

HR Community of Practice

November 1, 2023

2:00pm – 3:00pm



[Active Recruitment at UO](#)

Monday, November 6th

[New Employee Orientation Programs:](#)

[Mission, Shared Responsibilities, & Engagement Opportunities](#)

Tuesday, November 7th, 2:00pm – 4:30pm

[Libraries Support for Research, Instruction, and Open Scholarship*](#)

Wednesday, November 8th, 9:00am – 9:45am

[Excel Formulas – Advanced](#)

Monday, November 13th, 9:00am – 12:00pm

[Microsoft Teams 101*](#)

Thursday, November 16th, 10:00am – 11:00am

[Care For Students: Supporting Student Mental Health & Wellbeing*](#)

Friday, November 17th, 10:00am – 11:00am

*Activity is in collaboration with New Employee Orientation Programs

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](#)

Agenda

- UHR Updates and Reminders
 - UHR Staff Updates
 - HR Operations Updates
 - HR Community of Practice Unit
 - Open Enrollment Updates
- Mandatory Training Update: UO Non-Discrimination Training: HB 3456- relating to sexual misconduct at institutions of higher education

UHR Staff Updates

Anna Duncan
HR Communications
Coordinator



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HR Operations Updates

Catherine Bonomini-Smith
Senior Associate Director, HR Operations



HR Community of Practice Unit

Mark Schmelz

Chief Human Resources Officer and Vice President



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Office of Human Resources

Open Enrollment Update

Anne Willis

Assistant Director of Benefits



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Office of Human Resources

Completed Open Enrollment?

Benefit changes are effective Jan. 1–Dec. 31 of 2024

[Open Enrollment Correction](#)

November 1-February 29

[FSA Correction](#)

November 1-December 8

Email correction forms to hrbenefits@uoregon.edu

Open enrollment corrections are prospective if the correction is submitted after 12/31/23

Forget to Enroll?



- 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**

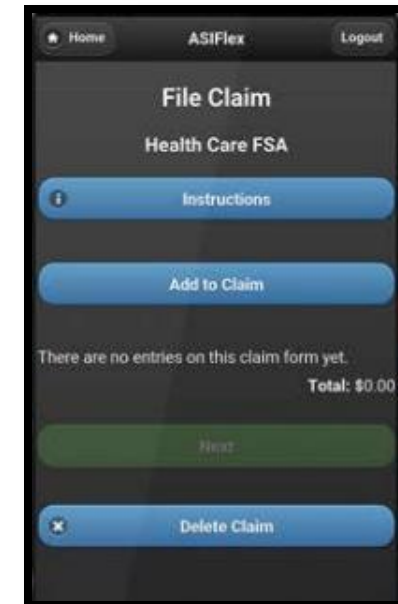
ASI Flex Mobile App

- Check your Account Balance
- Submit claims from anywhere, anytime
- Access your Account Statement

Download the EAP app on the App Store or Google Play

Search: ASIFlex Self Service

<https://hr.uoregon.edu/flexible-spending-accounts-fsa>



Employee Assistance Program App

- Set up your account online
Company Name: PEBB
- Browse your EAP benefits
- Free and confidential mental health support and resources to navigate life and work
- Connect with coaches and counselors
- Digital tools and resources

Download the EAP app on the App Store or Google Play
Search: Canopy EAP

<https://hr.uoregon.edu/employee-assistance-program>



Contact the Benefits Team

E-Mail: hrbenefits@uoregon.edu

Website: <https://hr.uoregon.edu/benefits>



Mandatory Training Update: UO Non-Discrimination Training: HB 3456- relating to sexual misconduct at institutions of higher education

Nicole Commissiong

Associate Vice President, Chief Civil Rights Officer, and Title IX Coordinator
Office of Investigations and Civil Rights Compliance

Sheena Kindred

Learning and Development Coordinator, Human Resources



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What is HB 3456

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



Reporting Obligations

What must I report to the University?

- HR partners will generally fall into two reporting categories:
 - Designated Reporters (some of you)
 - Assisting Employees (most of you)
- Designated Reporters must report disclosures of discrimination and harassment made by both students and employees to OICRC.
- Assisting Employees:
 - 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



Assignment

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

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.

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

The next meeting will be
Wednesday, December 6th,
from 2:00pm – 3:30pm
EMU, Crater Lake Rooms

