HR Community of Practice
Virtual Meeting

November 2, 2022
2:00 PM-3:00 PM
Preventing Individual and Team Burnout
Tuesday, November 8, 9AM-10:30AM
Wednesday, November 9, 9AM-10:30AM
Tuesday, November 15, 1:00PM to 2:30PM

CUPA-HR: Modern Work: Organizational Success Fueled by HR
November 8, 10AM-11AM

Excel Formulas Advanced
Wednesday, November 9, 1PM-4PM

BOLI 38th Annual Law Conference
Wednesday, Nov 9 and Thursday, Nov 10

SHRM: HR's Role in Shaping Culture and Improving the Employee Experience
Thursday, November 10, 8AM-9AM

Employee Resource Groups: Practical Implementation Strategies for HR Professionals
Hosted by Canopy – UO's Employee Assistance Program
Tuesday, November 15, 10AM-11AM

Lane County HR Association
Membership Meeting-Hybrid Event
Public Speaking: Getting A’s, not Zzzzz’s
Tuesday, November 15, 7:30AM-9AM

CUPA-HR Washington Update: An Overview of the Midterms
Thursday, November 17, 9AM-9:30AM

Getting Things Done
starts Monday, November 28, 10:30AM-12PM
attend all four sessions
Welcome New HR Partners!

Allison Blade  
Director  
Shared Services  
Provost Admin. Services Team

Heidi Clarke  
Business Manager  
College of Education  
CPHS & SPECS

Christine Herrera  
HR Generalist  
University Advancement

Ellie Glunn  
Recruitment Consultant  
Talent Acquisition
Help spread the word about HR jobs @ UO!

• View the current list of the available HR positions at https://hr.uoregon.edu/hr-jobs-uo.

• Share the link across your networks and with potential candidates.
AGENDA

• Student Life
  Jimmy Howard, Associate Dean of Students, Office of the Dean of Students

• Vaccination Requirements
  Brittany Jayne, Assistant Director, Employee & Labor Relations

• Workers Compensation
  Trish Lijana, Workers Compensation Program Manager, Safety & Risk Services

• Paid Leave Oregon
  Kaia Rogers, Sr. Director, HR Programs, Services & Strategic Initiatives

• Online and Self-Guided Learning
  Chloe Barnett, Coordinator, Learning and Development

• TACC Team Announcements
  Jenna Rakes, Director, Talent Acquisition, Classification & Compensation
Student Life

Jimmy Howard, Associate Dean of Students
Office of the Dean of Students
College Students Today

• 38% older than 25
• 58% working while enrolled
• 26% raise children
• 47% financially independent
• 17-21% identify as LGBTQ+
• 34% of have an anxiety disorder
• 14% rate their general health as excellent
• 25% report poor performance due to lack of sleep.
• 20% meet the criteria for an alcohol use disorder
Class of 2026 Profile

- We welcomed 5,338 first year students – a record number
  - 52% are Oregon Residents
  - 38% are Out-of-state Students
  - 10% are International Students
- Most academically prepared class average of 3.76 GPA
- 36% identify as a domestic minority (ties record)
  - 16% Hispanic or Latino
  - 14% Asian
  - 6% Black or African American
  - 3% Native American or Alaska Native
  - 2% Native Hawaiian or Pacific Islander
- 1 in 4 First-Year Students are Pathway Oregon Scholars
Distress and crisis are a part of every student's life.
Stress: Causes for Concern

- Uncharacteristic changes in academic performance
- Uncharacteristic changes in attendance at class or meetings
- Depressed or lethargic mood
- Hyperactivity and/or rapid speech
Stress: Causes for Concern

- Marked change in personal dress, hygiene, eating and/or sleeping routines
- Repeatedly falling asleep in class
- Unusual or exaggerated emotional response to events
- Social Withdrawal
COMMON Student Concerns

- Anxiety
- Depression
- Academic stress
- Difficult or unexpected life experiences
- Cultural identity
- Trauma
- Alcohol and drug misuse
- Body image and disordered eating
- Thoughts of suicide
How can you help?

