

HR Community of Practice
Meeting Highlights
October 6, 2021

Learning and Development Opportunities

New Supervisor Discussion Sessions -Fall Check-in, Tuesday, Oct. 12, 10AM-10:50AM or Thurs., Oct. 21, 11AM-11:50AM

New Talent Lunch and Learn: Weekly Drop-In for Search Chairs and HR Admins, Wednesdays, 12PM-1PM

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

<https://uoregon.zoom.us/j/93154587221?pwd=d3RkdUVYNWt3SzlzcXRGYjIENXA2Zz09>.

All search chairs, search committee members, and HR admins are welcome to attend—no registration needed.

Performance Evaluations - Supervisor Development, Oct 12. 10am to 12pm

ADA Compliance- Supervisor Essentials, Oct. 20: 9am to 11am

Excel Formula- Basics, Oct. 14: 9am to 12pm

HR Orientation for New HR Partners, Wednesday, October 20, 1PM-2:30PM

Declare Your Wellness, Thursday, October 21, 1PM- 2:30PM

Excel Formula- Advanced, Oct 26: 9am to 12pm

New Employee Orientation: You & UO, Tuesday, November 2, 9:30AM-11:30AM

Cultivating a Gratitude Mindset, Cascade Centers GoToWebinar, Wednesday, November 3, 10AM-11AM

Oregon CUPA-HR -Virtual Fall Conference – Thursday, November 4, 12:30PM-4:30PM

Bureau of Labor & Industries' 37th Annual Employment Law Conference, Thursday, Nov. 4, & Friday, Nov. 5

Meeting Agenda:

- **UO Ergonomics for Fall 2021, *Michelle Gillette, Ergonomic and Safety Coordinator***
- **Benefits Annual Enrollment, *Cindi Peterson, Associate Director of Benefits, HR Programs and Services***
- **COVID-19 Testing update, *Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives***
- **DuckWeb and MyTrack Onboarding Process Improvements, *Catherine Bonomini-Smith, Associate Director, HR Operations***
- **MyTrack Offer Card update, *Jenna Rakes, Associate Director, Talent Acquisition***
- **HR Staffing update**

UO Ergonomics for Fall 2021

Michelle Gillette, Ergonomic and Safety Coordinator

- The UO Ergonomics for Fall 2021 presentation can be found on the [HR Community of Practice Highlights and Resources](#) webpage.
- New ergonomics support program for employees working remotely 20+ hours.
- Ergonomic webpage <https://safety.uoregon.edu/ergonomics>

Benefits Annual Enrollment

Cindi Peterson, Associate Director of Benefits, HR Programs and Services

- **Benefits enrollment is a MANDATORY process for all new, current, and returning employees.**
 - Benefits enrollment is a 2-step process:
 - Dates to enroll: October 1 - 31
 - Enroll in plans for 2022 and elect HEM participation
 - September 1 – October 31
 - HEM participation requires completion of Health Assessment
 - Please encourage your employees to complete the process early.
 - Failure to act will produce the following results:
 - Increased medical plan deductible by an additional \$100.
 - Tobacco surcharge of \$25/month for employee only coverage
\$50/month for employee/spouse or domestic partner coverage.
 - Spouse/Domestic Partner surcharge (if enrolled on your medical plan of \$50/month).
 - UO Benefits Open Enrollment website provides:
 - Important events, dates, and deadlines
 - Instructions and links to complete the process
 - Plan changes for 2022
 - Plan comparison and enrollment guide
 - Payroll reduction estimator
 - The following communications are planned in September and October 2021:
 - Emails from the Benefits Office and PEBB
 - When employees take action and complete their annual enrollment, they will be removed from future UO annual enrollment communications.
 - Around the O articles
 - Direct Mailings from PEBB
 - UO Benefits Virtual Fair
 - Access available on the Open Enrollment website
 - Download resources
 - Watch videos and webinars
 - Chat with vendors
 - Registration not required
 - PEBB Virtual Benefits Fair
 - Access available on the UO Benefits Fair website
 - No registration required
 - Available to all state employees
 - If you have questions, please contact us at hrbenefits@uoregon.edu or visit <http://hr.uoregon.edu/benefits/benefits-annual-open-enrollment>

COVID-19 Testing update

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

Nancy Nieraeth, Director, Talent Acquisition and Jenna Rakes, Associate Director, Talent Acquisition

- **UO Vaccination and Testing Requirements**
 - UO employees subject to the vaccination requirement who requested an exemption to the vaccination requirement will be required to undergo weekly COVID-19 testing on-campus through the Monitoring and Assessment Program (MAP).
 - We have a small subset of employees who are required to complete weekly testing.

