HR Community of Practice

May 3, 2023
2:00 PM-3:00 PM
HR Orientation for New HR Partners  
Thursday, May 4, 10 a.m. – 11:30 a.m.

New Employee Orientation Programs:  
Campus Community & Employee Engagement  
Thursday, May 4, 3 p.m. – 4:30 p.m.

Emergency & Disaster Preparedness Training  
Tuesday, May 9, 5 p.m. – 6 p.m.

Navigating Our Digital Lives – How to Stay Safe Online  
Wednesday, May 10, 10 a.m. – 11:30 a.m.  
(bring a laptop to the Dream Lab in Knight Library)

Crucial Conversations for Accountability  
Thursday, May 11, 8:30 a.m. – 12:30 a.m.  
(multi-session workshop)

Eldercare Discussion Group  
Wednesday, May 10, 2 p.m. – 3 p.m.

Excel - Beginner  
Monday, May 22, 1 p.m. – 2 p.m.

OA Council Leadership Symposium  
Wednesday, May 24, 8:30 a.m. – 12:30 p.m.

Session I: Engaged Leaders: 8:30 a.m. – 10:45 a.m.

Session II: Discover Your Individual Strengths, a Campus of Belonging, 10:45 a.m. – 12:30 p.m.

Academic Impressions: Privilege & It’s Role in Enhancing Equity  
Wednesday, May 17, 1 p.m. – 2:30 p.m.

Academic Impressions: Encore & Live Q&A: Setting up the Supervisory Relationship: Understanding and Adapting Your Supervisory Style  
June 6, Virtual Training

May Learning Challenge: Customer Service
New Learning and Development Sessions

Transform Stress to Resilience
Two-part series facilitated by Parneet Pal.
• Transform Stress to Resilience (Part 1): Active Physical Recovery
  May 18, 10:00am – 11:30am
• Transform Stress to Resilience (Part 2): Active Emotional Recovery
  May 25, 10:00am – 11:30am

Transforming Loneliness: The Science of Social Connection facilitated by Parneet Pal.
• May 24, 10:00am – 11:30am
May is Mental Health Awareness Month

- **Mental Health Awareness Month Bingo for Faculty/Staff:**
  
  This wellness bingo challenge promotes health and wellbeing! Bingo Cards can be picked up in the Duck Nest (EMU 041) starting May 1st.

- **Sign up**, submit your filled out bingo card by June 2nd at 1pm to the Duck Nest (EMU 041), and be entered to win some fun prizes! Prizes include Eugene Emeralds tickets, Lane County Farmer’s Market gift card, water bottles, UO Rec Group X passes, Loop earplugs, desktop air purifier, and many more. Grand Prize: Sabai Restaurant gift card

- **University Day** is Thursday, May 18th from 9am-2pm

  Departments are encouraged to participate together/smaller teams in one-hour commitments.
Welcome New HR Partners

Ben Kintner
Classification & Compensation Analyst, HR TACC

Fela McWhorter
Operations Manager
College of Arts & Sciences
AGENDA

• **Office of Investigations and Civil Rights Compliance**  
  Nicole Commissiong, Associate Vice President, Chief Civil Rights Officer, & Title IV Coordinator

• **Employee Roster Audit update**  
  Catherine Bonomini-Smith, Senior Associate Director, HR Operations

• **HR Deadlines & Summer Appointments**  
  Catherine Bonomini-Smith, Senior Associate Director, HR Operations

• **Career Credit Toward Promotion**  
  Catherine Bonomini-Smith, Senior Associate Director, HR Operations

• **ADA updates**  
  Celia Nittmann, ADA Coordinator and Assistant Director, Employee & Labor Relations

• **HR Staffing updates**
Office of Investigations and Civil Rights Compliance

Nicole Commissiong, Associate Vice President, Chief Civil Rights Officer, & Title IV Coordinator
Key Take Aways

• Reporting
• Process for Reporting
• Process for Assessing Complaints
• Support for Employees
• What OICRC Does & Does Not Do
• Assessing Complaints
• Support for Employees
Prohibited Discrimination & Retaliation Policy
Protected Characteristics @ UO

- Age (18+)
- Ancestry
- Citizenship
- Color
- Disability (physical/mental)
- Expunged Juvenile Record
- Gender
- Gender Expression
- Gender Identity
- Genetic Information
- Marital/Family Status
- National/Ethnic Origin
- Pregnancy # Related Conditions
- Race
- Religion
- Service in Uniformed Services
- Sex
- Sexual Orientation
- Use of Protected Leave
- Veteran Status
Discrimination – 2 Forms

- Differential Treatment
  - Treating someone differently and less favorably than others on the basis of protected status/characteristics.

