire Instructions for Supervisors](#)

- If you have new hires in your area, please review the UO COVID-19 Vaccination Requirement: [New Hire Instructions for Supervisors](#).
 - All new hires have 30 days from their start date to complete the online COVID-19 vaccination requirement form.
 - To complete the process, new hires must have their Duck ID and password, as they will be required to log in. Detailed information regarding the requirement and process can be found on the [UO coronavirus website](#).
 - Through the onboarding process, new employees will be notified of the COVID-19 vaccination requirement regulation and provided information to comply.
 - It is the unit's responsibility to ensure the new hire completes the process within 30 days of their start date. To confirm completion, units should either ask the new hire to forward the email confirmation they receive upon completion of the online Qualtrics form, or they could instruct new hires to have the email confirmation sent to a supervisor or HR partner directly.
 - HR will provide monthly reports to Deans, Vice Presidents, Chiefs of Staff, and Academic CFOs that will show the completion status of all employees.

[COVID-19 Safety Regulations: Supervisor Guide](#)

- The COVID-19 Safety Regulations: Supervisor Guide webpage includes the following information:
 - Regulations Overview
 - Promoting Compliance
 - Managing Compliance
 - Addressing the Needs of Employees with Medical Conditions
- Please share this information and link with your unit supervisors.

DAS/SEIU contract update

Chris Meade, Associate Director, Employee and Labor Relations

- There was a news story about a different SEIU branch regarding hazard pay during the COVID-19 pandemic.
- This news story does not affect our SEIU employees here at the university.

Fall Hiring updates

Sonia Potter, Director, HR Operations

Nancy Nieraeth, Director, Talent Acquisition

Fall Deadlines and Timelines for New Hires

We are experiencing high volumes of recruitment, offers, and other position and pay actions right now. It is critical you act now to ensure incoming faculty and other employees are onboarded in time for fall (including having access to email and other network resources) and are paid timely.

To complete new hires in time for September payroll, the following actions need to be taken no later than Wednesday, September 8:

- Offer cards submitted in MyTrack
- Candidate statuses updated
- All related required items submitted in MyTrack (e.g., faculty pay form, classified offer approval, etc.)

If you anticipate needing to hire pro tem instructional faculty for fall term, please get your pools launched or updated right away as outlined here: <https://hr.uoregon.edu/recruitment/hiring-faculty-and-staff/hiring-faculty/faculty-pools>.

We are processing offers in priority order by start date. We are currently completing August offers and will begin processing September offers shortly.

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Vaccination Requirement for New Employees

We are working to add the vaccination requirement language to various areas of our website and throughout the recruitment process in MyTrack.

- Currently this has been updated on the Careers @ UO landing page (<https://hr.uoregon.edu/jobs>), which has additional information about working at the UO. We are working with IT to add language either as a header to the Employment Opportunities page (<https://careers.uoregon.edu/en-us/listing/>) or in the footer of each individual job posting.
- We are also working to add this to the onboarding web pages on the HR site

We have also added this information to the following areas of MyTrack:

- The email to employees notifying them that they have an offer in the system
- The email to hiring managers/supervisors notifying them of offer acceptance
- Employee onboarding portal/task list
- Supervisor onboarding task list

Payroll Deadlines

- The payroll deadline for new hires is September 8. This deadline can be found on the [Payroll Services](#) webpage. To meet this deadline, please submit your paperwork in August to HR Operations:
 - Renewal Requests to Offer (RTO)
 - Payroll Request Forms (PRF)
 - Appointment percent change form.

Ongoing Career Faculty

- Annualized FTE for ongoing 9-month career faculty will be loaded into Banner by Payroll.
- If you have ongoing career faculty with an assignment and FTE that is changing from 7/1/2021 forward, please submit an appointment percent change form via forms.uoregon.edu.

Faculty Promotion and Post Tenure Review Increases

- HR Operations will process the promotion increases again this year for both career and TTF.
- HR Operations will process the post tenure review increases this year for TTF.
- There is no need to submit PRFs for these.

PEBB vaccination incentive update

Ben Kane, Interim Director, Payroll Services

[PEBB COVID-19 Vaccine Incentive](#)

- To be eligible to receive the PEBB Vaccination Incentive you need to:
 - Be a PEBB-eligible university employee or be enrolled in a PEBB medical plan, opt-out or decline coverage.
 - Login to your PEBB account to choose your vaccine status: vaccinated or medical/religious exemption
 - Receive at least one COVID-19 vaccine by August 31, 2021.
- Payroll will include the PEBB incentive in your September 2021 paycheck.

HR Staffing update

HR Department Representative

HR Operations

- We are currently in the interview stage for the Data Analyst search.

HR Programs and Services

- We have hired two Learning and Development Coordinators to fill our two open positions. These new employees will begin work in mid-August. We hope to have them attend our September HR Community of Practice meeting and introduce them to the community at that time.

Talent Staffing

- Please join us in saying farewell to Recruitment Specialist Natalie Clark. Natalie is leaving UO for a great new opportunity as an HR generalist. Her last day is Friday, August 13.
- We also are delighted to welcome Sara Bowman and Shawna Gilbert to the Talent team as new Recruitment Consultants starting the week of August 23. As they join us, we will be reconfiguring our “buddy” assignments and reaching out to units whose assigned recruitment consultant is changing. In the meantime, if you’re not sure who your recruitment consultant is, please email us at talent@uoregon.edu, and we’ll assist you.

The next HR Community of Practice meeting is scheduled for Wednesday, September 1, at 2PM. A Zoom link will be sent prior to the meeting.