NOTICE  ENGAGE  REFER
How to Support a Student

Kognito Online Training

- Learn how to identify when someone is struggling
- Gain confidence in having a conversation with someone about their mental health
# Helpful Resources for Students – Dean of Students

<table>
<thead>
<tr>
<th><strong>Care and Advocacy Program</strong></th>
<th><strong>Basic Needs Program</strong></th>
<th><strong>Collegiate Recovery Center</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://dos.uoregon.edu/help">https://dos.uoregon.edu/help</a></td>
<td><a href="https://basicneeds.uoregon.edu/">https://basicneeds.uoregon.edu/</a></td>
<td><a href="https://dos.uoregon.edu/recovery">https://dos.uoregon.edu/recovery</a></td>
</tr>
</tbody>
</table>

- Primary confidential advocacy team for students who have experienced sexual violence, domestic violence, and other forms of gender-based harassment
- Resources and support needed to navigate personal crises
- Mental health concerns
- Unexpected life events that disrupts their academic pursuits.

- Financial Insecurity
- Food Insecurity
- Housing Insecurity
- Child Care Subsidy
- Textbook Subsidy

- Students who SELF-disclose a concern about their substance use and are looking for support
- Students who are entering substance treatment or who are returning to UO after completing substance treatment and are looking for support on campus
Helpful Resources for Students

**Student Conflict Resolution Center**
https://scrc.uoregon.edu/
- Roommate concerns
- Other disputes between students
- Communication and conflict strategizing

**Student Advocacy Program**
https://asuo.uoregon.edu/advocacy
- Grievance/dispute with a faculty or academic dept.
- Any concern wherein an office or UO is the adversary to a student
- Assistance with Registrar academic petitions
- Disagreement with a policy or UO decision

**ASUO Legal Services**
http://asuolegal.org/
- Students with personal legal questions or concerns (Not TIX related)
Vaccination Requirements

Brittany Jayne, Assistant Director
Employee & Labor Relations
Vaccination Requirements

Current Vaccine requirement
• Prime only, booster not required

New process coming mid November
• Chiefs of Staff (COS) and Academic CFO’s (A CFO) will receive list of non-compliant employees
• COS’s and A CFO’s will provide the appropriate lists to the appropriate contacts in the department or unit
• Email will include the appropriate links for completing the reporting process
  • Reporting: https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-employee-process
  • Letter of clarification template: https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-instructions-supervisors
Vaccination Requirements

Reported information
• Information on the list shared does not give individual vaccine status. Simply if they have not complied

Expectation of the supervisor
• Supervisors' responsibility to follow up with employee to ensure they complete the appropriate process
Vaccination Requirements

Employees that are non-compliant

OA and Classified
- First time on list, bring awareness
- Second time on list direct supervisor letter of clarification template found on Human Resources website: https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-instructions-supervisors

Faculty
- First time on list, bring awareness
- For Faculty related, second time on list please reach out to ELR
Injury Reporting and Workers’ Compensation

Trish Lijana
Workers’ Compensation Program Manager
trish@uoregon.edu
541-346-2907
INJURIES

Whether Great.....

REPORT THEM ALL !!!

ANY employee in ANY capacity, part/full-time, student employees, coaches, leadership.....

Or small
WHY REPORT AN INJURY?

• Identifies potential hazard(s)

• Alerts UO to investigate

• Opportunity to correct hazard while minor

• Prevent same injury from happening to someone else

• Reporting within 24 hours is imperative
  - Employee can decide later re: medical treatment & filing wc claim

• Prompt reporting protects injured employee
**UNIVERSITY OF OREGON**  
**WORKPLACE INJURY REPORT**

**Safety and Risk Services**  
1260 University of Oregon  
1715 Franklin Blvd., Suite 2A  
Phone: 541-346-3192  
Fax: 541-346-7008  
workinjury@uoregon.edu

**Instructions:** To be completed by employee with a lead staff member, supervisor or manager **WITHIN 24 HOURS** of when employee reports a work-related injury, illness, or near miss. **Complete ALL sections**, do not leave any blanks.

