

HR Community of Practice  
Meeting Highlights – January 12, 2022

### **Learning and Development Opportunities**

[Excel Formulas -Advanced](#), Tuesday, January 25, 9AM-12PM

[Using LinkedIn Learning for Employee Training and Development](#), Wednesday, January 26, 2PM-2:50PM

[Declare Your Wellness](#), Thursday, January 27, 1PM-2:30PM

[Getting Things Done \(GTD\)<sup>®</sup>, winter 2022](#)

Session 1: Monday, January 31, 2022- 2pm to 3pm

Session 2: Thursday, February 3, 2022- 2pm-3pm

Session 3: Monday, February 7, 2022- 2pm-3pm

Session 4: Thursday, February 10, 2022- 2pm-3pm

[Crucial Conversations for Mastering Dialogue, Blended Learning, winter 2022](#)

Session 1: Monday, February 14, 2022, 9am to 10am

Session 2: Wednesday, February 16, 2022, 9am to 10am

Session 3: Friday, February 18, 2022, 9am to 10am

Session 4: Wednesday, February 23, 2022, 9am to 10am

Session 5: Friday, February 25, 2022, 9am to 10am

[New Employee Orientation: You & UO](#), Tuesday, February 1, 9:30AM-11:30AM

### **Agenda:**

- **Dual Career at the University of Oregon**  
*Rhonda Smith, Dual Career Liaison, Office of the Provost*  
*Jenna Rakes, Sr. Associate Director, Talent Acquisition*
- **Workplace Harassment and Discrimination Prevention training update**  
*Sheena Kindred, Learning & Development Coordinator*
- **OA, Faculty, & Classified Staff Salary Increase update**  
*Catherine Bonomini-Smith, Associate Director, HR Operations*
- **SEIU Contract update**  
*Chris Meade, Sr. Associate Director, Employee & Labor Relations*
- **MyTrack Dashboard update**  
*Jenna Rakes, Sr. Associate Director, Talent Acquisition*
- **Clery Notification and Training**  
*Greg Brock, Clery Compliance Officer, Safety and Risk Services*

## **Dual Career at the University of Oregon**

*Rhonda Smith, Dual Career Liaison, Office of the Provost*

*Jenna Rakes, Sr. Associate Director, Talent Acquisition*

- Three years ago the Dual Career Liaison position was created in the Office of the Provost (OtP) to expand services for partners of tenure track faculty and senior administrators (OA 11 or above) at the UO.
- Dual Career Liaison provides consultation with partners which include:
  - Initial meeting
  - Career related support –internal and external
  - Labor market landscape review
  - Career change/graduate education/internships
  - Mock interviews
- Direct Appointments for Dual Career Partners
  - Dual Career Liaison reviews opportunities in MyTrack and may reach out to units to request review of dual career partner qualifications.
  - Dual Career Liaison works closely with Talent Acquisition in the direct appointment process.
- Questions? Contact Rhonda at [rhonda@uoregon.edu](mailto:rhonda@uoregon.edu)  
Dual Career webpage: <https://provost.uoregon.edu/dual-career-support>

## **Workplace Harassment and Discrimination Prevention training update**

*Sheena Kindred, Learning & Development Coordinator*

- The new Workplace Harassment and Discrimination Prevention training module will be available in January 19, 2022
  - Updated scenarios are included in the new release.
  - Information reflecting Prohibited Discrimination & Retaliation Policy is also provided.
- All employees are required to complete the Workplace Harassment and Discrimination Prevention training by the end of winter term 2022/March 25, 2022.
- Broad communications about the new module and training requirement will begin January 18.
- Automated reporting option at department level will be available contact [learning@uoregon.edu](mailto:learning@uoregon.edu)
  - Leadership will receive monthly report of those who have not completed training.
- The eLearning module through MyTrack allows for flexibility and self-pacing
  - If needed, HR can arrange workstations for employees without departmental availability.
  - In-Person alternate training is available – contact [learning@uoregon.edu](mailto:learning@uoregon.edu) to discuss your needs.

## OA, Faculty, & Classified Staff Salary Increase update

Catherine Bonomini-Smith, Associate Director, HR Operations

- HR Operations is working with the Payroll Office to upload the salary increases in time for the time-entry period.
- Lists of eligible employees and corresponding rates were sent to Deans and VP Offices.
- Information about salary increases can be found on these webpages:
  - <https://hr.uoregon.edu/hr-operations/annual-salary-increases>
  - [SEIU salary information](#)
  - [UA salary information](#)

## SEIU Contract update

Chris Meade, Sr. Associate Director, Employee & Labor Relations

- SEIU contract ratified effective January 1, 2022.
- The contract is in effect for five years with economic reopener scheduled for fall 2023.
- Employee and Labor Relations will offer a training to review the changes to the SEIU contract.

## MyTrack Dashboard update

Jenna Rakes, Sr. Associate Director, Talent Acquisition

- The MyTrack Recruitment Dashboard will soon have the following “Help Text” added to the right hand side:
  - This will include helpful tips, links to resources, and announcements of new resources.

**My Dashboard**  
Welcome Supervisor, this is your Dashboard where you will see all your tasks organized in various stages.

|   |  |   |
|---|--|---|
| <br><b>Job description</b><br>My position description - Under review<br><a href="#">Manage position description library</a> | <br><b>New requisition</b><br>9 Jobs open  | <br><b>Approvals</b><br>0 Jobs awaiting your approval<br>4 Approved |
| <br><b>Advertisements</b><br>0 Advertisements   | <br><b>Applications</b><br>2 Jobs have applicants for review<br>26 Applicants assigned to you for review | <br><b>Search committee</b><br>10 Jobs requiring panel review       |
| <br><b>Offers</b>   |  |   |

**Guidelines / Tips**

**Tips and Tricks**

- Need to edit a PD? Be sure to scroll to the bottom and RESTART approvals.
- Need help with your search? Join us at the Talent Search Chair Drop in Hours - Wednesdays at Noon on Zoom

**New Resources!**

- [Job Requisition Permissions Table](#)

**Serving on a search committee?**

- [User Guide](#)
- [Search Committee Training Video](#)

**Need to approve a PD or Job?**

- [Approval Guide Video](#)

**User Guides**

- [Position Descriptions](#)
- [Requisitions](#)
- [Approvals](#)
- [Applications](#)
- [Offers](#)

## **Clery Notification and Training**

*Greg Brock, Clery Compliance Officer, Safety and Risk Services*

- Campus Security Authorities are employees who are in a professional position that makes it likely that students or others could report crimes to them. Under federal law, CSAs have a responsibility to tell the institution about such incidents.
- Safety and Risk Services is working with the Office of Investigations and Civil Rights Compliance to send the annual notice to employees who are CSAs informing them of their status as CSAs and reporting obligations.
- For questions regarding Campus Security Authority (CSA) training, contact the University's Clery Compliance Officer at [clery@uoregon.edu](mailto:clery@uoregon.edu).

The next HR Community of Practice meeting is scheduled for Wednesday, February 2, 2022, at 2PM. A Zoom link will be sent prior to the meeting.