

HR Community of Practice Meeting Highlights

February 7, 2024

Professional Development and Training Highlights

HR Community of Practice (HRCP) Professional Development Workshop Series

- [Influence: Feb 21, 9am to 1pm](#)
- [Change Management: May 21, 9am to 1pm](#)

Highlights: Opportunities for HR Partners and Employees

- [New Employee Orientation: Mission, Shared Responsibilities, and Engagement Opportunities](#), Thursday, February 8th
- [Active Recruitment at UO](#) Wednesday, February 14th
- [Employee Benefits Overview](#) – Thursday, February 15th
- [Mentorship Reimagined – UO Staff Workshop](#), Tuesday, February 20th, 2:00pm – 3:30pm
- [Supervisor Training: Grievance, Discipline and Unions](#), Wednesday, February 21st, 10:00am – 12:00pm
- [Care.com Membership Information Session](#), Thursday, February 29th
- [PFML Payroll/HR Administrator Training](#), Tuesday, March 5th
- [Administering a search: Best practices to engage candidates, promote equity, and ensure a successful search](#) Monday, March 11
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Virtual Development Opportunities

Employee Labor Relations (ELR):

These training courses are useful as reference for specific ELR topics.

- [Employee and Labor Relations at the University of Oregon](#) (MyTrack)
- [Officers of Administration at the University of Oregon](#) (MyTrack)
- [Classified Staff at the University of Oregon](#) (MyTrack)

Oregon CUPAHR – Save the Date! Spring Conference May 2nd and 3rd in Hillsborough. Watch your email the next few weeks for details.

February and Spring Term Deadlines

Visit: <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

Spring Term appointment renewals

- RTOs
 - For 12-month RTOs, the deadline is **6 weeks** before the effective date.
- Fixed-term OA renewals
- Post-retirement renewals, including TRP
- **Monday, February 26** is the deadline to submit new faculty offer cards in MyTrack for Spring Term appointments.

March 2024 Changes

- **Thursday, February 15** is the deadline to submit PRFs and other pay actions taking effect March 2024.

Meeting Agenda

- Review of training, dates and deadlines, agenda review
- CHRO - Opening Remark
- New Annual training surrounding sexual misconduct and reminder of reporting responsibilities
- UO Student Workers (UOSW)
- MyTrack – Reporting, management tools
- HR Community of Practice – Resources highlights and meeting wrap-up

Presentations and Updates

Opening Remarks

Mark Schmelz, VP and Chief Human Resources Officer

Presenter: Nicole Commissiong, AVP/Chief Civil Rights & Title IX Officer, Investigations & Civil Rights Compliance, New Annual training surrounding sexual misconduct

Sheena Kindred, Learning & Development Manager, outline training communications plan for training surrounding sexual misconduct

Discrimination, Harassment, and Sexual Misconduct: Responsibilities for HR Professionals

- HR professionals must report:
 - Allegations of discrimination, harassment, and retaliation by employees.
 - Allegations that pay is not equitable.
 - Allegations that a job applicant was treated unfairly based on a protected characteristic during a search.
 - Child abuse and neglect to DHS or law enforcement.
- What is Discrimination
 - Disparate treatment: An allegation that an adverse action is motivated in whole or in part by the protected characteristic. An adverse action includes actions that significantly change the terms and conditions of employment.
 - Disparate impact: Disparate impact occurs when a policy, requirement, or regularized practice, although neutral on its face, adversely impacts persons in a protected class and is not necessary to achieve an important university purpose.
- What is Harassment
 - Unwelcome verbal or physical conduct based on a protected characteristic that is sufficiently severe or pervasive that it substantially interferes with an individual's employment, education or access to university programs, activities, or opportunities, and would have such an effect on a reasonable person who is similarly situated.
 - Unwelcome conduct must be based on a protected characteristic

