

HR Community of Practice Meeting Highlights
October 5, 2022

Learning and Development Opportunities

[New Employee Orientation: You & UO](#), Tuesday, October 11, 9:30AM-1:30AM

[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 –October 18, 10AM-2PM –EMU Crater Lake Rm

[Lane County HR Organization Meeting](#), Topic: Oregon Paid Family, Tues., October 18, 7:30AM-9AM

[Navigating UO Learning and Development Opportunities](#), Monday, October 24, 10AM -11AM

[Deconstructing Whiteness Working Group \(DWWG\) Session](#), Wednesday, October 26, 11AM-11:50AM

[Eldercare Discussion Group](#), Tuesday, October 25, 2PM-3PM

[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

[HRCI: Measuring Human Capital While Building Diverse Talent and Evolving Your Organization's Culture](#)
October 25, 26, & 27 10AM-11:30AM

[CUPA-HR Oregon Fall Conference –In-Person –November 3, 2022](#)

[CUPA-HR: Modern Work: Organizational Success Fueled by HR](#), November 8, 10AM-11AM

Meeting Agenda

- Welcome New HR Partners
- 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

Welcome New HR Partners:

- **Donna Katosh**, Human Resource Assistant, College of Arts and Sciences
- **Dylan Clark**, HR Generalist, Ballmer Institute, Portland
- **McKenzie Burnett**, Classification and Compensation Specialist, University Human Resources
McKenzie is a recent UO graduate and worked as the Communications Assistant in University Human Resources.
- **Thana Schafer**, Administrative Program Specialist, Office of Financial Aid and Scholarships
- **Jen Flores**, Manager for Administrative Services, Ballmer Institute, Portland
- **Samuel TenBrook**, Classification and Compensation Specialist, University Human Resources
- **Mark Grissom**, HR Assistant, College of Arts and Sciences Business Office
- **Lydia Griffin**, HR Assistant, Central Business Services Office
- **Molly Maxwell**, Administrative Coordinator, Student Orientation Programs

Canopy Services

Humberto Chacon, Canopy Account Representative

- Canopy is the university's employee assistance program
 - Employees with .50 FTE are eligible for EAP services along with their spouse/domestic partner, immediate family members living in the household, dependents up to 26 years old regardless of location.
 - Family members can contact Canopy on their own.
 - UO student employees are not eligible for EAP services
 - Employees hired from UO's temporary pool who at .50FTE or greater and working at least 90 days have access to Canopy EAP services.
 - Services are free and confidential
- Service Summary
 - Counseling
 - Behavioral Coaching
 - Crisis Counseling
 - Childcare, Eldercare
 - Unlimited financial coaching
 - Legal referrals and forms
 - Identity theft
 - Fertility health support
 - Home ownership program
 - Gym and pet insurance discounts
 - Resource retrieval
 - [Canopy Member Site](#)
Create your own account to access additional resources including self-assessments, videos, quizzes, courses, webinars and forms (use State of Oregon as your employer)
 - [Canopy LifeBalance Program](#)
Create your own account to access discounts to travel, sports, arts, and fun activities
 - [Canopy WholeLife Directions](#)
A complete mental health screening and instant connection to personalized support
- Canopy is committed to creating a safe, inclusive, and equitable society for all
 - Culturally competent counseling services to match with BIPOC professionals and address race-based trauma
 - Diverse, inclusive, and equitable financial coaching and legal consultation
 - Community Advantage Home Ownership Program and housing support
- [Supervisor Support](#) includes:
 - 24/7 access and unlimited consultation
 - Web-based resources and micro-training videos
 - Quarterly communications
- [Organizational Support](#) includes:
 - Employee or supervisor orientation
 - Critical incident Response
 - Requested topic seminars for units
- HR Webinars
 - Canopy offers quarterly HR webinars for professional credit
 - <https://canopywell.com/HR-Webinars>
- Canopy Communication
 - Subscribe to Canopy to hear about upcoming events including Canopy Connections, Worthwhile Webinars and Leadership Support: <https://nut.sh/ell/forms/32013/L67C5T>
 - UO also distributes information about upcoming Canopy events and programs in specialized emails and the Around the O newsletter

