

HR Community of Practice

May 3, 2023

2:00 PM-3:00 PM



UNIVERSITY OF
OREGON

Human
Resources

[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



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

- ▶ It is not enough for someone to be a member of a protected class. The incident must have occurred *because of* their identity.
- ▶ People may want you to agree that they are right. Or expect that folks in OICRC will tell them that they are right. We won't. We will listen to them, take their concern seriously, and assess the information they provide in order to determine whether a policy *may* have been violated.
- ▶ 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.

Setting

- ▶ 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>**
- **Prohibited Discrimination and Retaliation Policy, <https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/prohibited-discrimination-and-retailiation>**
- **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?

O

Employee Roster Audit update

*Catherine Bonomini-Smith, Senior Associate Director
HR Operations*



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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>
- ✓ **May 15th** – Summer Appointments!
 - June Summer Appointments due to HR – More PAW examples and instructions updated on our [Summer Appointment Website](#)
 - 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](#)



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.



The image shows a screenshot of a form field. On the left, there is a vertical grey bar. To its right, the text "Tenure Credit or Career Service Years:" is displayed. To the right of this text is a rectangular input box with a thin border.

Reclassifications

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

[Faculty Reclassification Process Website](#)



ADA and Workplace Accommodations



Introduction:

Celia Nittmann

Accommodations Coordinator



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Disability, Beyond the Law

“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.



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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



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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:

**Must Accommodate
(upon request)**

- 
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.



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



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Accommodation Process

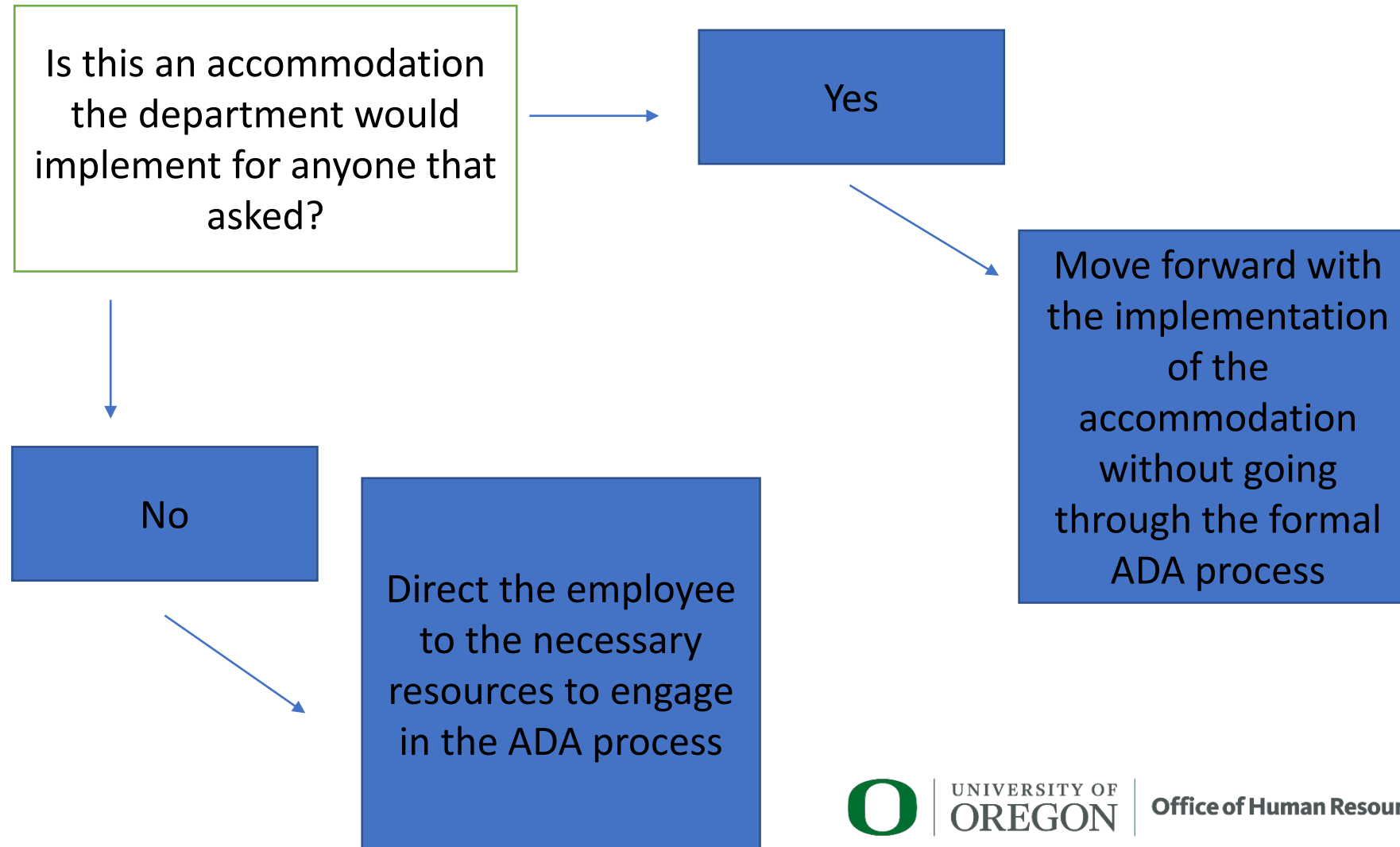
The accommodation process is an interactive process administered by the Accommodations Coordinator.

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?



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



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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>



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HR Staffing updates



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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.