- Deans, Vice Presidents, Academic Chief Financial Officers, and Chiefs of Staff will receive a list of employees required to test for each upcoming week every Wednesday, and these employees will also receive a reminder email to schedule a test every Thursday.
- The testing process information can be found on the [COVID-19 Weekly Testing Requirement: Supervisor Guidance](#) webpage.
- Human Resources has hired two Interim COVID-19 Testing Coordinators and if you have questions, you can email them at covidtestmgr@uoregon.edu.
- **UO Vaccination and Testing Requirements for New Hires**
 - All newly hired faculty, officers of administration, classified employees, and UO temporary employees must complete the online COVID-19 vaccination requirement form within 30 days of their start date and are subject to weekly testing until they report being fully vaccinated.
 - New hires are notified of these requirements in the email that notifies them of their online offer and directed to instructions. It is the supervisor's responsibility to track and ensure their new hire takes action on this requirement by their 30- day deadline.
 - Please share this requirement and responsibility with the supervisors in your unit or department and refer to the [guidance for supervisors](#) and step-by-step instructions for new employees on the HR website.
- **UO Vaccination and Testing Requirements - Information for Candidates**
 - Please share the UO vaccination and testing requirements with search candidates early in the process.
 - We have added the UO vaccination and testing requirements to communications from the MyTrack Recruitment module.
 - We are working on adding an applicant notice and in the footer of job advertisements.
 - The email that notifies a new hire that their online offer has been issued has information about the vaccination and testing requirement and we have included a link to the vaccination and testing information.
 - Supervisors are reminded of the vaccination and testing requirement for their new hire in the email that announces the new hire has accepted their offer.
- **Testing Exceptions**
 - There are qualified reasons for testing exceptions from a particular week or timeframe.
 - Supervisors should submit an exception on the employee's behalf, except for COVID-19 positive diagnosis in the past 90 days, which the employee can submit on their own.
 - Here are some examples of when a supervisor should submit on an employee's behalf:
 - The employee works 100% remotely, or was or will be on an approved absence lasting five (5) consecutive workdays or more. Approved absences include vacation, sick leave, COVID-19 leave, FMLA, business travel, or working fully remotely on a temporary basis to care for a quarantining/isolating dependent at home.
 - Supervisors are responsible for ensuring that employees are completing the weekly testing and verifying an employee's reason for missing a weekly test.
 - If the employee's reason for missing a test is one of the unacceptable reasons listed in the [supervisor guidance](#) or if the supervisor does not feel that the employee's reason for requesting an exception is legitimate, the supervisor should contact the COVID Testing Coordinator by email at covidtestmgr@uoregon.edu for assistance before submitting an exception request.
 - If an employee tested positive for COVID-19 within the last 90 days, the employee may notify the Testing Coordinator directly by emailing covidtestmgr@uoregon.edu. The supervisor does not need to submit an exception form on the employee's behalf. Refer the employee to the [UO Coronavirus website](#) for further instruction.
 - Fully remote employees qualify for an exception.
 - If an employee is gone for testing for an excessive amount of time, if they fail to account for operational needs, or if they schedule a time that is not approved, please reach out to the appropriate [ELR member](#) for directions on how to address this behavior.
 - Please refer to the [supervisor guidance](#) for more information about ensuring that employees are completing the weekly testing and requesting exceptions.

DuckWeb and MyTrack Onboarding Process Improvements

Catherine Bonomini-Smith, Associate Director, HR Operations

- **Planned Changes for DuckWeb and MyTrack Onboarding Processes**
 - Changes to how new hires and students claim their DuckID is in development.
 - The testing phase for the new process will begin in late fall/early winter.
 - Please take an inventory of your internal onboarding documents that reference claiming a DuckID to update them when the process officially changes.
 - HR and IS will also update our relevant materials when the changes are official.
 - We do not have a target Implementation date, but we will update everyone as we learn more.
 - You can learn more about this project here: [IS DuckWeb Project Page](#).
- **Changes to expect in Duckweb:**
 - There will be a phased roll-out to the new version and everyone will begin to see changes.
 - Although it's mostly cosmetic there will be some functional improvements and changes to how you update your personal and direct deposit information.
 - The slide below shows the test environment and gives you an idea of what it will look like. We will keep you updated and IS also has a coordinated communication plan as part of the project.
 - If you have any questions, you can reach out to me directly or visit the [IS project page](#).

DuckWeb Preview: Personal Information and Direct Deposit

The image displays two screenshots of the DuckWeb interface. The left screenshot shows the 'My Profile' page, which includes a user profile for Catherine Bonomini-Smith and two main sections: 'Personal Information' and 'Direct Deposit'. The right screenshot shows the 'Direct Deposit Allocation' page, which displays a table of two active direct deposit allocations for US National Bank, Portland, OR. The table includes fields for Routing, Account, Account Type, Amount, and Priority.

Bank	Routing	Account	Account Type	Amount	Priority	Status
US National Bank, Portland, OR	xxxxx0220	xxxxx8243	Savings	2.5%	1	Active
US National Bank, Portland, OR	xxxxx0220	xxxxx8243				Active

MyTrack Offer Card update

Jenna Rakes, Associate Director, Talent Acquisition

- **Update to MyTrack Offer Card**
 - Currently, there is a "Contract Position" field on the offer card with Yes/No response options
 - To make the selection clearer, we are updating the field to include this language instead:
Does this position have an end date? (Pro Tem, LD, Interim OA):* YES or NO
 - Answer "Yes" for those positions typically requiring an end date: Interim or Fixed Term OA, Classified Limited Duration, Pro Tem Faculty, Non-Represented Career Faculty (Law, EC Cares), Tenure Track Faculty, Visiting Faculty and Post Docs positions.
 - Those positions without an end date include Career Faculty (represented), Officer of Administration (OA) and Classified positions.

- If you are not sure what to choose, reach out to your Recruitment Consultant or talent@uoregon.edu.
- This selection must be made **first** as it will determine the remainder of the offer card fields.
- If you select the wrong option and need to re-submit your offer card, please email talent@uoregon.edu.

Talent Updates

Jenna Rakes, Associate Director, Talent Acquisition

- **[New Talent Lunch and Learn: Weekly Drop-In for Search Chairs and HR Admins](#)**, Wednesdays, 12PM-1PM
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- **Veteran's Preference Training** – coming soon for HR Partners.
- **Student Recruitment Survey**
 - Look for an email requesting information about your student recruitment experience.

HR Staffing updates and introductions

- **Programs and Services staffing update:**
 - Judy Gates, our HR Service Center Manager, will be retiring in December. Please join me in congratulating Judy and thanking her for her many years of service to Human Resources and to the UO.

The next HR Community of Practice meeting is scheduled for Wednesday, November 3, at 2PM-3PM. The zoom link will be sent prior to the meeting.