

Learning and Development Opportunities

New Supervisor Discussion Sessions added in September and October

Path to Fall

- Wednesday, September 15, 1PM-1:50PM
- Tuesday, September 21, 10AM-10:50AM

Fall Check-in

- Tuesday, October 12, 10AM-10:50AM
- Thursday, October 21, 11AM-11:50AM

Communication Strategies to Build Trust During Uncertain Times, hosted by Cascade Centers, Inc. for University of Oregon employees, Thursday, October 7, 12PM-1PM.

As we all navigate the constant stress and anxiety of the pandemic, including vaccination status, workplace reintegration, and burnout, it can impact individual working relationships and team morale. This webinar will focus on emotional coping skills as well as communication strategies to improve team cohesion and empathy during these times of distress and uncertainty. This GoToWebinar will be recorded for future viewing.

Path to Fall Starts Now -the video recording is available on the **Path to Fall -Employee Support** webpage and we encourage employees to watch at their convenience.

HR Leadership as We Move Back into the Office, LinkedIn Learning course, 32 minutes

This course guides you through determining what will work best for your organization. It addresses balancing productivity pressures with employee expectations, and explains how belonging can lead to comfort, connection, contribution, and co-creation.

New Talent Lunch and Learn: Weekly Drop-In for Search Chairs and HR Admins

With so many searches in progress right now, Talent is offering a new resource to get your search questions answered, every Wednesday from noon to 1 p.m. To join the Zoom session :

<https://uoregon.zoom.us/j/93154587221?pwd=d3RkdUVYNWt3SzlycXRGYjIENXA2Zz09>.

All search chairs, search committee members, and HR admins are welcome to attend—no registration needed.

Integrating Mental Health Strategies into Workplace Wellness Initiatives, Wednesday, Sept. 15, 11AM-12PM

CUPA-HR Washington Update, Thursday, September 16, Noon-12:30PM

New Faculty Onboarding, hosted by the Office of the Provost, Monday, September 20, 9AM-5PM

Explore DiSC & Discover the Power of WE at Work, hosted by Lane County HR Association

Tuesday, September 21, 7:30AM-9AM

CUPA-HR Annual Conference, October 3-5

Emerging Supervisors Series, October 7, 14, 21, 28 and November 4

Excel Formula- Basics, Oct. 14: 9am to 12pm

Excel Formula- Advanced, Oct 26: 9am to 12pm

Performance Evaluations - Supervisor Development, Oct 12. 10am to 12pm

ADA Compliance- Supervisor Essentials, Oct. 20: 9am to 11am

Agenda:

- **Prohibited Discrimination and Retaliation Policy updates & Resource Training**
Nicole Commissiong, AVP and Chief, Office of Civil Rights Compliance and Investigations & Title IX Coordinator
- **Workplace Harassment & Discrimination Prevention Training (expectations and timeline)**
Tiffany Lundy, Learning and Development Manager
- **Vaccination Requirement update**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **Path to Fall Resources**
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
- **MyTrack Reporting update**
Jenna Rakes, Associate Director, Talent Acquisition
- **HR Staffing updates and introductions**
HR department representatives
- **Annual Benefits Enrollment**
Cindi Peterson, Associate Director of Benefits, HR Programs and Services

Prohibited Discrimination and Retaliation Policy updates & Resource Training

Nicole Commissiong, AVP and Chief, Office of Civil Rights Compliance and Investigations & Title IX Coordinator

- The PowerPoint presentation can be found on the [HR Community of Practice Highlights and Resources](#) webpage. The presentation highlights the following areas:
 - Relevant State and Federal Civil Rights Laws
 - New: Prohibited Discrimination and Retaliation Policy
 - Protected Statuses Under UO Policy
 - Reporting Statuses & Obligations Under UO Policy
 - University Procedures for Resolving Complaints
 - Responding to Disclosures
 - Support Resources
- [Prohibited Discrimination and Retaliation Policy updates:](#)
 - Employee Reporting Status
 - Replacing “Student-Directed Employees” in prior policy to **Student/Employee Assisting**. All employees (other than designated reporters and supervisors) may keep disclosures from both students and employees private. This represents a change for those who have been on campus for the past few years.
 - Important to explicitly ask the person making the disclosure if they want to report to OICRC.
 - If you teach, include your reporting status in course syllabi.
- Support Resources
 - Confidential:
 - Support for Student Survivors: <https://safe.uoregon.edu/>
 - Ombuds Office : <https://ombuds.uoregon.edu/>
 - Employee Assistance Program, <https://hr.uoregon.edu/er/general-information/employee-assistance-program>
 - Non-Confidential:
 - Dean of Students Office: <https://dos.uoregon.edu/help>
 - Office of Investigations and Civil Rights Compliance: <https://investigations.uoregon.edu/>
 - Employee & Labor Relations: <https://hr.uoregon.edu/er>
 - For a more complete list of resources (confidential & non-confidential for employees & students): <https://investigations.uoregon.edu/how-get-support/>

