

HR Community of Practice Meeting Highlights

March 1, 2023

Learning and Development Opportunities

[March Learning Challenge: Planning Your Time](#)

[Student Employee Enhancement Summit](#), Thursday, March 9, 10 a.m. – 3:30 p.m., multiple sessions available

[Employment Law Conference](#), hosted by Stoel Rives, LLP, Thursday, March 9, 7:30 a.m. – 4:30 p.m., Oregon Convention Ctr.

[Excel Formulas – Advanced](#), Tuesday, March 14, 9:00 a.m. – 11:00 a.m.

[Compassion Fatigue](#), Hosted by Canopy, Mar. 16, 8:45 a.m. 9:15 a.m.

[Navigating Learning and Development Opportunities at UO](#), March 16, 10:00 a.m. – 11:50 a.m.

[CUPA-HR Washington Update](#), March 16, 9:00 a.m. – 9:30 a.m.

[Crucial Conversations for Mastering Dialogue](#) Starts Thursday, April 13, 9:00 a.m. – 4:30 p.m.

[Oregon CUPA-HR Spring Conference](#), – May 4th 5pm and all day on the 5th in Newport.

Academic Impressions upcoming events:

[Customer Service Skills Training: Certification for Higher Education Professionals](#), March 29-31, 2023

[Support and Retain Latinx Leaders in Higher Education: A Training for All Leaders](#), March 21, 2023

[How to Maintain Trust in Teams During Transitions](#), March 29, 2023

[Supervision Certificate Program](#), Register now to join the March 6 cohort

[Emotional Intelligence for Academic Teams: A 5-Day Course](#), Cohorts begin every Monday

[Practicing Mindfulness: A 9-Day Program for Higher-Ed Professionals](#), Cohorts begin every Monday

[Higher Education in America: A 4-Day Foundational Course](#), Cohorts begin every Monday

In honor of Women's History month, here are some women's leadership resources:

[Inclusive Leadership: Understand Your Intersecting Identities to Better Serve Others](#), Recording

[Advocating for Yourself in Personal and Professional Relationships](#), Recording

[Emotional Intelligence as a Key Driver for Advancing Women Leaders](#), Recording

[Gender and Confidence: Why Higher Education Needs More Women to Advocate for Themselves/Each Other](#), Recording

Welcome New HR Partners:

- Karen Kassow, CBSO HR specialist
- Tracy Lilley, Benefits Coordinator
- Laraine Clawson, Operations Assistant, CAS Academic Support Unit 7

Meeting Agenda

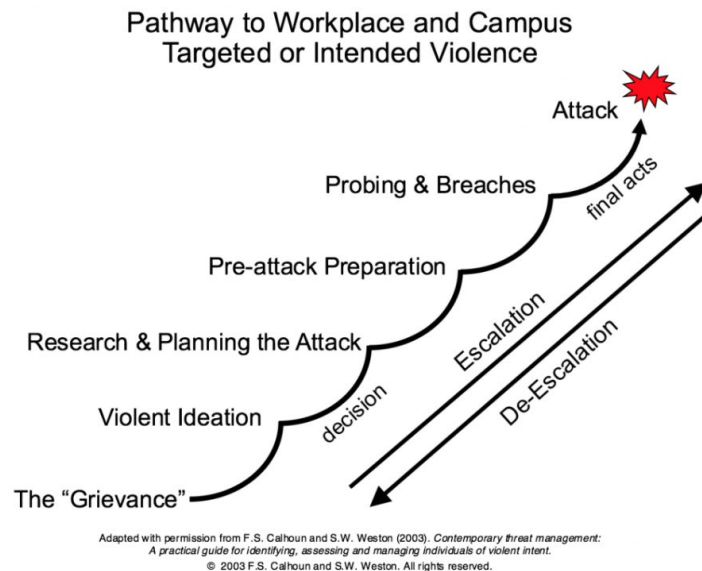
- Behavioral Evaluation Threat Assessment (BETA) Team
Shelly Clark, Interim Threat Assessment Case Coordinator, Safety and Risk Services
- HR Training Modules
Kaia Rogers, Chief of Staff and Senior Director, HR Programs & Services
- HR Programs updates
Jen Mirabile, Assistant Director, HR Programs and Services
- Volunteer Forms
Lisa Taylor, Assistant Director, Insurance & Risk, Safety and Risk Services
- Oregon CUPA-HR Spring updates
Catherine Bonomini-Smith, Senior Associate Director, HR Operations

