

HR Community of Practice

February 7, 2024

2:00pm – 3:00pm



HR Community of Practice (HRCP) Professional Development Workshop Series

- [Influence: Feb 21, 9am to 1pm](#)
- [Change Management: May 21, 9am to 1pm](#)

Highlights: Opportunities for HR Partners and Employees

- [New Employee Orientation: Mission, Shared Responsibilities, and Engagement Opportunities](#), Thursday, February 8th
- [Active Recruitment at UO](#) Wednesday, February 14th
- [Employee Benefits Overview](#) , Thursday, February 15th
- [Mentorship Reimagined – UO Staff Workshop](#), Tuesday, February 20th, 2:00pm – 3:30pm
- [Supervisor Training: Grievance, Discipline and Unions](#), Wednesday, February 21st, 10:00am – 12:00pm
- [Care.com Membership Information Session](#), Thursday, February 29th
- [PFML Payroll/HR Administrator Training](#), Tuesday, March 5th

Virtual Professional Development Opportunities Employee Labor Relations (ELR):

These trainings are useful as reference for specific ELR topics.

- [Employee and Labor Relations at the University of Oregon](#) (MyTrack)
- [Officers of Administration at the University of Oregon](#) (MyTrack)
- [Classified Staff at the University of Oregon](#) (MyTrack)

[Oregon CUPAHR](#) – Save the Date! Spring Conference May 2nd and 3rd in Hillsborough. Watch your email the next few weeks for details.

Dates and Deadlines

February and Spring Term Deadlines

February 2024 Changes

Tuesday, January 16 was the deadline to submit PRFs and other pay actions taking effect February 2024.

Spring 2024 Hires and Changes

Thursday, February 1 was the deadline for HR Operations to receive:

- **Spring Term appointment renewals**
 - RTOs
 - For 12-month RTOs, the deadline is **6 weeks** before the effective date.
 - Fixed-term OA renewals
 - Post-retirement renewals, including TRP
 - **Monday, February 26** is the deadline to submit new faculty offer cards in MyTrack for Spring Term appointments.

March 2024 Changes

- **Thursday, February 15** is the deadline to submit PRFs and other pay actions taking effect March 2024.
- <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>

Agenda

- Review of training, dates and deadlines, agenda review
- Opening Remarks – Mark Schmelz, Vice President and Chief Human Resources Officer
- New Annual training surrounding sexual misconduct – Nicole Commissiong, AVP/Chief Civil Rights & Title IX Officer, Investigations & Civil Rights Compliance with follow-up on communications resources from Sheena Kindred, Learning & Development Manager
- Chris Meade, Director ELR – UO Student Workers (UOSW)
- Maeve Anderson, Associate Director, Talent Acquisition - MyTrack – Reporting, management tools
- Sue Russell, Director, HR Community of Practice – Resources highlights and meeting wrap-up

HR Community of Practice

Mark Schmelz

Chief Human Resources Officer and Vice President

Discrimination, Harassment, and Sexual Misconduct: Responsibilities for HR Professionals

Nicole Commissiong
AVP/Chief Civil Rights & Title IX Officer
Investigations & Civil Rights Compliance

Responsibilities for HR Professionals

HR professionals must report:

- Allegations of discrimination, harassment, and retaliation by employees.
- Allegations that pay is not equitable.
- Allegations that a job applicant was treated unfairly based on a protected characteristic during a search.
- Child abuse and neglect to DHS or law enforcement:
- Report reasonable belief that abuse/neglect occurring.
- A child is a person under the age of 18, including non-students.
- Obligation is with you 24/7.

What Is Discrimination?

- Disparate treatment: An allegation that an adverse action is motivated in whole or in part by the protected characteristic. An adverse action includes actions that significantly change the terms and conditions of employment.
- Disparate impact: Disparate impact occurs when a policy, requirement, or regularized practice, although neutral on its face, adversely impacts persons in a protected class and is not necessary to achieve an important university purpose.

What Is Harassment?

- Unwelcome verbal or physical conduct based on a protected characteristic that is sufficiently severe or pervasive that it substantially interferes with an individual's employment, education or access to university programs, activities, or opportunities, and would have such an effect on a reasonable person who is similarly situated.
- Unwelcome conduct must be based on a protected characteristic: race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, pregnancy (including pregnancy-related conditions), age, physical or mental disability, genetic information (including family medical history), ancestry, familial status, citizenship, service in the uniformed services (as defined in federal and state law), veteran status, expunged juvenile record, and/or the use of leave protected by state or federal law.

How Will the University Respond?

- OICRC will invite the complainant (person who experienced harm) for an interview and assess whether conduct that has been alleged may be a policy violation.
- If the conduct at issue would not violate a policy, OICRC will work with ELR to address the reported conduct, as appropriate. Bear in mind that sometimes students and employees object to conduct that is permissible, including speech that is permissible.
- If the conduct at issue may be a policy violation, OICRC will open an investigation.
- Discipline for OAs and classified employees imposed by ELR.
- Discipline for faculty imposed jointly by Provost & ELR.

