

## Learning and Development Opportunities

[BOLI 38<sup>th</sup> Annual Law Conference](#), Wednesday, Nov 9 and Thursday, Nov 10

[Employee Resource Groups: Practical Implementation Strategies for HR Professionals](#), Tues, Nov. 15, 10AM-11AM

Hosted by Canopy –UO’s Employee Assistance Program

[Lane County HR Association](#), Public Speaking: **Getting A’s, not Zzzzz’s**, Tuesday, November 15, 7:30AM-9AM

[Ergonomics: Safety in Motion® Office SIM-plicity™](#), Wednesday, November 16, 9AM-10:30AM

[Three Steps to Concur Travel Success](#), Thursday, November 17, 10AM-12:30PM

[CUPA-HR Washington Update: An Overview of the Midterms](#), Thursday, November 17, 9AM-9:30AM

[Getting Things Done](#), starts Monday, November 28, 10:30AM-12PM, attend all four sessions

[Society of Human Resource Management Featured Webcasts \(On-demand webinars\)](#)

## Welcome New HR Partners:

- Allison Blade, Director, Shared Services, Provost Administrative Services Team (PASO)
- Heidi Clarke, Business Manager in the College of Education for Counseling Psychology & Human Services (CPHS) and Special Education & Clinical Sciences (SPECS)
- Christine Herrera, HR Generalist in Human Resources and Employee Services, for University Advancement
- Ellie Glunn, Recruitment Consultant, Talent Acquisition, Classification & Compensation.

## Please help us promote our open HR positions by sharing this link with your professional networks:

- View the current list of available HR positions at <https://hr.uoregon.edu/hr-jobs-uo>.

## Meeting Agenda

- Student Life, Jimmy Howard, Associate Dean of Students, Office of the Dean of Students
- Vaccination Requirements, Brittany Jayne, Assistant Director, Employee & Labor Relations
- Workers Compensation, Trish Lijana, Workers Compensation Program Manager, Safety & Risk Services
- Paid Leave Oregon, Kaia Rogers, Sr. Director, HR Programs, Services & Strategic Initiatives
- Online and Self-Guided Learning, Chloe Barnett, Coordinator, Learning and Development
- TACC Team Announcements, Jenna Rakes, Director, Talent Acquisition, Classification & Compensation

## Student Life

Jimmy Howard, Associate Dean of Students, Office of the Dean of Students

- College Students Today
  - This student profile may be quite different from when you may have attended college. Here are some interesting student statistics:
    - 38% older than 25
    - 58% working while enrolled
    - 26% raise children
    - 47% financially independent
    - 17-21% identify as LGBTQ+
    - 34% of have an anxiety disorder
    - 14% rate their general health as excellent
    - 25% report poor performance due to lack of sleep
    - 20% meet the criteria for an alcohol use disorder
- UO’s Incoming Class -Important Numbers
  - We welcomed 5,338 first year students – a record number

- 52% are Oregon Residents, 38% are Out-of-state Students, 10% are International Students
- Class grade point average is 3.76 GPA – they are well prepared for their first year of school
- 36% identify as a domestic minority
- 1 in 4 First-Year Students are Pathway Oregon Scholars
  
- Distress and crisis are a part of every student's life
  - This stress can affect a number of areas of a student's life.
    - Changes in academic performance
    - Changes in attendance
    - Depressed and lethargic
    - Hyperactivity or rapid speech
  - You may notice marked changes in your students
    - Change in dress or hygiene, change in eating and sleeping
    - Not making it to class and sleeping through class
    - Unusual or exaggerated response to emotional stress
    - Social withdrawal from friends and other relationships
  
- What HR Partners Can Do to Help UO Students
  - Notice these changes in your students and be curious about them
  - Engage your students in a caring manner and talk about what you are observing
  - Refer them to the appropriate student resource to assist them during this challenging time
  - [Kognito training](#) is available for all employees and helps employees learn how to engage with students who may be struggling with the effects of stress.
  