Behavioral Evaluation Threat Assessment (BETA) Team

Shelly Clark, Interim Threat Assessment Case Coordinator, Safety and Risk Services

- **Crisis Information**
 - A crisis is an emotional and physical response to some precipitating event or series of events that disrupts our normal day-to-day functioning.
 - Distress and crisis are a part of every student's life.
 - Common student concerns include anxiety, depression, academic stress, unexpected life experiences, cultural identity, trauma, alcohol and drug misuse, body image and disordered eating, suicide thoughts
- **What Happens When a Student Needs Help?**
 - Student behavior is noticed by someone.
 - Students are approached or they approach someone for help.
 - Staff, faculty, peers, family submit their concern via the [Community Care and Concern Form](#)
 - This form is for anyone when they are concerned about a UO student's behavior
 - Dean of Student Team receives report.
 - The report is routed based on concern type:
 - Office of Investigations and Civil Rights Compliance (OICRC)
 - Student Care Team
 - Behavioral Evaluation & Threat Assessment Team
- **Crisis Intervention Teams include:**
 - Student Care Team
 - Title IX Case Management
 - Behavioral Evaluation & Threat Assessment Team
- **Behavioral Evaluation & Threat Assessment Team**
 - The UO Behavioral Evaluation and Threat Assessment Team (BETA-Team) assesses the risk of physical violence resulting from written, online, or verbal threats.
 - BETA is not a decision-making body but can make recommendations on mitigation strategies to department and university leadership.
 - BETA provides safety planning to those impacted.
- **BETA Team Members & Consultative Partners**
 - Members from the following departments service on the BETA team: Office of the Provost, Counseling Ctr, Safety & Risk, OICRC, General Counsel, Human Resources, Student Life and UO Police Dept.
 - Members from the following departments serve as consultants to the BETA team: Eugene Police Dept., Association of Threat Assessment Professionals, FBI, Work Trauma Services, University Housing, Student Care Team, Title IX Risk Assessment Team, Demonstration Team
- **WAVR-21 Workplace Assessment of Violence Risk Tool**
 - The WAVR-21 tool assesses the risk of workplace or campus homicidal targeted violence.
 - It also captures other forms of problematic aggression.
 - The item domains of the WAVR include both static and dynamic factors.
 - It is an evidence-based tool which attempts to bridge the gap between research and the case management needs of practicing professionals.

- **Pathway to Workplace and Campus Targeted or Intended Violence**



- The only place along this pathway, where administrators/leaders can have a significant impact is at the grievance stage.
- **Behaviors of Concern Include:**
 - History of violence or threats of violence
 - Intimidating behavior
 - Angry or argumentative behavior
 - Interest, fascination & easy access to weapons
 - Romantic obsessions
 - Extreme stress
 - Blaming others for problems
 - Retaliation against perceived injustice
 - Decrease in productivity and/or inconsistent work patterns.
 - Elevated frustration with the environment
 - Major changes in mood or behavior
 - Minimal support systems
 - Chemical dependency (alcohol or drugs)
 - Suicidal thoughts
 - Some mental illness symptoms (e.g., command hallucinations, extreme disorganization)
- **Stabilizers for Concerning Behavior Include:**
 - Positive attachments to others (friends and family)
 - Genuine remorse for fear-inducing conduct
 - Obeyes limits set by employers or authorities.
 - Taking action to address behaviors.
 - Seeing a future beyond grievance
 - Positive coping skills
 - Treatment compliance

- **Safety Planning Resources at the UO:**
 - Self Defense Classes – Pepper Spray
 - Duck Rides
 - Safety Escorts
 - Extra Patrol Requests
 - Vacation Watch
 - Emergency Phones
 - 1:1 Safety Planning
 - Physical Security Assessments
- **Take Aways:**
 - The data from Fall 2022 (see slide presentation) indicates that employment information can be a powerful indicator of how someone is doing.
 - Please submit reports when something feels “off.”
 - Consultation is encouraged with the BETA Team.
 - Provide resources to support employees is an area of need.
 - See the slide presentation on the HRCP Highlights webpage for helpful resources which include the [External Engagement Support and Resources for University Employees](#) document.
 - When training front line staff...
 - Not everything is a threat – different tolerances for behavior.
 - Action taken without BETA input can escalate a situation.
 - Often, we are responding to psychological safety vs. actual physical safety.

