HR Community of Practice Meeting Highlights – January 12, 2022

Learning and Development Opportunities

Excel Formulas -Advanced, Tuesday, January 25, 9AM-12PM

Using LinkedIn Learning for Employee Training and Development, Wednesday, January 26, 2PM-2:50PM

Declare Your Wellness, Thursday, January 27, 1PM-2:30PM

Getting Things Done (GTD)®, winter 2022

Session 1: Monday, January 31, 2022- 2pm to 3pm Session 2: Thursday, February 3, 2022- 2pm-3pm Session 3: Monday, February 7, 2022- 2pm-3pm Session 4: Thursday, February 10, 2022- 2pm-3pm

<u>Crucial Conversations for Mastering Dialogue, Blended Learning, winter 2022</u>

Session 1: Monday, February 14, 2022, 9am to 10am

Session 2: Wednesday, February 16, 2022, 9am to 10am

Session 3: Friday, February 18, 2022, 9am to 10am

Session 4: Wednesday, February 23, 2022, 9am to 10am

Session 5: Friday, February 25, 2022, 9am to 10am

New Employee Orientation: You & UO, Tuesday, February 1, 9:30AM-11:30AM

Agenda:

Dual Career at the University of Oregon

Rhonda Smith, Dual Career Liaison, Office of the Provost Jenna Rakes, Sr. Associate Director, Talent Acquisition

Workplace Harassment and Discrimination Prevention training update

Sheena Kindred, Learning & Development Coordinator

OA, Faculty, & Classified Staff Salary Increase update

Catherine Bonomini-Smith, Associate Director, HR Operations

SEIU Contract update

Chris Meade, Sr. Associate Director, Employee & Labor Relations

MyTrack Dashboard update

Jenna Rakes, Sr. Associate Director, Talent Acquisition

Clery Notification and Training

Greg Brock, Clery Compliance Officer, Safety and Risk Services

Dual Career at the University of Oregon

Rhonda Smith, Dual Career Liaison, Office of the Provost Jenna Rakes, Sr. Associate Director, Talent Acquisition

- Three years ago the Dual Career Liaison position was created in the Office of the Provost (OtP) to
 expand services for partners of tenure track faculty and senior administrators (OA 11 or above) at the
 UO.
- Dual Career Liaison provides consultation with partners which include:
 - Initial meeting
 - Career related support –internal and external
 - Labor market landscape review
 - Career change/graduate education/internships
 - Mock interviews
- Direct Appointments for Dual Career Partners
 - Dual Career Liaison reviews opportunities in MyTrack and may reach out to units to request review of dual career partner qualifications.
 - Dual Career Liaison works closely with Talent Acquisition in the direct appointment process.
- Questions? Contact Rhonda at rhonda@uoregon.edu
 Dual Career webpage: https://provost.uoregon.edu/dual-career-support

Workplace Harassment and Discrimination Prevention training update

Sheena Kindred, Learning & Development Coordinator

- The new Workplace Harassment and Discrimination Prevention training module will be available in January 19, 2022
 - Updated scenarios are included in the new release.
 - Information reflecting Prohibited Discrimination & Retaliation Policy is also provided.
- All employees are required to complete the Workplace Harassment and Discrimination Prevention training by the end of winter term 2022/March 25, 2022.
- Broad communications about the new module and training requirement will begin January 18.
- Automated reporting option at department level will be available contact learning@uoregon.edu
 - Leadership will receive monthly report of those who have not completed training.
- The eLearning module through MyTrack allows for flexibility and self-pacing
 - o If needed, HR can arrange workstations for employees without departmental availability.
 - o In-Person alternate training is available contact <u>learning@uoregon.edu</u> to discuss your needs.

OA, Faculty, & Classified Staff Salary Increase update

Catherine Bonomini-Smith, Associate Director, HR Operations

- HR Operations is working with the Payroll Office to upload the salary increases in time for the time-entry period.
- Lists of eligible employees and corresponding rates were sent to Deans and VP Offices.
- Information about salary increases can been found on these webpages:
 - https://hr.uoregon.edu/hr-operations/annual-salary-increases
 - o **SEIU salary information**
 - o **UA salary information**

SEIU Contract update

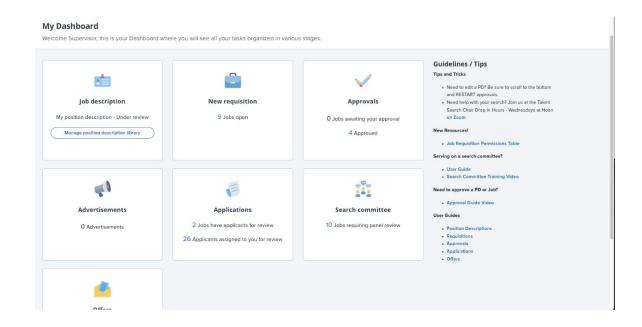
Chris Meade, Sr. Associate Director, Employee & Labor Relations

- SEIU contract ratified effective January 1, 2022.
- The contract is in effect for five years with economic reopener scheduled for fall 2023.
- Employee and Labor Relations will offer a training to review the changes to the SEIU contract.

MyTrack Dashboard update

Jenna Rakes, Sr. Associate Director, Talent Acquisition

- The MyTrack Recruitment Dashboard will soon have the following "Help Text" added to the right hand side:
 - This will include helpful tips, links to resources, and announcements of new resources.



Clery Notification and Training

Greg Brock, Clery Compliance Officer, Safety and Risk Services

- Campus Security Authorities are employees who are in a professional position that makes it likely that students or others could report crimes to them. Under federal law, CSAs have a responsibility to tell the institution about such incidents.
- Safety and Risk Services is working with the Office of Investigations and Civil Rights Compliance to send
 the annual notice to employees who are CSAs informing them of their status as CSAs and reporting
 obligations.
- For questions regarding Campus Security Authority (CSA) training, contact the University's Clery Compliance Officer at clery@uoregon.edu.

The next HR Community of Practice meeting is scheduled for Wednesday, February 2, 2022, at 2PM. A Zoom link will be sent prior to the meeting.