- Student Resources
  - [Care and Advocacy Program](#)
    - Primary confidential advocacy team for students who have experienced sexual violence, domestic violence, and other forms of gender-based harassment, resources and support needed to navigate personal crises, mental health concerns, unexpected life events that disrupts their academic pursuits.
  - [Basic Needs Program](#)
    - Provides student support for financial Insecurity, food Insecurity, housing Insecurity.
    - Manages the Child Care and Textbook Subsidy programs.
  - [Collegiate Recovery Center](#)
    - Assists students who SELF-disclose a concern about their substance use and are looking for support
    - Students who are entering substance treatment or who are returning to UO after completing substance treatment and are looking for support on campus
  - [Student Conflict Resolution Center](#)
    - Supports students with roommate concerns , other disputes between students and communication and conflict strategizing
  - [Student Advocacy Program](#)
    - Supports students with grievance/dispute with a faculty or academic dept.
    - Assists students with any concern wherein an office or UO is the adversary to a student
    - Assists with Registrar academic petitions
    - Works with students who disagree with a policy or UO decision
  - [ASUO Legal Services](#)
    - Assists students with personal legal questions or concerns (Not TIX related)
  
- [Office of the Dean of Students](#)
  - Please reach out to our office if you have any questions (346-3216).

## *Vaccination Requirements*

*Brittany Jayne, Assistant Director, Employee & Labor Relations*

- Current University Vaccine requirement
  - Prime only, booster not required
- New process coming mid November
  - Chiefs of Staff (COS) and Academic CFO's (A CFO) will receive list of non-compliant employees
  - COS's and A CFO's will provide the appropriate lists to the appropriate contacts in the department or unit
  - Email will include the appropriate links for completing the reporting process
    - Reporting: <https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-employee-process>
    - Letter of clarification template: <https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-instructions-supervisors>
- Reported information
  - Information on the list shared does not give individual vaccine status. The information simply indicates if has complied with the process
- Expectation of the supervisor
  - Supervisors have a responsibility to follow up with their employees on the list to ensure they complete the appropriate process
- Employees that are non-compliant
  - OA and Classified
    - Supervisors should be aware when OA and Classified employees are on the list for the first time.
    - If they are on the list for a second time, the direct supervisor should notify the employee with a letter of clarification. The template can be found on the Human Resources website: <https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-instructions-supervisors>
  - Faculty
    - Supervisors should be aware when faculty are on the list for the first time
    - For Faculty related compliance -if employee is on the list for a second time please reach out to Employee and Labor Relations

## Workers Compensation

Trish Lijana, Workers Compensation Program Manager, Safety & Risk Services

- Report All Injuries
  - No matter how big or small it is important to report all injuries to our office
  - Any employee who is injured - this includes student employees who are injured at work
- Why it is Important to Report Injuries
  - Identifies potential hazard(s)
  - Alerts UO to investigate the injury to correct potential hazards and prevent further injuries
  - Reporting within 24 hours is imperative
    - Employee can decide later re: medical treatment & filing workers compensation claim
  - Prompt reporting protects injured employee
- Future Training
  - Virtual training is available at your departmental staff meetings
  - Contact Trish Lijana to schedule a training

- Medical Transportation Options
  - If non-emergency self-transportation to the doctor/home is acceptable.
    - Examples of non-emergency injuries include bruises, rashes, and sprains
    - Please remember UO employees assume risk if they transport an injured employee in their personal vehicle
  - If urgent and first aid is needed call the UO Police Department at 346-2919
    - Examples of this kind of injury include a laceration or needing stitches
  - If emergency, call 911 for an ambulance
    - An emergency would be immediate and life threatening
    - Examples include severe bleeding, difficulty breathing, chest pain, broken bones, head injuries
  
- Resources on UO's [Injury Reporting Website](#) include:
  - Injury Reporting & WC Forms
  - Medical Treatment Options
  - Medical Transport Chart
  - 11-Step Process for Injury Reporting & WC
  - Contact me with questions -Trish Lijana, 346-2907, [trish@uoregon.edu](mailto:trish@uoregon.edu)

#### Paid Leave Oregon

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

- Paid Leave Oregon Information can be found at: <https://paidleave.oregon.gov/Pages/default.aspx>
  - Please review this webpage for more information on this program.
- Examples of [payroll contributions \(employer and employee\)](#) can be found on the Paid Leave Oregon webpage
- Rulemaking is ongoing and we are monitoring program developments
- HR and university leadership are currently working to determine how the Paid Leave Oregon program will be administered
- No action is needed from units at this time
- HR will continue to update you on the program as we have more information