- Canopy Events
 - Canopy events will align with their monthly promotional topics and promotional flyers are emailed to subscribing members.
 - The final 2022 topics include:
 - October-Substance Abuse
 - November-Resources for Caregivers
 - December-Holiday Stress
- Promotional Materials are available in various formats:
 - [Canopy Bookcase](#) with flipbooks regarding promotional materials, EAP toolkit (seminars are listed as part of it), etc.
 - [Canopy Hardcopy Promotional Materials \(canopywell.com\)](#). This form can be used to order hardcopy materials like wallet cards and posters.
 - [Canopy Softcopy Promotional Materials 2022 | Powered by Box](#). Here you will find softcopies of flyers that you can download to share electronically and in hardcopy.
 - [Canopy Orientation Video](#). This 70-second gives a quick overview of services for members.
 - [Canopy Counseling Referral Video](#). This 90-second video explains the counseling referral process.
- Questions?
 - Please call Canopy at 800-433-2320
 - Email Canopy at info@canopywell.com
 - View our webpage at canopywell.com

Benefit Open Enrollment

Heather Mercer, Associate Director, Benefits Office

- Annual Open Enrollment
 - Mandatory for 2023 Plan Year
 - Open Enrollment starts 10/1 – 10/31
 - Select plans for 2023 and elect HEM participation
 - View this link to enroll: Online Enrollment
https://pebbbenefits.oha.oregon.gov/bms_web/!pb.main or www.pebbenroll.com
- [Enroll in Plans](#)
 - Core options include medical/dental/10K Life
 - Employees can opt-out of medical and receive cash back
 - Employees opt-out of medical and still enroll in dental and vision & optional benefits
 - Employees can decline the core benefits
 - Optional benefits include life insurance, short and long-term disability, accidental death and dismemberment, long-term care insurance and flexible spending accounts
- Complete the Health Assessment (HEM)
 - Each plan (Providence, Kaiser, Moda Health) has a health assessment on specific website
 - To access a specific plan, review this link: <https://www.oregon.gov/oha/PEBB/Pages/HEM.aspx>
 - Register to create an account or call your provider to reset your password to access the site
 - Take assessment with current plan year provider even if they plan to change carriers
 - Opt-outs enrolling in medical do not need to complete the HEM
 - Save your Certificate of Completion
 - HR cannot confirm completion and does not require Certificate of Completion
- Forget to Enroll
 - If you forget to enroll in your medical, dental and vision and do not participate in the HEM employees will have a higher deductible, will be assessed charges, and will not be able to participate in Flexible

Spending Accounts.

- Locate Open Enrollment Information, Guide and Plan Comparisons
 - [PEBBinfo.com](https://pebbinfo.com)
 - [2023 PEBB Enrollment Guide](#)
 - [Summary of Benefits \(Plan Comparison\)](#)
- Benefits Fair & Help Sessions
 - Tuesday, October 18, 10AM-2PM, EMU Crater Lake Room
 - Most of our vendors will be attending the fair and it is a great time to get your questions answered about specific plans.
 - Open Enrollment Help Sessions are scheduled this month:
 - October 13, 7:30AM-10AM, EMU Umqua Room
 - October 19, 2PM-5PM, EMU Umqua Room
 - October 21, 11AM-1:30PM, EMU Umqua Room
- How HR Partners Can Help?
 - Ensure start dates on the MyTrack Offer Card are correct
 - Ensure employees starting at the end of the month enroll in their benefits before the end of the month they start
 - If employees need password help with their HEM, they will need to contact their medical provider.
 - HR Benefits can reset PEBB Passwords
 - Encourage eligible employees to participate in Benefits Fair

New Academic Ranks

Jenna Rakes, Director, Talent Acquisition, Classification & Compensation

- Post Baccalaureate Scholar
 - Post Baccalaureate Scholar appointment is a paid, mentored research position that is of limited duration (up to 5 years)
 - The minimum requirement is a bachelor's or equivalent degree
 - Post Baccalaureate Scholar appointments require 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
 - A formal mentoring plan is required, which will be uploaded to the offer card for hires
 - This information is defined in Article 15, Sections 2 & 3 of United Academics Collective Bargaining Agreement
- Research Assistant Appointments
 - Research Assistants typically work as members of a research team under the direct supervision of other faculty researchers.
 - Three types of research assistants are replacing the current Research Assistant category. Each type is based on the minimum qualification for the position as stated in the position description. Positions are classified as Type A, B, or C as outlined below:
 - Research Assistant (Type C): Positions that require a master's or equivalent degree.
 - Research Assistant (Type B): Positions that require a bachelor's or equivalent degree.
 - Research Assistant (Type A): Positions that require skills and/or experience relevant to the duties of the position and do not have a minimum degree requirement.
 - Employees in research assistant positions may have additional education beyond what is required, but that will not change the Research Assistant type.
 - This information is defined in Article 15, Section 3 of the United Academic Collective Bargaining Agreement
 - Please note for Types B & C, on rare occasions, positions in highly specialized fields may allow for a combination of education and exceptional equivalent experience prior to the time of hire to satisfy the appropriate minimum degree requirement. As the research assistant type is based on the minimum

qualification requirements for the job, if a research assistant achieves additional educational credentials, that does not change the Type classification of their position.