Workplace Harassment & Discrimination Prevention Training (expectations and timeline)

Tiffany Lundy, Learning and Development Manager

- An updated training addressing Workplace Harassment & Discrimination Prevention will be shared with campus in January of 2022.
- HRCP will receive more detailed information prior to the campus release so that you can prepare to communicate with your teams.
 - This training will reflect the updates Prohibited Discrimination and Retaliation Policy
 - New employees that started as of August have not been assigned the training and will be included in the assignment in January.
- An online training session, [Prohibited Discrimination Training: Resources & Policy Updates](#) is available in MyTrack (22 minutes) and reflects changes to the policy. Please direct employees to this online training for the latest information and resources.
- There will also be Question and Answer sessions hosted by OICRC and Legal Counsel. These sessions are available in MyTrack. Note that completing the online [Prohibited Discrimination Training: Resources & Policy Updates](#) training is required for attendance in the Q and A session.
 - [Prohibited Discrimination Policy Q&A Sessions:](#)
 - Wednesday, September 29th – 2:00pm – 3:00pm
 - Friday, October 22nd – 11:00am – 12:00pm
 - Monday, November 8th – 3:00pm – 4:00pm

Vaccination Requirement update

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

- University of Oregon students and employees are required to be fully vaccinated against COVID-19 prior to the start of the fall academic term.
- A [Vaccination Dashboard](#) has been created to provide information on the number of individuals who have complied with the requirements to report on vaccination status or request an exemption. Over 4,000 employees have submitted their information. The data is updated every Monday.
- Compliance reports are being sent to Deans, Vice Presidents, Chiefs of Staff, and Academic CFOs
 - HR Partners can help by:
 - Working with employees with barriers to complete the process, i.e., those employees who may not use computers frequently.
 - Remind employees of upcoming deadlines.
- Some employees on these lists might be inactive and no longer working in your department. It is important to submit termination PRFs to end these appointments in order to update your list. Because of the way the list is generated, we cannot remove names.
- Information and next steps will be provided to units regarding those employees who do not complete the vaccination requirement process and are non-compliant.
- The UO is implementing another key safety precaution. Unvaccinated students and employees, including those who are partially vaccinated or choose an exemption, will be required to take part in weekly COVID-19 testing.
 - The weekly requirement takes effect Monday, September 27, the first day of classes.
 - The Eugene campus will utilize the free COVID-19 testing conducted by the [UO Monitoring and Assessment Program](#). The PCR test uses a non-invasive saliva sample.
 - Details are forthcoming about testing for our Portland and Charleston campuses.

Path to Fall Resources

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

- Additional resources have been added to the [Path to Fall-Employee Support](#) webpage. Please review these new resources and share them widely.
- New Supervisor Discussion Sessions have been added to the MyTrack Learning module. [Path to Fall](#) supervisor sessions are available in September and [Fall Check-in](#) supervisor sessions are available in October.
- Cascade Center, Inc., the university's employee assistance program is hosting, [Communication Strategies to Build Trust During Uncertain Times](#), specifically for UO employees and is scheduled for Thursday, October 7, at noon. This GoToWebinar will be recorded for future viewing.

