

HR Community of Practice

May 4, 2022

2:00 PM-3:00 PM



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Human
Resources

Search Chair Drop-in Hours - Wednesdays from 12-1pm
[Join Zoom Meeting](#)

[New Employee Orientation: You @ UO](#)
Thursday, May 5, 3PM-4:30PM

[Search Advocate Training Workshop](#)
multi-day workshop starting May 9

[Getting Things Done \(GTD\)®](#)
multi-day workshop starting May 9

[Excel Beginner](#)
Monday May 9, 1 -3PM

[Administering 2022 IHP TTF Searches:
Launch to Completion,](#)
Tuesday, May 10, 1PM-2:30PM

[Using LinkedIn Learning for Your Own
Professional Development](#)
Thursday, May 12, 2PM-2:50M

Lane County HR Association [Building Intentionally
Awesome Cultures](#) presented by Devin Craig
Tuesday, May 17, 7:30AM

[Collaborative Conversations: Creating a Workplace
Culture that Values Mental Health](#)
Canopy HR Webinar – May 25 9AM-10AM

[Eldercare Discussion Session](#)
Wednesday, May 18, 3PM-4PM

[Three Steps to Concur Travel Success](#)
Thursday, May 19 10AM-12:15PM

[Onboarding and Training: Enhancing Your Student
Supervision Practice,](#)
Thursday, May 19, 10AM-11:50AM

[New Employee Orientation, You & UO](#)
Tuesday, June 7, 9:30AM

- Legislative updates
Jenna Adams-Kalloch, Senior Director, State Affairs
- Collective Bargaining updates
Chris Meade, Senior Associate Director, Employee & Labor Relations
- Faculty Renewals, Summer Appointments and Deadlines
Catherine Bonomini-Smith, Sr. Associate Director, HR Operations
- Employee Demographic Data Collection
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- Administering 2022 IHP Tenure Track Faculty Searches
Jenna Rakes, Director, Talent Acquisition
- HR Staff updates
- Q & A



Legislative updates

*Jenna Adams-Kalloch, Senior Director
State & Community Affairs*



2022-2026 SEIU Collective Bargaining Agreement Update

Chris Meade

Senior Associate Director of Employee and Labor Relations



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SEIU Collective Bargaining Agreement

🌀 Agreement effective January 1, 2022, through June 30, 2026

🌀 Economic Reopener October 1, 2023

🌀 Article 21 – SALARY and seven additional articles



Important Changes

- 🔮 Salary Selectives
- 🔮 Cash Award
- 🔮 Bilingual Differential
- 🔮 Remote Work
- 🔮 Inclement Weather
- 🔮 Mutual Respect Article



Salary Selectives – Article 21, Section 3

Classification	Class #	Current Range	New Range
Office Assistant	0102	10	11
Office Specialist 1	0103	12	13
Office Specialist 2	0104	15	16
Administration Program Assistant	0107	17	18
Administration Program Specialist	0108	19	20
Executive Support Specialist 1	0118	17	18
Executive Support Specialist 2	0119	19	20
Paralegal 1	1523	18	19
Paralegal 2	1524	22	23
Paralegal 3	1525	25	26
Word Processing Tech 1	0530	11	12
Word Processing Tech 2	0531	13	14
Word Processing Tech 3	0532	15	16
Medical Records Specialist	0015	15	16
Accounting Technician	0201	15	16
Payroll Technician	0205	15	16
Custodian	4101	11	12
Custodial Coordinator	4103	17	18
Food Service Worker 1	9100	7	8
Food Service Worker 2	9101	9	10
Food Service Worker 3	9102	12	13
Cook 1	9116	12	13
Cook 2	9117	16	17
Daycare Center Cook	9114	12	13
Baker	9110	16	17
Food Service Coordinator	9103	17	18
PSU Recycling Specialist	4100	5	7
Medical Aide	6107	15	16
Registered Nurse	6224	28	29
Registered Nurse	6225	30	31
Mid-Level Medical Practitioner	6258	35	36



Salary Selectives – Article 21, Section 3

- ❖ 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



Cash Award – Article 22, Section 1D

- ❖ Cash awards for IT employees have existed since 1999
- ❖ Departments cannot unilaterally issue a cash award for an employee
- ❖ To recognize “completion of projects or other significant events worthy of monetary recognition”



Cash Award Considerations

- ⊠ This does not replace other options:
 - ⊠ Work out of class, OT, reclassification, etc.
- ⊠ Language introduced as of 1/1/22
- ⊠ Send requests or questions to hrclasscomp@uoregon.edu



Bilingual Differential – Article 20, Section 3(A)

- ❖ Two different differentials:
 - ❖ 5% for all hours worked *if a condition of employment*
 - ❖ \$1/hr for employees asked (*not in PD, not a condition of employment*)
- ❖ “No less than 30 minutes...”
 - ❖ If employee uses bilingual skills for 1-30 minutes, employee receives \$.50.
 - ❖ If employee uses bilingual skills for 31-60 minutes, employee receives \$1.00



Remote Work – Article 50, Section 11

- ❖ Does NOT change the university's ability to approve or deny based on operational needs
- ❖ Remote work requests must be responded to within 14 calendar days
- ❖ If a remote work request is denied, must provide justification for denial in writing, describing the impact to the operational needs



Inclement Weather – Article 58

- ❖ 24 hours of Inclement Weather Leave through end of this fiscal year; 48 hours each biennium after through the end of the contract
- ❖ “Essential” employees receive 2.5x pay when required to work on campus during a full-campus closure
 - ❖ (1.5x Pay + 1.0 Inclement Weather Pay = 2.5x Pay)
- ❖ Employees working from home receive straight time, however, if working conditions similarly impacted, may use Inclement Weather Leave



Inclement Weather – Article 58

Employee	Access to Inclement Weather Leave?
On Campus (scheduled, but not required to work)	Yes.
On Campus (scheduled and required to work)	Yes, only when choosing to receive double time-and-one half (2.5x) pay or when the President declares the closure or delay as paid time.
Telecommuting or remote working	No. The employee must work their scheduled shift or receive approval to use eligible leave.
Telecommuting or remote working, but whose health or safety inside their remote location is similarly impacted by the same conditions that caused the closure or delay.	Yes.