**Department:** CAMPUS PLANNING & FACILITIES MANAGEMENT  
**Date of Incident:** 11/16/18  
**Time of Incident:** 2:30 a.m.  
**Date of Report:** 11/16/18

### Employee Information:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>SMITH, JOHN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Employee ID#</td>
<td>951-00-1234</td>
</tr>
<tr>
<td>Birth Date</td>
<td>1/1/02</td>
</tr>
<tr>
<td>Position Title</td>
<td>LABORER</td>
</tr>
<tr>
<td>Working Days</td>
<td>M T W TH F S S</td>
</tr>
<tr>
<td>Working Hours</td>
<td>7:30AM - 4PM</td>
</tr>
</tbody>
</table>

### Injury Information:

- **Nature of Injury:**  
  - [ ] Burn  
  - [ ] Bruise  
  - [ ] Cut  
  - [ ] Sprain/strain  
  - [ ] Headache  
  - [ ] Other

- **Body Part Affected:**  
  - [ ] Head  
  - [ ] Left  
  - [ ] Right  
  - [ ] Both

- **Cause of Injury:**  
  - [ ] Burned by:  
  - [ ] Cut by:  
  - [ ] Contact with:  
  - [ ] Struck by:  
  - [ ] Other

- **Fall/Slip/Trip:**  
  - [ ] Different level  
  - [ ] Same level  
  - [ ] Holding/carrying  
  - [ ] Pushing/pulling  
  - [ ] Reaching  
  - [ ] Repetitive motion  
  - [ ] On stairs  
  - [ ] Stairs  
  - [ ] Twisting/turning  
  - [ ] Falling  
  - [ ] Other

- **Sprain/Strain:**  
  - [ ] Different level  
  - [ ] Same level  
  - [ ] Holding/carrying  
  - [ ] Pushing/pulling  
  - [ ] Reaching  
  - [ ] Repetitive motion  
  - [ ] On stairs  
  - [ ] Stairs  
  - [ ] Twisting/turning  
  - [ ] Falling  
  - [ ] Other

- **Blood:**  
  - [ ] Yes  
  - [ ] No

**Work Status:**  
- [ ] Left work early  
- [ ] Missed work, dates:  
- [ ] No missed work

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*If fatality or hospital transport, call Safety and Risk Services immediately at 541-346-3192.*
FUTURE TRAINING

• Virtual training – departmental staff meetings

• You specify presentation time available

• Contact Trish Lijana to schedule
# Medical Transportation Options

## Report All Injuries

<table>
<thead>
<tr>
<th>Injure</th>
<th>Non-Emergency</th>
<th>Urgent First Aid</th>
<th>Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Your Response</strong></td>
<td>Self-Transport (walking or driving)</td>
<td>Call UOPD (541) 346-2919, press 0</td>
<td>Ambulance Call 911</td>
</tr>
<tr>
<td><strong>Medical Care Required</strong></td>
<td>Non-Emergency</td>
<td>On-Site First Aid (by UOPD or Mobile Health) or Doctor Visit</td>
<td>Immediate Life Threatening</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td>Bumps, bruises, minor strain/sprain. Students can treat at University Health Center.</td>
<td>Laceration that may need stitches, sprains/strains, severe bruises, insect bites, rashes, etc.</td>
<td>Severe bleeding, difficulty breathing, chest pain, broken bones, head injuries, etc.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>UO employee assumes risks when transporting an injured employee in personal vehicle.</td>
<td>UOPD officers are First Aid Certified and can arrange for Mobile Health to treat injured employee on site.</td>
<td>Contact UOPD for additional support. (541) 346-2919, press 0</td>
</tr>
</tbody>
</table>

**Steps for All Emergency Levels:**

1. Care for injured employee - provide 1st aid or call for medical evaluation as shown above.
2. If 911 is called, also contact UOPD 541-346-2919 press 0 for additional support.
3. Fill out Workplace Injury Report and email/fax to contacts on form within 24 hours.
4. Workplace Injury Report form and Workers' Compensation information can be found at: safety.uoregon.edu
5. For additional support, contact Safety & Risk Services: 541-346-3192 ALWAYS leave a message if no one answers.
RESOURCES

• Website: safety.uoregon.edu/injury-reporting
• Injury Reporting & WC Forms
• Medical Treatment Options
• Medical Transport Chart
• 11-Step Process: Injury Reporting & WC
• Contact me with questions
  Trish Lijana, 346-2907
  trish@uoregon.edu
Paid Leave Oregon