MyTrack Reporting update

Jenna Rakes, Associate Director, Talent Acquisition

- Migration to Enhanced Reporting
 - MyTrack is getting an "uplift" to the reporting module to improve user experience and performance.
 - If you do not previously use reports, this will not currently impact your use of the system.
- You will notice the addition of "Enhanced Reporting" and the relabeling of the former option to "Legacy Reporting" in the following areas:
 - Dashboard Report option
 - Report options under the "hamburger" menu
 - Two tabs on the requisition - Reports (Legacy) and Reports
 - Learning module the Reports area
- The New Reports form will have a new look -if no reports are yet shared you'll see a picture of a sleepy puppy.
- Project roll out is in phases – more updates to come!
- If you have questions, email mytrackhelp@uoregon.edu

MyTrack Onboarding Process Improvements

Catherine Bonomini-Smith, Associate Director, HR Operations

- This fall or winter there will be a change to onboarding new hires.
- Currently new hires are notified through the MyTrack onboarding process of their PAC. Information Services has contracted with a new identity management company and as a result we will be making improvements and revising the PAC/DUCKID claiming process.
- As this project unfolds, we will keep you updated on what the new process will look like and the implementation timelines. You can reach out to me if you have questions.

HR Staffing updates and introductions

Employee and Labor Relation staffing update:

- We are excited to announce the promotion of Chris Meade to Senior Associate Director for Employee and Labor Relations. Chris will continue to work with Brittany Jayne, ELR Specialist, on Service Employees International Union (SEIU) questions and concerns. He will also work with Celia Nittman, our new Assistant Director, who will be responsible for the Graduate Teaching Fellows Federation (GTFF) issues.
- We are happy to welcome Celia Nittman to the ELR team. Celia has accepted the position of Assistant Director and will be responsible for addressing Graduate Teaching Fellows Federation questions.

Programs and Services staffing update:

- We are excited to welcome Chloe Barnett and Sheena Kindred to the HR Learning and Development Team. Chloe and Sheena will lead a variety of training for campus and support learning administrators for both MyTrack and LinkedIn Learning.

HR Operations staffing update:

- We are excited to announce we have hired Spencer Johnson as an HRIS Data Analyst. Spencer comes to the UO with extensive work in the data field.
- Sonia Potter will be retiring at the end of October. We are very happy for Sonia and are also excited that she has agreed to stay on to assist us in our transition plans.

Talent staffing update

- We are delighted to welcome Sara Bowman and Shawna Gilbert to the Talent team as new Recruitment Consultants. With these two new hires, we will be reconfiguring our “buddy” assignments and reaching out to units whose assigned recruitment consultant is changing. In the meantime, if you’re not sure who your recruitment consultant is, please email us at talent@uoregon.edu, and we’ll assist you.

Fall Searches update

Nancy Nieraeth, Director, Talent Acquisition

- We have a record number of searches in process this fall and a high volume of offers.
- Deadline for fall new hires to make it into September payroll: Wednesday, September 8.
 - Candidate statuses need to be updated, complete offer cards submitted, with any other related items (Faculty Pay Forms, classified offer approvals, etc.) submitted as well
 - New hires submitted after this date may require manual check requests or additional processing steps.
- Please double check the details of your offer cards to ensure they are correct.
- If you receive correspondence from Talent, please respond **as soon as possible** so we can continue to process your search information.
- For start dates that are “as soon as possible,” but undetermined yet, **please contact your recruitment consultant** for guidance. Making changes to the start date after the offer card is created will delay processing.

Annual Benefits Enrollment

Cindi Peterson, Associate Director of Benefits, HR Programs and Services

- Benefits enrollment is a mandatory process for ALL new, current, and returning employees.
 - October 1- 31, 2021
 - Benefits enrollment is a 2-step process:
 - Dates to enroll: October 1 - 31
 - Enroll in plans for 2022 and elect HEM participation
 - September 1 – October 31
 - HEM participation requires completion of Health Assessment
 - UO Benefits Open Enrollment website provides:
 - Important events, dates, and deadlines
 - Instructions and links to complete the process
 - Plan changes for 2022
 - Plan comparison and enrollment guide
 - We encourage all eligible employees to take-action early.
 - The following communications are planned in September and October 2021:

- Emails from the Benefits Office and PEBB
- Around the O articles
- Direct Mailings from PEBB
- The 21/22 UO & PEBB Benefits Fair is currently being developed.
 - Dates to be announced
 - It will be a virtual event.
 - Benefits content will available all year
 - If you have questions, please contact us at hrbenefits@uoregon.edu.

The next HR Community of Practice meeting is scheduled for Wednesday, October 6, at 2PM. A Zoom link will be sent prior to the meeting.