

HR Community of Practice
October 7, 2020, meeting highlights

Upcoming Learning and Development Opportunities

[Supervision in Times of Crisis](#), October 19- 2pm-3pm

[Performance Evaluations - Supervisor Development](#), October 14- 10am to noon

[Leadership in Student Supervision](#), October 15- 1pm to 4pm

[Talent Webinar: Equity and Inclusion in Recruiting and Hiring \(Mythbusters\)](#), October 20 -2pm-3pm,

[ADA Compliance - Supervisor Essentials](#), October 21- 9am to 11am

LCHRA - [7 Seconds that Change Your Life: Communication & Listening Skills](#) October 20, 7:15am-9:00am

Parent and Eldercare Connection Sessions:

[Eldercare During the Pandemic -Discussion](#) October 13- 2pm to 3pm

Parent Connection Sessions

[Birth to age 5- Parent Connection & Discussion](#) November 5, 10am-10:45am

[K- 5th grade Parent Connection- & Discussion](#) October 15- 1pm- 1:45pm

[Middle School Parent Connection- & Discussion](#) October 20, 11am- 11:45am

[High School-Parent Connection- & Discussion](#) October 16- 2pm-3pm

[UO Parents Helping their Children Navigate Online Learning](#) October 14 -2pm-3pm

Meeting Agenda:

- **HR Updates**
Mark Schmelz, CHRO and Associate Vice President
- **Benefits Annual Enrollment**
Cindi Peterson, Associate Director of Benefits
- **COVID-19 Safety Reminders**
Mark Schmelz, CHRO and Associate Vice President
Missy Matella, Senior Director, Employee and Labor Relations
- **Political Issues in the Workplace**
Missy Matella, Senior Director, Employee and Labor Relations
- **Performance Reviews**
Mark Schmelz, CHRO and Associate Vice President
- **Question & Answer**

HR Updates

Mark Schmelz, CHRO and Associate Vice President

- Missy Matella, our Senior Director for Employee and Labor Relations, will be leaving the university at the end of November. We are excited for her new opportunity and we will miss working with her. Missy has been a great colleague here in Human Resources.
 - Missy is leaving a tremendous legacy with the Employee and Labor Relations Department. We are working on a transition plan and will communicate it to you as soon as it is available.
 - We have a strong ELR team in place and I encourage you to reach out to ELR staff if you have questions.
- **OA Job Family Framework Project**
 - The project team has continued to work on this project and tremendous progress has been made.
 - We will be bringing you further updates in the coming weeks.
- Caregiver Resources webpage and UO Caregiver Networks
 - The UO has developed a new website for parents and caregivers. It houses many of the UO, community, county, and state resources available to parents:
Caregivers website: <https://www.uoregon.edu/caregivers>
 - The Caregiver Networks provide a way for caregivers to connect with parents needing babysitters, nannies, tutors, or eldercare assistance.
Caregiver Networks: <https://www.uoregon.edu/caregivers#caregiver-networks>

Benefits Annual Enrollment

Cindi Peterson, Associate Director of Benefits

- Open Enrollment is October 1 -31, 2020
 - Open Enrollment is **Not** mandatory this year for UO employees who were enrolled last year.
 - Current plans will rollover to 2021, except for Flexible Spending Accounts.
 - Employees who want to continue their Flexible Spending Account plan will need to take action and update their forms for the year.
 - Encourage employees to read all PEBB and UO Benefits Office communications and refer to the **[UO Benefits Open Enrollment](#)** webpage for instructions and information.
- Virtual Benefits Fair
 - The fair runs from October 5th – 9th and we have been promoting the fair for a few weeks.
 - Access to the fair is available on Open Enrollment webpage:
 - <https://hr.uoregon.edu/benefits/open-enrollment>
 - 20 Vendors will be participating including Fidelity, TIAA, Providence, ASI Flex, PERS Retirement, Life Balance, Kaiser Permanente, Moda, and Delta Dental to name a few.
 - Recorded videos are available on the Virtual Benefits Fair webpage: Willamette Dental, VSP, ASI Flex,
 - Attendees can chat with vendors and participate in webinars.

COVID-19 Safety Reminders

Mark Schmelz, CHRO and Associate Vice President

Missy Matella, Senior Director, Employee and Labor Relations

- [COVID-19 Safety Regulations: Employee Guide](#) outlines the responsibilities of all employees when returning to campus. These responsibilities include the UO face covering regulation, 6 ft physical distancing, daily symptom self-checks prior to coming to campus and encouraging frequent handwashing.
- Masks must be worn on campus and keeping the 6 feet physical distance are critically important to keep all the members of our community safe.
- The [Workplace Checklist](#) is a great way to remind yourself as well as your employees about their responsibilities when returning to campus.
- [COVID-19 Safety Regulations: Supervisor Guide](#) outlines the roles supervisors can play in promoting incentivizing and managing compliance with COVID-19 safety regulations. Acknowledging and rewarding mask wearing with positive feedback is essential, as well as the steps to enforce the face-covering regulation to keep our entire community safe. Please review these steps available on this web page.
- It is important for departments to follow these guidelines because if we can show departments are abiding by these guidelines contact tracing could be lessened.
- We do not want to see entire departments having to leave work because of one positive COVID test. If all employees follow these policies, we can hopefully avoid this scenario.
- The Employee Guide also provides suggestions to assist employees in responding to someone who is not wearing a mask.
- Please do look at the online training Safety and Risk Services has created for the workplace:
 - [UO COVID-19 Safety Training \(online\)](#)

Political Issues in the Workplace

Missy Matella, Senior Director, Employee and Labor Relations

- Oregon law prohibits the use of public funds, equipment, and supplies to advocate for or against a ballot measure or candidate and restricts what public employees (which include University of Oregon employees) may do in support of or opposition to a ballot measure or candidate.
- [Political Activities: An Election Year Reminder](#) outlines what public employee may and may not do.
 - Please remember employees MAY NOT do the following during work hours:
 - collect funds, distribute campaign materials, or prepare correspondence on behalf of a political committee, ballot measure, or candidate.
 - produce, copy, or distribute documents that advocate for or against a ballot measure or a candidate.
 - post website information, transmit emails, or make a presentation that advocates for or against a ballot measure or candidate.
 - make outgoing calls to schedule or organize campaign events or other activity that advocates for or against a ballot measure or candidate.
 - encourage others to volunteer for a partisan political committee or efforts related to a candidate or ballot measure.
 - place posters that advocate for or against a ballot measure or candidate in a public workspace or facing out on doors or windows.

Political Issues in the Workplace continued

- distribute flyers that advocate for or against a ballot measure or candidate.
- [Political Activities Notice](#) is available on the University of Oregon's Policy Library website.

Performance Reviews

Mark Schmelz, CHRO and Associate Vice President

- Due to the pandemic, many employees were unable to complete projects and goals for the year as planned. Guidance regarding this year's reviews encourages managers to take the challenges of the pandemic into consideration when reviewing employees. Because 2019/20 has been such an unusual year, we will be sending out additional guidance around performance reviews for AY19/20.
- Merit increases will not be available for Officers of Administration for 2021. This information will be communicated to OAs next week.

The next HR Community of Practice meeting is scheduled for Wednesday, November 2. The Zoom link will be sent to HR Partners prior to the meeting.