Kaia Rogers, Sr. Director, HR Programs, Services & Strategic Initiatives
Paid Leave Oregon

- Information can be found at: https://paidleave.oregon.gov/Pages/default.aspx

- Rulemaking is ongoing

- UO is monitoring program developments and discussing how it will be administered

- No action needed from units at this time
Online and Self-Guided Learning

Chloe Barnett, Learning and Development Coordinator
Online and Self-Guided Learning Website

Online Learning resources in 6 content areas for university employees. Most content areas are divided into subcategories.

Content Areas:
- Leadership and Supervision
- Communication, Collaboration, and Relationship Building
- Planning and Productivity
- Thinking and Problem Solving
- Wellness in the Workplace
- Navigating Your Career and Professional Development
Online and Self-Guided Learning Website

Self-paced learning resources including:

- LinkedIn Learning Courses, Learning Paths, and Collections
- UO Specific eLearning Courses (in MyTrack)
- Books, articles, other learning resources

Employees can access these resources according to their needs and complete them as their schedule allows.
Examples (Learning Paths)

- Leadership Fundamentals for Everyone (Leadership)
- Giving Feedback and Managing Employee Performance (People Management / Supervision)
- Working on Teams: How to Make Collaboration Actually Work (Collaboration and Relationship Building)
- Project Management Basics and Project Management In-Depth (Project Management)
- Designing Engaging Presentations (Presentation and Facilitation)
- Digital Accessibility and Inclusive Design (Essential Technology Skills)
- Microsoft Excel: The Basics and Microsoft Excel: In Depth (Essential Technology Skills)
- Mentorship (Navigating Your Career and Professional Development)
Online and Self-Guided Learning Website

Examples (Collections)

- Leading Effective Teams (People Management /Supervision)
  - Goals, Accountability, and Getting Things Done
  - Building an Inclusive Workplace Culture
  - Engaging and Motivating Employees
- Get Started Learning about Diversity, Equity, and Inclusion (Diversity, Inclusion, and Belonging)
- Productivity in a Remote or Hybrid Workplace (Staying Organized and Productive at Work)
- Problem Solving Techniques (Decision Making and Problem Solving)
- Managing Stress, Anxiety, and Burn-Out (Wellness and Emotions in the Workplace)
- Building Your Professional Network (Navigating Your Career and Professional Development)
Monthly Learning Challenge

A monthly self-paced professional development opportunity designed to be completed individually or with a team. Includes recommended learning resources - videos, tutorials, reading, etc. - and accompanying activities based around a topic or theme.

November Challenge:
Learning on the Job: Cultivating a Growth Mindset Throughout Your Career

Upcoming Challenges:
Setting and Achieving Goals
Beating Loneliness at Work
Managing Stress and Burnout
Planning Your Time
Independent Activity

Create your own personal learning plan using the Learning Plan Framework document

- You can find the document in the Activity section of the challenge.
- Click on the document, then use the 3 dots on the upper right side of the screen to download the file.

Team Activity

Create your own personal learning plan using the Learning Plan Framework document

- You can find the document in the Activity section of the challenge.
- Click on the document, then use the 3 dots on the upper right side of the screen to download the file.

Discussion Prompt:
- Have you ever had a mentor or been a mentor? How did it benefit you?
Check Them Out!

Online and Self-Guided Learning Website

Monthly Learning Challenge Website

Monthly Learning Challenge Introductory Video
TACC Team Announcements

Jenna Rakes, Director, Talent Acquisition, Classification & Compensation
• Staffing Updates

• Primary Work Location
  • Where an employee works for 51%+ of their time
  • Drives taxes, insurance options, workers compensation rates, leave options, minimum wage, and FLSA
  • Hybrid employees – need to consider where they spend majority of time
  • Updates coming before end of year to Offer Card
  • Units will be prompted to update offer card to reflect primary work location of the new hire

• Winter Term Offer Deadline
Thank you for attending today’s HR Community of Practice meeting.

The next HRCP meeting is Wednesday, December 7, 2022