#### [Online and Self-Guided Learning](#)

Chloe Barnett, Coordinator, Learning and Development

- Online Learning resources are available in six content areas:
  - Content Areas include:
    - Leadership and Supervision
    - Communication, Collaboration, and Relationship Building
    - Planning and Productivity
    - Thinking and Problem Solving
    - Wellness in the Workplace
    - Navigating Your Career and Professional Development
  
- Self-paced learning resources include:
  - LinkedIn Learning Courses, Learning Paths, and Collections
  - UO Specific eLearning Courses (in MyTrack)
  - Books, articles, other learning resources

- Learning Paths are also available and include:
  - Leadership Fundamentals for Everyone (Leadership)
  - Giving Feedback and Managing Employee Performance (People Management / Supervision)
  - Working on Teams: How to Make Collaboration Actually Work (Collaboration and Relationship Building)
  - Project Management Basics and Project Management In-Depth (Project Management)
  - Designing Engaging Presentations (Presentation and Facilitation)
  - Digital Accessibility and Inclusive Design (Essential Technology Skills)
  - Microsoft Excel: The Basics and Microsoft Excel: In Depth (Essential Technology Skills)
  - Mentorship (Navigating Your Career and Professional Development)
- [New Monthly Learning Challenge](#)
  - A monthly self-paced professional development opportunity designed to be completed individually or with a team. Includes recommended learning resources - videos, tutorials, reading, etc. - and accompanying activities based around a topic or theme.
  - November Challenge:
    - Learning on the Job: Cultivating a Growth Mindset Throughout Your Career
  - Upcoming challenges include
    - Setting and Achieving Goals
    - Beating Loneliness at Work
    - Managing Stress and Burnout
    - Planning Your Time
  - Learning Resources – Check Them Out!
    - [Online and Self-Guided Learning Website](#)
    - [Monthly Learning Challenge Website](#)
    - [Monthly Learning Challenge Introductory Video](#)

#### TACC Team Announcements

Jenna Rakes, Director, Talent Acquisition, Classification & Compensation

- Staffing updates
  - **Grant Keeney** will be the Assistant Director of Classification and Compensation, leading the Classification and Compensation Analysts, managing processes and making recommendations, and overseeing large scale compensation projects and campus-wide reviews. Grant has been in classification and compensation since he joined the team in 2018 (from a prior life in HR Operations). I greatly appreciate his expertise, analytical skills, and steady leadership and I am excited to see him take on this new role.
  - **Maeve Anderson** will be the Associate Director of University Talent Acquisition, leading the day-to-day operations of recruitment and hiring, managing the Recruitment Consultants, and leading our training, DEI, and active recruitment efforts across campus. Maeve has been with University HR since 2019, after serving in a key HR role in Undergraduate Education and Student Success. I am excited to see Maeve use her adept consulting skills, creativity, and mentorship of team members in this expanded role.
  - **Sara Bowman**, Recruitment Consultant, will be supervising the Recruitment Specialists.
  - **Shawna Gilbert**, Recruitment Consultant, will be taking on an expanded role managing technology for our area, including our integrated background check vendor, and working with me on updates/changes to MyTrack.
  - **Harmony Stobaugh**, Classification and Compensation Analyst is now supervising and training our two interim classification and compensation specialists.
  - We are thrilled to announce we have hired **Ellie Glunn** as a Recruitment Consultant. Ellie Glunn joined the team this week. Ellie is a UO Alum, and has experience with recruitment, onboarding, and training both with Safeway/Albertsons as well as Eugene Therapy.

- Primary Work Location -MyTrack update coming soon
  - This field will need to be completed when you enter and offer card, and should reflect the location where an employee works for 51%+ of their time
  - Work location can drive local taxes, workers compensation rates, leave options, minimum wage, and FLSA
  - Hybrid employees – need to consider where they work the majority of the time
  - Updates coming before end of year to the Offer Card
  - Units will be prompted to update the offer card to reflect primary work location of the new hire

Maeve Anderson, Associate Director, Talent Acquisition  
Winter Term Offer Deadline

- Winter Term Deadline
  - Please submit your winter term offers by Wednesday, December 7. This will give HR time to submit this information to the Payroll Office

The next HR Community of Practice meeting is Wednesday, December 7, 2022. This is an in-person event.