- Disparate Impact
  - A neutral rule that treats everyone equally in form but has a disadvantageous effect on some people of a protected characteristic compared to others.
Hostile Environment Harassment

- Behavior that treats people differently on the basis of a protected characteristic and that is sufficiently severe or pervasive that it interferes with work or academic activities and creates an intimidating, hostile or degrading working environment, and where the conduct would have such an effect on a similarly situated reasonable person.

- The more severe the conduct, the less pervasive it need be. NOTE: When alleged conduct consists solely of words, the University must consider free speech rights in evaluating a complaint. Language that targets individuals based on identify is of greater concern (e.g., racial epithet directed at a person).
Employee Reporting

- Designated Reporters: must report disclosures of all forms of discrimination and harassment (not just sex/gender) to OICRC/TIX office
  - Department Heads
  - Complete list of job titles on OICRC website
  - All Designated Reporters are Campus Security Authorities under Clery
- Confidential Employees:
  - Medical staff, including counselors
  - Care and Advocacy Program staff in Dean of Students Office
- Assisting Employees: all other employees
  - May keep information disclosed by students private
  - Most faculty and staff
- Child Abuse Reporting
  - All UO Employees
• Respectful Workplace Notice
• Community Standards Policy
• Conflicts of Interest and Abuses of Power: Sexual, Physically Intimate, and Romantic Relationships with Students
• Mandatory Child Abuse Reporting
• Under Clery, Campus Security Authorities, including Department Heads, must report crimes that occur on UO owned/controlled property to clery@uoregon.edu
Setting Expectations

 harus untuk menjadi anggota kelas yang dilindungi. Keterlibatan harus terjadi karena identitas mereka.


- Fakta bahwa kebijakan tidak terkait tidak berarti tidak akan terjadi sesuatu dalam tanggapan atas klaim mereka. Banyak kekhawatiran yang disampaikan oleh universitas bukan pada tingkat kebijakan terkait.

- The fact that a policy was not violated does not mean that nothing will happen in response to their complaint. Most of the concerns addressed by the university are not at a policy violation level.
Employees might say that they’d like to see someone fired, and that is why they are filing a complaint. Let folks know that OICRC does not make employee termination decisions. We gather information and decide whether a policy was violated. Nothing more.

Not all complaints that reference a protected status will result in an investigation. Most won’t. So, if you receive a report of discrimination or harassment, it’s helpful for you to let folks know that their concern will be taken seriously, that someone will reach out to them, and that the university is often able to resolve concerns without opening a formal investigation.
Reporting/Policies

- Submit reports: https://investigations.uoregon.edu/reporting


- Community Standards Affirmation, https://policies.uoregon.edu/vol-5-human-resources/ch-4-workplace/community-standards-affirmation
Reporting/Policies

- Respectful Workplace Notice, https://hr.uoregon.edu/respectful-workplace-notice

- Mandatory Reporting of Child Abuse and Neglect, https://hr.uoregon.edu/mandatory-reporting-child-abuse-and-neglect

- Conflicts of Interest , https://policies.uoregon.edu/vol-5-human-resources/ch-4-workplace/conflicts-interest-and-abuses-power-sexual-physically-intimate
Questions?
Employee Roster Audit update

Catherine Bonomini-Smith, Senior Associate Director
HR Operations
Thank you for submitting updates!

You helped HR and Payroll process...
~200 Location Updates and
~2,600+ Supervisor Changes

Please use the employee roster review and update process and other update mechanisms as changes happen.

Every quarter HR will continue to remind unit leadership to do a quarterly audit~email will go out next week.