HB 3456

- Passed in Summer 2023 & took effect upon signing
- Requires annual sexual misconduct prevention training for all employees and students
- Central HR & OICRC are working to launch the first sexual misconduct prevention training for employees
- Training will launch February 22nd

Resources

- OICRC reporting form: <https://investigations.uoregon.edu/reporting>
- ELR: uoelr@uoregon.edu
- Confidential resources for employees:
 - Ombuds Office: <https://ombuds.uoregon.edu/>
 - Employee Assistance Program: <https://hr.uoregon.edu/employee-assistance-program>
- Confidential Resources for students:
 - Ombuds Office: <https://ombuds.uoregon.edu/>
 - Care and Advocacy Program (Dean of Students):
 - <https://safe.uoregon.edu/> for complainants
 - Respondent Support & Crisis Intervention Coordinator: mwoods4@uoregon.edu

Launch Update – Understanding Sexual Misconduct, Resources, and Employee Responsibilities

Sheena Kindred
Learning & Development Manager

Mandatory Training Update

Understanding Sexual Misconduct, Resources, and Employee Responsibilities

Launch Date

Thursday, February 22nd

- 30 minutes to complete
 - 90-day completion window
- HR Partners will receive preview access on Monday, February 12th
 - Previewing the module fulfills your training obligation for this academic year

Requirement

All UO faculty and staff, including graduate employees, must complete employee module

- Student requirement, including undergraduate student employees, is being coordinated by Student Life

ELR Updates

including UO Student Worker (UOSW)

Chris Meade,
Director, Employee and Labor Relations

Sarah Blanchard,
Student Employee Coordinator, Employee and Labor Relations

ELR – General Updates

- Practice Pickets
- UA bargaining update
- Disseminating information re GTFF implementation to schools and colleges
- Discussions with UOSW about potential upcoming bargaining

Student Workers Union Updates

Weingarten Rights

- Investigatory or disciplinary meetings
- Onus on students
- Steward to observe, ask clarifying questions, cannot interfere
- *Right not extended to regular meetings*

Postering

- UOSW posters must be permitted in workspaces
- Must abide by UO postering policies
- Reach out with specific questions (uoelr@uoregon.edu)

Student Workers Union Updates

New Employee Orientations

- 30 minutes minimum
- Paid time for student workers
- Webpage coming soon

MyTrack Reporting Update

*Maeve Anderson, Associate Director, Talent
Acquisition*



Demographic Reports – Now Available Directly to You!

Demographic reports will be available to those with access to the requisition for a search.

With just a few clicks, you'll be able to easily run the report.

There will be some limitations – the report will not generate results for searches with fewer than 10 candidates in an eligible status.

It will be important to follow the guidelines we're about to go over so that we're protecting our candidates' identities.



Why, When, and How to Use a Demographic Report



Why

Know why you are running the report and how you plan to use the data

Reports should not be run without a planned use



When (and when not)

Prior to the close date if you are using to inform recruitment

On the close date to document your pool

NOT daily or more frequently than necessary



How to use

Compare to other data sources to inform your search

AAP and Field Availability Estimates can give you an idea of the diversity you can expect to see in your pool

Ask your recruitment consultant if you need help

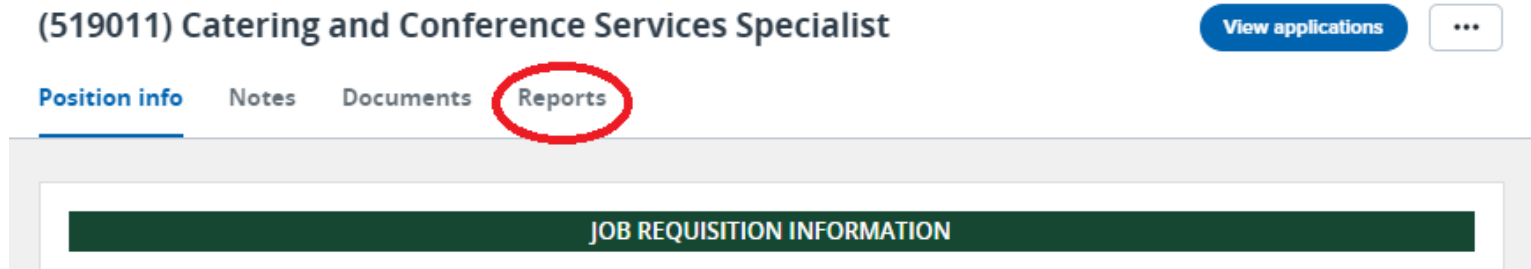
With Great Power Comes Great Responsibility

- The purpose of reviewing a demographic report is to assess the overall diversity of your pool, not to identify candidates' identities.
- Data should be reviewed and considered in aggregate.
- If you share the report with the search committee, please prepare them to use the data appropriately (e.g. to generate new recruitment ideas and NOT to speculate on individual candidate identities).

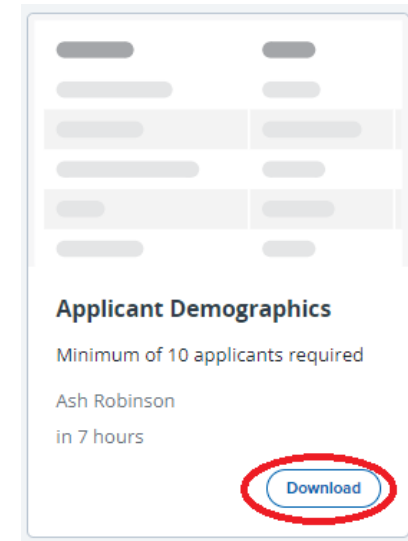


RESPONSIBILITY

How to Run the Demographic Report



1. Open the Requisition
2. Click on “Reports” tab
3. Click on “Download”



Questions?





Sue Russell
Director, HR Community of Practice

Resource Highlights

I think I saw that somewhere...

Highlighting resources to raise awareness...

For example:

- OA (exempt) Partial Day absence (<https://hr.uoregon.edu/partial-day-absence-guidelines-exempt-officers-administration>)

Next month (March) - Summer

Thank you for attending today's HR Community of Practice Meeting

The next meeting will be
Wednesday, March 6th at 2:00pm

