

# HR Community of Practice

April 6, 2022

2:00 PM-3:00 PM



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## [Upcoming Canopy HR Webinars](#)

Search Chair Drop-in Hours - Wednesdays from 12-1pm

[Join Zoom Meeting](#)

## [Getting Things Done -multi-day workshop](#)

Monday, April 11, 9AM-10:30AM

## [Using LinkedIn Learning for Your Own Professional Development](#)

Tuesday, April 12, 9AM-9:50

## [Excel Formula Basics](#)

Tuesday, April 12, 1PM-4PM

## [Wellness at Work](#)

Wednesday, April 13, 12PM-1PM

## [Lane County HR Association -Unlock Your Genius](#)

Tuesday, April 19, 7:30AM-9AM

## [HR Orientation for New HR Partners](#)

Wednesday, April 20, 1PM-2:30PM

## [Advanced Excel Formulas](#)

Tuesday, April 26 1PM-4PM

[How Important is Change Management? An introduction to the why, what, when and how of change](#)  
multi-day workshop starting April 26

## [Change and Ambiguity in the Workplace](#)

Wednesday, April 27, 10:30AM-12PM

## [Building Healthy Relationships in the Workplace](#)

Tuesday, May 3, 1PM-2:30PM

## [New Employee Orientation: You @ UO](#)

Thursday, May 5, 3PM-4:30PM

# Oregon CUPA-HR Spring Conference

## The Power of the Stories We Tell

Oregon CUPA HR Spring Conference  
April 7th (1:00p-5:00p) &  
April 8th (8:30a-12:30p)



<https://chapters.cupahr.org/or/>

- IDEAL Climate Survey 2022  
*Mark Schmelz, Associate Vice President & Chief Human Resources Officer*
- Benefits Eligibility update  
*Cindi Peterson, Associate Director of Benefits*
- Duck ID Claiming Process  
*Catherine Bonomini-Smith, Sr. Associate Director, HR Operations*
- Protection of Minors Policy  
*Lisa Taylor, Insurance & Claims Manager, Safety & Risk Services*
- Courtesy, Campus Associate, Emeritus Renewal Process  
*Jen Mirabile, Sr. HR Programs Coordinator*
- HR Staff updates  
*HR Leadership Team*
- Q & A



# IDEAL Climate Survey 2022

Mark Schmelz, Associate Vice President &  
Chief Human Resources Officer



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# IDEAL Climate Survey 2022

## April 11 - 29

**UO is surveying employees about workplace climate to:**

- Establish a baseline for understanding our present climate.
- Set a benchmark against which to measure change and to help inform current and future institutional priorities.
- Inform action plans to enhance and improve the climate in individual units and at the university as a whole.

***Survey administered by Gallup, an independent consulting firm.***

***Responses are anonymous and confidential.***

# IDEAL Climate Survey 2022

## *HR Partner Support*

- Get familiar with the survey purpose.
- Remind supervisors to plan for employee participation:
  - Should be completed during work time (about 25 minutes).
  - Available in English and in Spanish.
  - Accessible on smart phones, laptops, or desktops.
  - Voluntary, anonymous, and confidential.
- Tell employees to watch for an email from Gallup on April 11.
- Encourage participation.



# IDEAL Climate Survey 2022

## *HR Partner Support*

- Provide support throughout the process:
  - Direct to resources.
  - Access to device, particularly for those who do not use a computer.
  - Facilitate technical support when needed.
- Raise awareness – meeting agendas, survey flyer
- Reinforce that survey responses are confidential and anonymous.