Mutual Respect – Article 64

ARTICLE 64: MUTUAL RESPECT

Section 1. The Employer and the Union agree that mutual respect between and among managers, faculty, employees, co-workers and supervisors is integral to the efficient conduct of the University's business. Behaviors that contribute to an intimidating, abusive or bullying work environment, will not be tolerated. They include, but are not limited to:

These behaviors include, but are not limited to:

- a. threatening or intimidating behavior or words (written or oral);
- b. obscenities/profanities (verbal or gestures) directed at a person;
- c. threatening or obscene gestures, jokes, or cartoons;
- d. degrading a person or a group on the basis of a personal or cultural characteristic,;
- e. taunting, jeering, mocking, or humiliating another person through acts or words;
- f. screaming and/or yelling at others;
- g. insulting someone, especially in the presence of others; and,
- h. endangering the safety of an individual or individuals.



Mutual Respect – Article 64

- ❖ Outlines inappropriate behavior in the workplace
- ❖ Employees are supposed to report behaviors to supervisor or an appropriate person within supervisory chain
- ❖ Issue must be addressed within 30 days, otherwise employee/union may file complaint with University Human Resources, who then has 30 days to address



Additional questions?

Chris Meade	cmeade@uoregon.edu	6-2965
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UO ELR Role Account	uoelr@uoregon.edu	
HR Service Center	hrinfo@uoregon.edu	



Faculty Renewals, Summer Appointments and Deadline reminders

*Catherine Bonomini-Smith, Sr. Associate Director
HR Operations*



Faculty Renewals

Departments are responsible for processing renewal RTOs for faculty with upcoming appointment end dates. Follow the usual process of submitting RTOs for approval, and please send in time to meet the [deadlines](#) from Human Resources and your dean's office (If applicable). Further [guidance on renewals](#) is available on the HR Ops website.

A **Faculty Appointment and Renewal Report** is available in the HR Reports area in Cognos! The report provides 3 tabs:

- ***Faculty Appts (non-tenured)*** – lists all non-tenured faculty with appointment information. Includes ongoing career faculty annualized FTE and bargaining unit status.
- ***TTF Renewals*** – lists all tenure track faculty who need a renewal RTO for the next AY.
- ***Career Renewals*** – lists career faculty excluded from the bargaining unit who need a renewal RTO for the next AY.



Renewal Appointment Deadlines

Deadlines can be found on our [website](#).

12-month Faculty

- May 1st for July 1st renewals, or
- Two months prior to start of the renewal appointment.

9-month Faculty Fall Term

- August 1st

Law School Fall Term

- June 1st



Summer Appointments

- Summer appointments will use the same process as last year.
- Detailed [guidelines and instructions](#) are available on the HR Ops website.
- Summer term appointment forms are due to HR by May 15th for June appointments or by the 15th of the month prior to the appointment start.

As a reminder, the [HR: Summer Appointment Upload form](#) should be used to submit all summer appointments.



Employee Demographic Data Collection

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



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- Background
 - Collecting gender identity and sexual orientation information is required by Oregon SB473
 - UO has been voluntarily collecting this information from new employees for several years
 - Other demographic data voluntarily collected include veteran status, disability, ethnicity, and race
- Update
 - Coming soon: existing employees will be able to voluntarily report their gender identity and sexual orientation in DuckWeb
- What you need to know
 - Providing demographic information is voluntary
 - UO collects demographic information in order to comply with federal and state laws and requirements mandated by the State of Oregon Higher Education Coordinating Commission
 - Data helps inform projects related to employee success, increase recruitment and retention rates of communities of employees, and build programs that meet their needs
 - Employees will also be able to voluntarily report preferred pronouns in the future



- What you need to do:
 - Once the reporting option is launched, help raise awareness with employees and supervisors, and provide them with resources
 - HR will send an email to all employees to make them aware of the DuckWeb update and invite them to voluntarily report their gender identity and sexual orientation
 - The email will have the instructions on how to take action in DuckWeb and provide a link to additional information on the HR website
 - Employees are also invited to review all of their demographic information and make updates, as necessary, or provide information if it is currently blank
 - Employees are encouraged to review and update their mailing address and emergency contact information
 - Take action to report and update your information, if you so choose



2022 IHP Tenure Track Faculty Searches

Jenna Rakes, Director, Talent Acquisition



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Administering 2022 IHP TTF Searches: Launch to Completion

Audience: YOU!

(If you'll be launching, administering, or assisting with an IHP Tenure Track Faculty Search this year)

When: Tuesday, May 10th from 1:00-2:30PM

Where: Zoom link provided to registered attendees



HR Staff Updates



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Questions and Answers

Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!



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

The next HRCP meeting is
Wednesday, June 1, 2022.