- What's Next
 - All new research assistant hires will be placed into one of the new types, which will be assigned in partnership with units and the Talent Acquisition team. Type determination will be in accordance with the minimum degree requirement specified in the requisition. Contact your Recruitment Consultant or email talent@uoregon.edu with questions or for templates and guidance.
 - Units should work with Talent Acquisition to either update their research assistant pools (if posted within the past year) or to refresh their pool to adjust language to list the appropriate type. Further communication on existing pools will be forthcoming.
 - HR and VPRI will be providing guidance later this Fall on the recategorization of existing Research Assistants into the new types, which will be required prior to June 30, 2023.

Salary Increase update

Mark Schmelz, Vice President and Chief Human Resource Officer

Catherine Bonomini-Smith, Senior Associate Director, HR Operations

- **Annual Salary Increase Process and Procedures**
 - For FY 22-23 the **faculty across-the-board increase remains the same at 2 percent**.
 - The salary increase for **officers of administration will now be 3 percent across the board rather than a merit pool** as originally planned.
 - Both faculty and officers of administration **salary increases will be effective October 1, 2022**, instead of following the typical January 1 cycle. Increases will appear on October 31 paychecks. This is expected to be a one-time change to the timing and application of salary increases. It should not be considered as a permanent change to the university's increase cycle that uses January 1, historically, as the effective date.
 - OA eligibility is different than faculty eligibility, due to the terms outlined in the United Academics collective bargaining agreement. OAs must be in their position on or before October 3, 2022, and faculty on or before October 31, 2022.
 - The Human Resources website has been updated with [faculty](#) and [officers of administration](#) eligibility and [process information](#). Please share these resources with supervisors and employees.
 - HR is actively preparing to implement the across-the-board salary increases for eligible faculty and officers of administration effective October 1, 2022 and will coordinate directly with payroll to implement salary increases accordingly. Refer to the [HR website](#) for unit responsibilities as well as a timeline for processing the salary increases.
 - If units want to adjust the starting salary for hires after the eligibility date, they should contact HR Operations at hrops@uoregon.edu.
- Performance Review Process
 - Although AY22-23 increases are no longer merit based, performance reviews remain an important part of performance management and should be administered as planned and as expected in accordance with policy and collective bargaining agreements. The reviews you do now lay the foundation for merit decisions in future years.
 - The Office of the Provost website provides guidance for both [tenure-track](#) and [career](#) faculty evaluation processes.
 - The Office of Human Resources provides [forms and assistance](#) to support the completion of officer of administration evaluations. As a reminder, submit completion dates of OA evaluations to HR using the [online OA evaluation submission form](#).

UO Caregiver Networks

Jen Mirabile, Assistant Director, Programs and Services

- The UO Caregiver Networks started in the fall of 2020 to connect UO families with caregiver resources
 - Care Provider Network
 - UO community members (students, staff and faculty) can [sign up as a Care Provider](#) on the Care Provider Network
 - Providing care can take many forms: babysitting services, nanny care, tutoring, remote school support, and eldercare
 - UO families can [view list](#) and reach out to care providers to discuss caregiving needs
 - UO Shared Care Network
 - UO Families can join the [Shared Care Network](#) to identify other UO families looking to share care
 - Shared Care can take many forms including sharing childcare based on schedules, scheduling play dates, building connections and support for emergency coverage etc.
 - UO Families can [view the list](#) and reach out to other UO families to discuss care
 - HR Partners can help by:
 - Sharing information with students and UO employees about the [UO Caregiver Networks](#)
 - Sharing the attached flyer with UO families looking for care
 - Reviewing and sharing the [Caregivers Resources](#) webpage with students and employees looking for caregiver support
 - Questions about these resources
 - Contact Jen Mirabile at mirabile@uoregon.edu or caregivers@uoregon.edu

The next HR Community of Practice meeting is Wednesday, November 2, 2022.