Learn more at:

[inclusion.uoregon.edu/2022-ideal-climate-survey](https://inclusion.uoregon.edu/2022-ideal-climate-survey)



# Benefits Eligibility update

Cindi Peterson, Associate Director of  
Benefits



## • **Background**

- State of Emergency issued by Governor Brown during the pandemic
- As a result, PEBB issued Oregon Administrative Rule (OAR) 101-015-0056
  - *Employees could maintain benefits eligibility without meeting 80-hour minimum requirement*

## • **Update**

- State of Emergency lifted April 1, 2022
- PEBB Oregon Administrative Rule (OAR) 101-015-0056 rescinded April 1, 2022
  - **Effective April 1, 2022 , employees must meet the 80-hour minimum requirement, per pay period, to remain eligible for benefits**

## • **What you need to know**

- Any employee who does not get paid for a minimum of 80 hours beginning with the April pay period, will lose their benefits

## • **What you need to do**

- Review your employee roster each month during time entry and make adjustments, if needed, to maintain benefits eligibility
  - Hours worked and accrued leave used, count towards 80 hour minimum
- Ensure time entered for each employee is complete and accurate



# Duck ID Claiming Process

Catherine Bonomini-Smith, Sr. Associate Director,  
HR Operations



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# Duck ID Claiming Process

- Changes to the claiming process coming late summer or fall term.
- Don't wait, review and update any of your onboarding materials referencing how to claim a DuckID now to refer to the service portal webpage which will be kept up to date as changes are implemented:

Employees: <https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=33250>

Students: <https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=34485>



# Protection of Minors Policy

Lisa Taylor, Insurance & Claims Manager  
Safety & Risk Services



# Protection of Minors Policy

The protection of Minors Policy applies to all University employees.

1. Employees of Oregon higher education institutions are by law subject mandatory reporters of child abuse and neglect.
2. The policy also establishes clear guidelines and procedures for youth programs.



# What is a University of Oregon youth program?

All events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors.

A minor is any person under the age of 18.





# Youth Program Administrator

The designated youth program administrator is someone that is assigned by their respective department to ensure the programming provided is within the compliance of the Minors on Campus Policy and procedures. This is someone that may administer the program or be considered a coach, leading faculty member or department office manager.



Registering their youth program and certifying compliance will occur prior to minors being present for a youth program.



Confirming the training and required background checks have been completed



Retaining records of training, hiring documents, and volunteer forms.



Completing a program summary report two weeks prior to the programs start date.



# Contact us if you have questions

[riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu)

Lisa Taylor, Ins. and Claims Mgr. [lisat@uoregon.edu](mailto:lisat@uoregon.edu)

Jen Mirabile, Sr. HR Programs Coordinator  
[mirabile@uoregon.edu](mailto:mirabile@uoregon.edu)

Visit us on the web: <https://hr.uoregon.edu/minors-campus>



# Courtesy, Campus Associate, Emeritus Appointment Renewal Process

Jen Mirabile, Sr. HR Programs Coordinator



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# Courtesy, Campus Associate, Emeritus Appointment Renewal Process

- Annual process to renew unpaid appointments
  - ✓ Courtesy
  - ✓ Campus Associate
  - ✓ Emeritus
- 1,900 active unpaid appointments



# Courtesy, Campus Associate, Emeritus Appointment Renewal Process

- May: departments list will be distributed via email
- Department list includes:
  - Sheet 1- Active Courtesy and Campus Associate appointments with ending dates
  - Sheet 2- Active Courtesy, Campus Associate, and Emeritus Appointments with no ending dates (ongoing appointments)
  - Sheet 3- Instructions and Reminders
- Recommended timeline:
  - May –review lists and determine appointment status
  - June -generate actions and notify ongoing appointments



# Courtesy, Campus Associate, Emeritus Appointment Renewal Process

- Although these positions are unpaid, the UO may be paying for phones, office 365 licenses or other benefits. Please review your list and investigate unfamiliar appointments to confirm renewal or termination.
- To renew an appointment with an end-date-use the [Unpaid Appointment Form](#)
- Update sponsor information –use the [Banner NOAEPAF Form](#)
  - ✓ Sponsors help determine renewal and termination actions
- Review the [Provost's Office Guidance](#) on Courtesy and Emeritus Appointments
- [Courtesy, Campus Associate, and other Unpaid Appointments](#) webpage



# HR Staff updates





# Questions and Answers

Please use the chat function in Zoom to submit questions – default to everyone so your questions are visible to all. Thanks!



Thank you for attending today's HR  
Community of Practice meeting.

The next HRCP meeting is  
Wednesday, May 4, 2022.