Reach out to unit HR leadership if you have any questions about your role in the roster review.
HR Deadlines & Summer Appointments

Catherine Bonomini-Smith, Senior Associate Director
HR Operations
Important Deadlines

✓ **May 1st** - July Renewal RTOs – majority of pro tem research faculty and postdoctoral scholars
  - New research assistant ranks implemented May 1st, be sure to use the new types A, B, C that were communicated to Dean's offices. Check PEIFACT for type.

✓ **May 10th** – May Triple Deduction spreadsheets due - [https://ba.uoregon.edu/payroll/may-triple-deduction](https://ba.uoregon.edu/payroll/may-triple-deduction)

✓ **May 15th** – Summer Appointments!
  - June Summer Appointments due to HR – More PAW examples and instructions updated on our [Summer Appointment Website](https://ba.uoregon.edu/)
  - Other summer appointments due 15th of the month prior to the effective date on PRF

✓ **August 1st** – Fall Renewal RTOs due
  - Visa Needed? Follow-up your submission with an email to HR Operations and we will prioritize review and appointment processing

[HR Operations Deadlines Website](https://ba.uoregon.edu/operations/deadlines)
Career Credit Toward Promotion

CBA Language updated:
• Article 16, Section 1. Notices of Appointments and Offers must now include "Career status, including the nature of any restrictions on eligibility for promotion and any credit for prior service;"
• Article 16, Section 8 "When credit for prior service is agreed upon, the terms of hire or reclassification will state the number of years of credit granted for comparable work, specific review considerations, and the earliest date for promotion eligibility."
Career Credit Toward Promotion cont.

New Offer Card Field in MyTrack:
For Career Offers ONLY, add the credit years if applicable. The credit years will be entered in the faculty tracking area of Banner.

Reclassifications
Include a statement as part of the reclassification justification if credit toward promotion is applicable.

[Link to Faculty Reclassification Process Website]
ADA and Workplace Accommodations

Introduction:

Celia Nittmann
Accommodations Coordinator
“Doing disability all day long can be an exhausting process. I don’t mean having an impairment... I mean having to spend a significant part of each day dealing with a physical world which is historically designed to exclude me, and, even more tiring, dealing with other people’s preconceptions and misconceptions about me.”

- Lois Keith
Disability in the Workplace

Diverse viewpoints foster understanding and innovation.

Accommodations help advance our institutional goals of equity and inclusion.
Workplace Accommodations

The university is committed to providing reasonable workplace accommodations to employees with disabilities and is committed to engaging in a good faith interactive process.
Who is protected by the ADA?

- Employees with disabilities
  - Full-Time
  - Part-Time
  - Temporary
  - Student employees
- Applicants with disabilities
- Members of the public with disabilities participating in university events or programs
ADA Definition of Disability

Under the ADA, “disability” is defined three ways:

1. A physical or mental impairment that substantially limits one or more major life activities or major bodily functions;
2. A record of such an impairment; or
3. Being regarded as having such an impairment.

Must Accommodate (upon request)
What is a Workplace Accommodation?

Any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

Accommodation = Exception
Accommodation Process

The accommodation process is an interactive process administered by the Accommodations Coordinator. This includes responsibility for determining whether:

1. An employee’s medical condition is a disability; and
2. A requested accommodation is reasonable.

Accommodation Coordinator is a process advocate.
When should an accommodation go through the formal ADA process?

- Is this an accommodation the department would implement for anyone that asked?
  - Yes
    - Move forward with the implementation of the accommodation without going through the formal ADA process
  - No
    - Direct the employee to the necessary resources to engage in the ADA process
Performance and Workplace Accommodations

Accommodations should not reduce performance standards or eliminate the essential functions of their job.

Performance concerns should be documented thoroughly and consistently and managed accordingly.

For support on performance management, please reach out to uoelr@uoregon.edu.
If you have ADA-Related Questions, contact:

Email: workplaceADA@uoregon.edu
Phone: (541) 346-2186
Website: https://hr.uoregon.edu/employee-labor-relations/accommodations
Accommodation Processing guide and forms: https://hr.uoregon.edu/interactive-disability-accommodation-process
Q & A

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 7, 2023.