- How will the university respond?
 - OICRC will invite the complainant (person who experienced harm) for an interview and assess whether conduct that has been alleged may be a policy violation.
 - If the conduct at issue would not violate a policy, OICRC will work with ELR to address the reported conduct, as appropriate.
 - If the conduct at issue may be a policy violation, OICRC will open an investigation.
 - Discipline for OAs and classified employees imposed by ELR.
 - Discipline for faculty imposed jointly by Provost & ELR.
- HB 3456
 - Passed in Summer 2023 & took effect upon signing
 - Requires annual sexual misconduct prevention training for all employees and students
 - Central HR & OICRC are working to launch the first sexual misconduct prevention training for all employees (with the exception of undergraduate student employees, who will take the training as students through Student Life)
 - Training will launch February 22nd
 - Preview will be available to HR Partners beginning Feb 12th
 - Messaging will go out university-wide the week of Feb 19th
 - Module takes 30 minutes to complete in MyTrack
- Resources
 - OICRC reporting form: <https://investigations.uoregon.edu/reporting>
 - ELR: uoelr@uoregon.edu
 - Confidential resources for employees:
 - Ombuds Office: <https://ombuds.uoregon.edu/>
 - Employee Assistance Program: <https://hr.uoregon.edu/employee-assistance-program>
 - Confidential Resources for students:
 - Ombuds Office: <https://ombuds.uoregon.edu/>
 - Care and Advocacy Program (Dean of Students):
 - <https://safe.uoregon.edu/> for complainants
 - Respondent Support & Crisis Intervention Coordinator: mwoods4@uoregon.edu
- For questions about the upcoming training module, please contact MandatoryTraining@uoregon.edu

Presenters: Chris Meade, Director Employee and Labor Relations and Sarah Blanchard, Student Employee Coordinator

General ELR Updates

- Practice Pickets
- UA bargaining update
- Disseminating information re GTFF implementation to schools and colleges
- Discussions with UOSW about potential upcoming bargaining, no date currently set

UO Student Workers (UOSW) important updates

*The following rights apply to student workers **effective immediately**, even though we do not yet have a collective bargaining agreement with UOSW*

- **Weingarten Rights**
 - Student workers have the right to have a union steward present at investigatory or disciplinary meetings
 - Onus on students to evoke their Weingarten rights
 - Steward to observe, ask clarifying questions, cannot interfere
 - *Right not extended to regular meetings*
- **Postering**
 - UOSW posters must be permitted in workspaces
 - Must abide by UO postering policies
 - Reach out with specific questions (uoelr@uoregon.edu)
- **New Employee Orientations**
 - 30 minutes minimum
 - Paid time for student workers
 - Webpage coming soon where supervisors can report upcoming new employee orientations

Please direct all questions about UOSW to uoelr@uoregon.edu.

Presenter: Maeve Anderson, Associate Director Talent Acquisition

Demographic Reports – Now Available Directly to You!

- Demographic reports will be available to those with access to the requisition for a search.
- With just a few clicks, you'll be able to easily run the report.
- There will be some limitations – the report will not generate results for searches with fewer than 10 candidates in an eligible status.
- It will be important to follow the guidelines we're about to go over so that we're protecting our candidates' identities.

Why, When, How

- Why
 - Know why you are running the report and how you plan to use the data
 - Reports should not be run without a planned use
- When (and when not)
 - Prior to the close date if you are using to inform recruitment
 - On the close date to document your pool
 - NOT daily or more frequently than necessary
- How to use
 - Compare to other data sources to inform your search
 - AAP and Field Availability Estimates can give you an idea of the diversity you can expect to see in your pool
 - Ask your recruitment consultant if you need help

- With great power comes great responsibility
 - The purpose of reviewing a demographic report is to assess the overall diversity of your pool, not to identify candidates' identities.
 - Data should be reviewed and considered in aggregate.
 - If you share the report with the search committee, please prepare them to use the data appropriately (e.g. to generate new recruitment ideas and NOT to speculate on individual candidate identities).
- Demographic report guide: <https://hr.uoregon.edu/mytrack-applications-applicants> (click on "Demographic Reports" to download the guide)

Presenter: Sue Russell, Director HR Community of Practice

I think I saw that somewhere... Highlighting resources to raise awareness.

- Monthly examples of resources that HR receives questions about. An effort to highlight useful resources and find ways to raise their profile as needed
- Please send Sue suggestions for useful information you believe would be helpful to a broader audience.
- This month's example
 - OA (exempt) Partial Day absence (<https://hr.uoregon.edu/partial-day-absence-guidelines-exempt-officers-administration>)

Looking ahead to next month, the March meeting will focus on summer term. Particular attention on Academic Units. Please encourage the attendance of those who work on summer transactions in your unit. Looking forward to seeing you then!