[HR Community of Practice: Training and Resources](#)

Kaia Rogers, Chief of Staff and Senior Director, HR Programs & Services

- We are excited to announce University Human Resources has added an [online resource of trainings](#) for HR professionals and practitioners.
 - These HR trainings have been developed to provide our HR Community practitioners and professionals with the needed knowledge and skills to perform effectively in their positions.
 - The website includes links to frequently used information and forms you may want to reference and bookmark, as well as quick access to links based on the employee lifecycle.
 - A link to the HR Community of Practice webpage and links to HR Certification preparation resources can also be found on the new [HR Community of Practice: Training and Resources page](#).
 - The trainings cover technical HR skills, supervisory practices, and management principles and are categorized by content Areas which include:
 - Foundational Training
 - Recruitment and Hiring
 - Employee and Labor Relations
 - Operations
 - Benefits and Work Life Resources
 - Employee Engagement and Development
 - Leadership and Strategy
- You are strongly encouraged to review these resources and complete the trainings.
- If your job is related to any aspect of recruitment, it is especially important to complete the modules related to recruitment and hiring.
- Some of the trainings may be helpful for supervisors to take, as well.

- We will continue to add trainings as they are developed and as needs arise. Work is currently happening to create overview of Oregon Equal Pay Act training, trainings related to working with the different employee groups at UO, as well as some HR Operations training.

HR Programs updates

Jen Mirabile, Assistant Director, HR Programs and Services

• **Care.com update**

- Our total membership enrollment for Care.com has a strong start with 374 employees.
- This is 5% of our total population and falls within the expectations for a university of our size.
- Our utilization rate is 32% in the first four months. This is also within the normal range of 25%-40%.
- Typically, 30-40 job posting within the first 9 months indicate employees are engaging with the service.
- Childcare, eldercare and tutoring were the most popular searches; however, housekeeping, pet care and other services/care gigs are available from Care.com
- Care gigs are any other service employees may need help with i.e. watering your plants, shoveling snow, packing to move etc.
- We will continue to monitor our employee engagement with this new service.
- Other resources include:
 - LifeMart – discounts on many services and leisure activities
 - Care Talks – webinars presented by experts in the field:
 - Succeed at Work: Strategies for Working Couples – March 16, 10 a.m.
 - Confident Parenting: Summer Planning for Families – March 22, 10 a.m.
 - Your Healthy Lifestyle: Green Tips for the Home – March 23, 10 a.m.

• **Canopy Housing Support for New Employees**

- New hires, relocating to Eugene, now have access to housing support from Canopy (before the employee start-date)
- Canopy will identify resources for renters and for those interested in buying a home.
- Add this [flyer](#) to your onboarding packet as a resource for new hires relocating to Eugene
- You can find more resources for new hires here: <https://hr.uoregon.edu/new-employees-community-relocation-resources>

• **Canopy Seminars**

- University of Oregon receives nine free instructor-led seminars from Canopy with their contract.
- List of offerings can be found [Canopy's EAP Seminars](#) webpage.
- Offerings include: Conflict Resolution, Resilience and Mental Flexibility, Stress Management, Wellness at Work etc.
- If you have an interest in hosting a seminar for your department, please reach out to Jen Mirabile to discuss using a free session.
- Canopy works with departments to develop customized seminars based on workplace needs – typically \$350 fee.

Volunteer Forms

Lisa Taylor, Assistant Director, Insurance & Risk, Safety and Risk Services

• **Who is a volunteer?**

- A volunteer is a person appointed to perform official university duties without compensation or remuneration.

