

## Learning and Development Opportunities

[Complicated Grief During Uncertain Times](#) Wednesday, April 14, 10AM , hosted by Cascade Centers, Inc.

[Declare Your Wellness](#), Thur. April 15, 10AM-11:30AM

[Excel Formulas – Basics](#), Tuesday, April 20, 9AM-12PM

[Creativity in the Workplace -\(Virtual Meeting\)](#), Hosted by Lane County HR Association  
Tuesday, April 20, 7:30AM-9AM

[Public Records-Supervisor Essentials](#), Wednesday, April 21, 9AM-11AM

[Supervisor Round Table: Managing Logistics](#), Wednesday, April 21, 2PM-3PM

[Eldercare During the Pandemic](#), Thursday, April 22, 11AM-12PM

[Deconstructing Whiteness Working Group Interest Session](#), **Wednesday, April 28, 2PM-3PM**

## Spring Learning Cafes Hosted by Mills International Center

### Cross Cultural Understanding and Global Perspectives on Power, Racism, and Inequity

For more information email [mills@uoregon.edu](mailto:mills@uoregon.edu)

## Spring Conferences

- [CUPA-HR Oregon Virtual Conference April 8 & 9](#)
- [CUPA-HR Virtual Spring Conference April 12-14](#)
- [WACUBO Virtual Annual Conference May 24-26](#)

## Agenda

- **Legislative update**  
*Hans Bernard, Associate Vice President, State and Community Affairs*
- **Vaccination update**  
*Chris Meade, Associate Director, Employee and Labor Relations*
- **Fall Planning update**  
*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*
- **Flexible Work Arrangements update**  
*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*

## Announcements

- **New Electronic Forms Available in April**  
*Catherine Bonomini-Smith, Associate Director, HR Operations*
- **Courtesy Renewal Process – May 2021**  
*Jen Mirabile, Sr. HR Programs Coordinator*

## Meeting Highlights

### Legislative update

*Hans Bernard, Associate Vice President, State and Community Affairs*

### 2020 Recap

- The 20/21 Pandemic Response was a large part of work covered by the State and Community Affairs Office.
  - OHA guidelines and COVID-19 protocols
  - UO's community response with testing, contact tracing, and vaccine distribution
- Three special sessions the office monitored over the past year:
  - Police and public safety reform
  - Budget rebalance, protecting state funding
  - Funding for Huestis Hall, ShakeAlert, and a research vessel for OIMB
- There are a few bills we are supporting and monitoring for the next few months. To see the full list of legislative priorities and policies for 2021 please see the [full presentation](#) slide deck.

### Vaccination update

*Chris Meade, Associate Director, Employee and Labor Relations*

- UO clinics are available to university employees only. Dependents and other household members of employees will need to schedule vaccination appointments with their county, pharmacy, or health care provider.
- Ways to encourage employees:
  - Inform and remind employees that they should have received/will be receiving registration emails (other options for those who do not regularly use email)
  - Provide flexibility with time off, modifying work schedules, etc.
- Vaccinations during work hours paid; vaccinations not on work time not paid
- [COVID-19 Exposure Scenarios and Guidance for Students and Employees](#) webpage was recently revised and provides guidance about COVID symptom and guidance.
- Registration link: [coronavirus.uoregon.edu/vaccine](https://coronavirus.uoregon.edu/vaccine)
- If you have received a vaccination at another facility, please [report your vaccination status](#).
  - Reporting your vaccination status will assist the university with contact tracing and quarantine compliance.

### Fall Planning update

*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*

- The University of Oregon is planning for a phased return to mostly in-person research, instruction, and operations for the fall term.
- The planning and evaluation of our ability to resume on-campus, in-person activities will be founded in guidance from federal, state, and local health authorities.
- Many employees continued to work on campus during the pandemic, while other employees have been working remotely.
- Employees who have been working remotely should be brought back to the workplace in a planful, phased approach in order to help protect the health and safety of all, and based on operational needs.
- We anticipate that most employees will return to the workplace between June and early September.
- Guidance will be issued in early May to help units consider their operational needs as we ramp up to fall term, including how and when employees who are currently working remotely will need to begin returning to the workplace.
- Returning to campus will be gradual, guided by deliberate planning and informed by health authorities, the status of childcare and school operations, vaccination rates, COVID cases in the community, and other health and safety factors, and operational needs.

## **Fall Planning update cont.**

- We are also working on support tools and resources for employees and supervisors throughout the transition, as there will be a wide variety of emotions and needs related to employees coming together in person once again.

## **Flexible Work Arrangements update**

*Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives*

- The Flexible Work Arrangement Policy was updated right before the COVID-19 pandemic began.
- Overall, the policy worked well and met our primary needs during the pandemic.
- A small work group is developing further guidance to enhance the information that currently exists in the Flexible Work Arrangements procedures. We intend to share this with campus leaders and HR Partners in the coming weeks.

## **Announcements:**

### **New Electronic Forms Available in April**

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

- Later this month HR Operations, in collaboration with Payroll, will announce the release of two new electronic forms.
- The two forms are specifically designed for **appointment percent changes** and **employee separations**. These forms will replace using the PRF upload process for these employee actions.
- We encourage everyone to start using the new appointment percent change and separation forms as soon as we announce they are available.
- Detailed instructions, including voiceover PowerPoint trainings, will also be available for your review.
- We are rolling out these new forms as an evaluation for improving the entire PRF Workflow process. While we are implementing the use of these two forms, all other actions will continue to be submitted on a PRF using the usual PRF upload forms.
- Please watch the HR Community of Practice email for the announcement and then start using the new forms.

### **Courtesy Renewal Process – May 2021**

*Jen Mirabile, Sr. HR Programs Coordinator*

- The Courtesy Renewal Process for AY 21/22 will be announced in May.
- Courtesy appointments are unpaid appointments sponsored by the unit or department.
- Those departments with active courtesy appointments will receive an email in May with instructions to review their active courtesy appointments for renewal or termination.

Our next HR Community of Practice meeting is scheduled for Wednesday, May 5, at 2PM. The Zoom link will be sent prior to the session.