Welcome HRascals

Christina Kraus
Employment Manager
Agenda – 2/9/15

- Benefits Updates – Kerry Gilbreth
- Ban the Box – Cedar Rupp
- Oregon Sick Leave – Cedar Rupp
- Effective Performance Evaluations – Sarah Johnston
Benefits Updates

Kerry Gilbreth, SPHR
Director of
Benefits, Leaves, and Front Desk Operations
American Heart Association Heart Walk

- Saturday May 21, 2016
- Portland International Raceway
- Calling all Team Captains
- Sign up now: http://www.kintera.org/faf/teams/groupTeamList.asp?ievent=1140726&lis=1&kntae1140726=F7A2802C3E6840F49D7FE349E3639AAE&tlteams=6572670
PEBB/ ACA Updates

- Moda Syngery in the media
- Kaiser 1095-B
New Volunteer Form

• HR has updated the Volunteer form to include information necessary to add volunteers to the Banner system.
• It still has all the required rules and regulations and information needed for the departments.
• Please begin using the new form immediately.
• http://www.pdx.edu/hr/sites/www.pdx.edu.hr/files/PSU%20Conditions%20of%20Volunteer%20Service.pdf
Ban the Box

Cedar Rupp
Senior HR Partner
Ban the Box

• The new ordinance from the City of Portland, effective 1/1/16, prevents employers from asking about criminal history until a conditional offer of employment has been made.
• This is different than the State of Oregon in that under the State’s law, an employer can ask about criminal history at the interview stage.
• The ordinance is designed to address disparate impact that background checking may have on persons within protected classes.
Ban the Box, cont.

- What does this mean for us?
  - update any departmental applications, all positions.
  - make sure search committee chairs and members are aware of topics to avoid in interviews.
  - only have the chosen candidate complete the background check release form, after the offer has been made. A verbal offer is OK.
Oregon Sick Leave

- All employees now accrue sick leave, as of 1/1/16.
- Non-benefits eligible employees accrue at a rate of 1 hour for every 30 hours worked.
- Benefits eligible employees are not impacted and will continue to accrue at the appropriate rate depending on employee type.
- You may have noticed a longer leave roster.
- Contact your HR Partner to update leave roster information.
Oregon Sick Leave, cont.

- Employees paid on a salaried basis will accrue according to their FTE - this makes the hours estimation on the letter of offer critical!
- Employees paid hourly (submitting time sheets) will accrue based on the hours they submit on their time sheets.
- Contact our payroll team for questions about accrual rates.
Effective Performance Evaluations

Sarah Johnston
Employee Relations and Training Specialist
HRASCALS TOPIC BRAINSTORM

- What topics would you like to discuss at future HRascals meetings?

- What questions do you have about performance evaluations?
Alice, I'm almost done with your performance appraisal.

Gasp!

I haven't had an appraisal in four years. You must be starting a documentation trail so you can fire me later.

I'll work 24 hours a day!!

That was way more motivational than I'd hoped.
WHY BOTHER?

• Chance to discuss goals (short/long term)

• Summarizes feedback (not new!)

• Obligation

• Creates a record of performance
DEADLINES

• Unclassified / Unrepresented: April 30

• Academic Professionals: 3rd Monday in May

• Classified Staff: Anniversary of hire

• Students: Determined by department
FORMS

www.pdx.edu/hr/
PROCESS REQUIREMENTS

• Consistent form

• Employee signature = acknowledgement, not agreement

• Employee comments are OK/part of file

• HR files original, copy for you and employee

• Define next level manager role
WRITING THE EVALUATION

• What you see, hear, or quantify
• Tied to job description & goals
• Trends and patterns with examples
• No reference to protected class or leave- call HR for help
QUESTIONS?
RESOURCES

HR Employee Relations

Sarah Johnston - x5900
Anne Richards– x4932
Ramon Diaz – x8360

http://www.pdx.edu/hr/evaluating_employees
Announcements

• Next HRascals Meeting- Tuesday, May 10th, 10-11:30am
Thank you!