- The university receives the primary benefit from services performed by a volunteer.
- Volunteer services are performed at the request or consent of and under the direction and control of a university department or program.
- **Complete the Form:**
 - Department fills in assigned duties, number of hours, and supervisor.
 - Volunteer reviews, completes, provides to supervisor.
 - Department supervisor signs and sends a copy to riskmanagement@uoregon.edu
- **Why do we need this form?**
 - It is important to send to risk management as I will review and perform a quick analysis confirming the form completeness and if the volunteer duties are appropriate.
 - On the form there is a check box to confirm if they are a UO employee.
 - In addition, the risk office reviews the form for total hours and number of volunteers. To be able to assess the exposure to the University with regards to insurance and liability considerations.
 - Lastly, I also review if the volunteer will be working with minors. There is a requirement that volunteers have background checks when working with minors in the course and scope of their duties.
- **Can a university employee volunteer?**
 - Yes, employees, including student employees, can volunteer for the university.
 - The Oregon Bureau of Labor and Industries specifies all the criteria must be met when an employee volunteers at their place of employment.
 - The work must be at the employee's initiative.
 - The work must be outside normal or regular work hours.
 - The employee must be performing a religious, charitable or other community service without contemplation of payment.
 - The employee must be performing a task outside of the regular job functions performed for the same employer.
- **Can a volunteer receive reimbursement for expenses?**
 - Yes, a volunteer can be reimbursed for actual expenses. This is not compensation or remuneration.
 - Volunteers who are given anything of value (not including reimbursement for expenses) may be considered an employee under employment laws. This may then present a liability for workers' compensation insurance, minimum wage payment, federal withholding, and other costs to be paid by the department.
 - Are volunteers covered by Workers' Compensation? No. Volunteers are not covered by Workers' Compensation and are not entitled to employee benefits as a result of university volunteer affiliation.
 - It is recommended that all volunteers have private medical and accident insurance.
 - Volunteer injuries should be reported by the supervisor through the third-party incident reporting form.

Oregon CUPA-HR Spring updates

Catherine Bonomini-Smith, Senior Associate Director, HR Operations

- **Oregon CUPA-HR**
 - An official extension of the national College and University Professional Association for Human Resources to represent public and private universities and colleges. We offer networking and learning opportunities to higher education HR professionals in Oregon. All UO HR professionals are members!
- [2023 Spring Conference](#)
 - Join Oregon CUPA HR for the Spring Conference & 15th Anniversary Celebration – May 4th 5pm and all day on the fifth in Newport.
 - Have any speaker ideas you want to see at the conference – email me or orcupahr@gmail.com
 - Registration email coming soon – watch your inbox!

- If you don't receive CUPA-HR communications currently, reach out to Jen Mirabile at mirabile@uoregon.edu to ensure you are added to the CUPA-HR communication list.
- **2023 Spring Elections and Why You Should Consider Serving on the Board**
 - Spring is the time to volunteer to join the board:
 - SHRM and HRCI credits
 - Networking with other higher education peers in the state
 - Free or partially funded learning and development opportunities
 - Attend CUPA Oregon conference for free and receive partial funding to attend CUPA national conferences.
 - Only 2-6 hours per month depending on your role in the organization.
 - Not ready for a board position, volunteer for the conference planning committee – email orcupahr@gmail.com
 - It is fun!
 - There are three great positions open, watch your email for more information. Now is a great time to talk to your supervisor about volunteering and reach out to me if you want to know more!
 - Communications Coordinator
 - Treasurer Elect
 - President Elect
 - Reach out to Catherine at cbonomin@uoregon.edu, if you have questions about Oregon's CUPA-HR chapter.

DUCKID Claiming Follow-Up and Summer Appointments

Catherine Bonomini-Smith, Senior Associate Director, HR Operations

- DUCKID Claiming Follow-up
 - The new DuckID Claiming process is now in place.
- Summer Appointments
 - Please process summer appointments through the online submission form.
 - Payroll Requests Forms (PRFs) are not used for summer appointments.
 - Information about summer appointments can be found here: <https://hr.uoregon.edu/summer-term-instructional-assignment-guidelines>

The next HR Community of Practice meeting is Wednesday, April 5, 2023.