

HR Community of Practice meeting
Highlights April 6, 2022

Learning and Development Opportunities

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

Agenda

- 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

IDEAL Climate Survey 2022

Mark Schmelz, Associate Vice President & Chief Human Resources Officer

- IDEAL Climate Survey 2022 will survey employees about workplace climate starting April 11 through April 29.
 - The Climate Survey will:
 - 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. This national benchmark will highlight how we are doing compared to other similar universities across the country.
 - 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.**

- **2022 IDEAL Climate Survey -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). It is available in English and in Spanish and accessible on smart phones, laptops, or desktops.
- Provide support throughout the process:
 - Direct employees to resources if they have questions.
 - Provide access to devices, particularly for those who do not use a computer.
 - Facilitate technical support when needed.
- Raise awareness – add the IDEAL Climate Survey to team meeting agendas, distribute survey flyer in your department.
- Reinforce that survey responses are confidential and anonymous.
- Tell employees to watch for an email from Gallup on April 11.

Benefits Eligibility update

Cindi Peterson, Associate Director of Benefits

- **Background:**

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

- **Update:**

- Oregon State of Emergency status was lifted April 1, 2022.
- PEGB Oregon Administrative Rule (OAR) 101-015-0056 was rescinded as of 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:
 - Reach out to employees to check about using accrued leave to meet the 80 hour requirement.
 - To avoid this problem, please manage the 80 hour minimum during the time entry process. It is harder to correct after the hours are recorded.

Duck ID Claiming Process

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

- Changes to the Duck ID claiming process are coming late summer or fall term.
- Email address will be required on many appointment forms going forward, including non-system students and unpaid appointments.
- Don't wait, review and update any of your onboarding materials referencing how to claim a DuckID now. Refer to the service portal webpage which will be kept up-to-date as changes are implemented for these two groups:
 - Employees and Unpaid Appointments: <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

- The [UO's Protection of Minors Policy](#) applies to all University employees.
 - Employees of Oregon higher education institutions are by law [subject mandatory reporters](#) of child abuse and neglect.
 - 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
 - Registers the youth program and certifies youth program requirements are met
 - Tracks background check and training for employees and volunteers
 - Retains all hiring, training, and employee/volunteer records
 - Completes and provides a program summary report two weeks prior to the program's start date to the Office of Risk Management
- Please contact us with any questions:
 - Lisa Taylor, Insurance and Claims Mgr. lisat@uoregon.edu
 - riskmanagement@uoregon.edu
 - Jen Mirabile, Sr. HR Programs Coordinator mirabile@uoregon.edu

Courtesy, Campus Associate, Emeritus Renewal Process

Jen Mirabile, Sr. HR Programs Coordinator

- Annual process to renew unpaid appointments: Courtesy, Campus Associate and Emeritus
 - There are a little over 1,900 active unpaid appointments on campus.
 - In May, departments will receive their list of appointments to review.
 - Each department list will include ongoing appointments and those with end dates.
 - Instructions and reminders are also built into the spreadsheet list.
- Timeline:
 - May: review lists and determine renewals and terminations
 - June: generate actions and notify ongoing appointments

- Reminders:
 - Although these positions are unpaid, active unpaid appointments may include access to various systems and the UO may be paying for phones, Office 365 licenses or other benefits.
 - Please take the time to update sponsor information by using the [Banner NOAEPAF Form](#). Sponsors can help you determine renewal and termination actions.
- Unpaid Appointment Resource links:
 - [Provost's Office Guidance](#) -Courtesy and Emeritus
 - [Courtesy, Campus Associate, and other Unpaid Appointments](#) -HR Operations

HR Staff updates

HR Leadership Team

HR Programs and Services

Kaia Rogers, Sr. Director, Programs, Services and Strategic Initiatives

- Cindi Peterson, Associate Director of Benefits, will be retiring at the end of May. Cindi has been a valuable member of the university for over 25 years, and we are excited for Cindi and wish her all the best in her retirement. We know that she has supported so many of you over the years and hope that you will reach out to her to offer your congratulations. Cindi will be working us on a part-time basis after her retirement as we start the search for the next Associate Director of Benefits.

Talent Acquisition

Jenna Rakes, Sr. Associate Director

- We are happy to announce that Mollie Peterson will start as a new Recruitment Specialist this month. Mollie brings eight years of UO experience to her new position, including six years here in UOHR supporting the Talent, Classification and Compensation, and HR Operations teams.
- We have also hired, Tang Tumbahangphe as a Recruitment Specialist. Tang joins the team after graduating from the UO in March of this year. Tang was a VPFA intern with the Talent team, where he developed job posting resources that focused on DEI recruitment efforts. It's a great success story for the VPFA story and we are very happy to have him.

Classification & Compensation

Stephanie Neuhart, Director

- We are happy to announce that we have hired Bryce Root, in a permanent position as a Classification and Compensation Analyst. Bryce has worked in an interim position here at the UO and we are very excited to add him to our team.
- We are very close to hiring the second CLCO Analyst position and we have recruitments for two Classification and Compensation Specialists.

The next HR Community of Practice meeting is Wednesday, May 4 at 2:00 PM.