

HR Community of Practice Meeting Highlights

November 1, 2023

If you have a new HR employee or are a new employee, please email HRCP@uoregon.edu so we can recognize and introduce you!

Please [RSVP for the HR Community of Practice In-Person Social](#), December 6th, at 2pm.

Learning and Development Opportunities

[Active Recruitment at UO](#), November 6th, 10:00am – 11:30am

[New Employee Orientation Programs: Mission, Shared Responsibilities, & Engagement Opportunities](#), November 7th, 2:00pm – 4:30pm

[Libraries Support for Research, Instruction, and Open Scholarship](#), November 8th, 9:00am – 9:45am,
[Excel Formulas – Advanced](#), November 13th, 9:00am – 12:00pm

[Microsoft Teams 101](#), November 16th, 10:00am – 11:00am

[Care For Students: Supporting Student Mental Health & Wellbeing](#), November 17th, 10:00am – 11:00am

Virtual Trainings

- [SHRM Upcoming Webcasts](#) (membership required)

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

HRCP Professional Development Workshop Series

Half-day sessions including lunch. *Dates and registration by the end of the month.*

- Fall: [Mentorship Reimagined: Nov 29, 9am to 1pm](#)
End of fall: [December 6 at 2pm, In person social](#)
- Winter: [Influence: Feb 21, 9am to 1pm](#)
- Spring: [Change Management: May 21, 9am to 1pm](#)

Meeting Agenda

- UHR Staff Updates
Kaia Rogers, Chief of Staff and Senior Director of HR Programs & Services
- HR Operations Update
Catherine Bonomini-Smith, Senior Associate Director of HR Operations
- HR Community of Practice Unit
Mark Schmelz, Chief Human Resources Officer and Vice President
- Benefits Enrollment Updates
Anne Willis, Assistant Director of Benefits
- OICRC: Mandatory Training Update: UO Non-Discrimination Training: HB 3456
Nicole Commissiong, Chief Civil Rights Officer and Title IX Coordinator
Sheena Kindred, HR Learning & Development Coordinator

UHR Staff Updates

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

- Anna Duncan is the new HR Communications Coordinator

HR Operations Update

Catherine Bonomini-Smith, Senior Associate Director of HR Operations

- Merit Process Timeline Overview
 - Current: Finishing Eligibility review and verification
 - Next Week: Deans, VPs, CFOs, and Chiefs of Staff will be sent the final eligibility merit lists and will start the merit processes for their areas
 - December – 2nd week: Final approved merit increases will be sent to Deans, VPs, CFOs, and Chiefs of Staff who will initiate notifications to employees.
 - January 1st – increases take effect and will be reflected in January time entry.
- Winter 2023 Deadlines:
 - November 27th is the deadline to submit new faculty offer cards in MyTrack for winter term hires
 - November 15th is the deadline for HR Operations to receive:
 - Winter Term appointment renewals like RTOs or fixed term appointment renewals
 - Spring Semester Law School renewals
 - PRFs and other pay actions taking effect December 2023
 - <https://hr.uoregon.edu/deadlines-new-mytrack-offers-renewal-appointments-and-prfs>
 - **Wednesday, November 15** is the deadline, in order to ensure that HR Operations has enough time to process the action and get it to Payroll by their [December pay deadline](#). Units will need to build in time for your business office to generate the renewal or pay documents, and time for all required approvals. Thank you for your efforts to ensure a smooth and efficient experience for our employees.
- Coming soon –
 - RTO printing shifting to Cognos reporting
 - DuckID reservation moving from Banner to DUCKID.uoregon.edu - will slightly change the reservation and claiming timing.

Please contact hrops@uoregon.edu with questions.

HR Community of Practice Unit

Mark Schmelz, Chief Human Resources Officer and Vice President

- UHR is adding a new HR Community of Practice Unit
 - Reason for new unit: As we have grown as a university, and as the HR model at UO has evolved, it has become evident that we need one focused unit that connects with

campus colleagues who do HR work and acts as a key partner in sharing information about HR needs and issues in units with university HR leadership, and also sharing information with units from university HR.

- The position will focus on enhancing the relationships and partnerships between UHR and HR professionals in academic and administrative business offices and shared services units.
- Will work collaboratively to understand campus HR needs, coordinate cross-functional projects to address those needs, share best practices, assist with triaging issues, competency building for the HRCP, and providing support to units during times of increased volume or complex situations.
- We are currently in the finalist hiring stage for a new position – [Director of HR Community of Practice](#)
 - The Director will assist with coordination between UHR and HR Partners, pushing us to think differently and bringing us closer together on HR processes and new HR initiatives. They will help us focus as a community, working on connection and partnership.
 - Two additional staff members will report to this individual
- Charge for everyone: think about how you can be a partner with the new HR Community of Practice Director in your role

Benefits Enrollment Update

Anne Willis, Assistant Director of Benefits

- Completed Open Enrollment?
 - Open Enrollment Correction Period: November 1-February 29
 - FSA Correction Period: November 1-December 8
- Forget to enroll in Open Enrollment?
 - Additional \$100/person medical plan deductible - Not Correctable
 - \$25 or \$50/month Tobacco surcharge (even if you don't use tobacco) - Correctable
 - \$50/month Spouse/Domestic Partner surcharge (if enrolled on your medical plan) - Correctable
- ASIFlex Mobile App
- EAP Mobile App

OICRC: Mandatory Training Update: UO Non-Discrimination Training: HB 3456

Nicole Commissiong, Chief Civil Rights Officer and Title IX Coordinator

Sheena Kindred, HR Learning & Development Coordinator

- **What is HB 3456?**
 - HB 3456 is a law that was passed in summer 2023 that applies to institutions of higher education in the state of Oregon.
 - It includes requirements related to:

- Annual sexual misconduct training for all students and employees
 - Supportive measures for students reporting sexual misconduct
 - That the university administer and every other year student sexual misconduct survey
 - Annual data reporting requirements to the state of Oregon
 - Complaints filed by students against the University with the Higher Education Coordinating Commission
- **What must I report to the University?**
 - HR partners will generally fall into two reporting categories:
 - Designated Reporters (some of you)
 - Designated Reporters must report disclosures of discrimination and harassment made by both students and employees to OICRC.
 - Assisting Employees (most of you)
 - Must report employee misconduct (1) that is reported to you and (2) that you observe. The reporting form is available on the OICRC website, <https://investigations.uoregon.edu/reporting>.
 - May keep allegations by one student involving another student private
- **Training Assignment**
 - Going forward, all students and employees at the UO will be required to complete annual sexual misconduct prevention training.
 - Training will be assigned in February through MyTrack
 - Employees will have 90 days to complete the training with an assigned due date. The University will send out reminders.
 - Employees hired after the February launch date will be assigned the training during onboarding
 - The method of student employee training is still being determined
- **Training Reporting**
 - Reporting of non-completion will be sent to unit leadership periodically during the training window.
 - Following the 90 days, unit leadership will receive monthly reporting on the same schedule as Workplace Harassment & Discrimination Prevention training.
- **HR Partner call to action**
 - Please let employees know that this is coming, where the requirement is coming from, and what is expected.