

HR Community of Practice Meeting
Highlights June 1, 2022

Learning and Development Opportunities

[Lane County HR Association Meeting Transform Their Lives and Positively Impact the Culture Around Them](#)

Tuesday, June 21, 7:30AM-9AM

[LCHRA -Benefit Technology Trends](#), Tuesday, July 19, 7:30AM-9AM

[HR Orientation for New HR Partners](#), Wednesday, July 20, 1PM-2:30PM

[CUPA-HR Washington update](#), Thursday, July 21 9AM

E-Learning

[Cybersecurity Basics Training](#)

[UO Cybersecurity Basics Block I](#) (4 minutes) -multifactor authentication & Duo two-step login

[UO Cybersecurity Basics Block II](#) (8 minutes)- passwords, compliance, Security threats

[UO Cybersecurity Basics Block III](#) (8 minutes)-Cloud/internet, data handling, remote work security

[Administering the 2022 IHP TTF Searches Webinar](#)

[ADA Fundamentals for HR Partners –E-Learning](#) (35 min)

[ADA Fundamentals for Supervisor –E-Learning](#) (35 min)

Agenda

- Ombuds Program, *Brett Harris, UO Ombudsperson and Sara Ash, UO*
- World Athletic Championships Oregon 2022, *Mark Schmelz, CHRO & Associate Vice President*
- UO COVID-19 Leave, *Mark Schmelz, CHRO & Associate Vice President*
- Career Annual FTE, *Catherine Bonomini-Smith, Sr. Associate Director, HR Operations*
- Career Contingent Offer Letters and Offer Card, *Jenna Rakes, Director, Talent Acquisition*
- Juneteenth Holiday, Monday, June 20, 2022
- HR Staff updates
- Q&A

Ombuds Program

Brett Harris, UO Ombudsperson

- The role of the Ombuds Office is to provide informal conflict resolution and problem solving-assistance to employees and students.
- We are an independent, confidential, informal, and impartial office at the university.
- Our services include:
 - Consulting around policies, processes, and options
 - Referral to other appropriate resources
 - Conflict coaching
 - Management coaching and development
 - Assisting with next steps
- Our group services include mediation, facilitation, shuttle diplomacy, group problem-solving, conflict diagnosis, informal client assessments, trainings, and workshops
- Ombuds do not
 - Overturn policy or decisions / change outcomes
 - Set the course of action or encourage complaint processes
 - - “Ombuds office said I should file a complaint”
 - Conflict with other university partners/systems (such as HR)
 - Take sides or advocate for visitors
 - Provide counseling or legal services

- Serve as an office of notice
- HR Partners can utilize Ombuds by:
 - Referring employees to discuss interpersonal conflict, those needing guidance on non-formal work issues and with confidential concerns
 - Refer managers or supervisors for outreach and introduction to their teams, conflict diagnosis, trainings, and guidance on non-formal interpersonal work issues
- Consult with Ombuds
 - If you have training needs around conflict and communication topics
 - If you have facilitation needs for your units
 - If you would like to consult and strategize on unit dynamics and conflict
 - Assistance for unit leaders
 - Strategizing on options/services/approaches
- Reach out by phone or email: 541-346-6400 or ombuds@uoregon.edu

World Athletic Championships Oregon 2022

Mark Schmelz, CHRO & Associate Vice President

- World Athletic Championships Oregon 2022 coming in July
 - We hope departments have started planning their workforce needs during Oregon 2022 event as there will be a tremendous influx of people on campus and in Eugene
 - In late June and July, streets in and around campus will be significantly impacted in preparation for this event
 - We recommend you carefully consider your in-person needs vs. remote work during this time and plan accordingly

UO COVID-19 Leave

Mark Schmelz, CHRO & Associate Vice President

- [COVID-19 Leave Program](#)
 - UO COVID-19 Leave Program has been extended to June 30, 2023
 - On July 1, 2022, the COVID-19 paid leave will be reset to 80 hours for full-time employees
 - On July 1, 2022, the COVID-19 paid leave will be reset for part-time employees to receive enough pro-rated leave to cover two weeks of work

Career Annual FTE

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

- Annual FTE currently applies to Non-Funding Contingent Bargaining Unit [CAREER](#) Faculty
- HR Operations tracks any permanent changes submitted throughout the year, and audits for CBA compliance
- The Annual FTE is available on the [Cognos Faculty Appointment Renewal Report](#)
- HR Operations will provide a report to Payroll to reset the Banner job FTE back to the Annual FTE for all non-funding contingent bargaining unit career faculty effective 7/1 or 9/16
- How to Update
 - Units should submit FTE changes to match AY23 effort using the appointment percent change form – *Attach a PAW to show annual FTE*
 - If the Annual FTE is right but you want to decrease it, please contact Employee and Labor Relations uoelr@uoregon.edu
 - If you believe the annual FTE is incorrect on the report, contact hrops@uoregon.edu

Career Contingent Offer Letters and Offer Card

Jenna Rakes, Director, Talent Acquisition

- In summer 2021, the Career MOU went into effect and outlined expectation of continued employment for Career faculty and affects both the offer letter and offer card
- Career Offers letter should be issued with no end date
 - Exceptions to this are unrepresented faculty (Law and EC Cares)
 - Ensure your informal offers are accurate -remove end dates and renewal language from older templates
 - Informal offer letter [templates](#) are available in the ELR Supervisor Toolkit
 - Summer is a great time to review/update your saved templates
- Offer Cards for Career faculty should be issued with no end date in the Position Type field
 - Please know if your position has an end date before you start the offer card and choose wisely
 - If the wrong offer card is selected, please email talent@uoregon.edu to request assistance
 - Incorrect offer cards must be deleted and rebuilt – double check this field to avoid delays

Juneteenth Holiday, Monday, June 20, video

- **Juneteenth** became federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law.
 - Originating in Galveston, Texas, Juneteenth is celebrated annually on June 19 in various parts of the United States since 1865
 - Juneteenth's commemoration is on the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for enslaved people in Texas, which was the last state of the Confederacy with institutional slavery
 - We encourage you to share this video with your staff or watch it together during a team meeting
 - <https://www.youtube.com/watch?v=MR3WqYI6wco>

HR Staff updates

- HR Programs and Services
 - Heather Mercer has accepted the position of Associate Director of Benefits within the HR Programs & Services team. Heather is currently the Interim Executive Director of Human Resources at Western Oregon University. Heather will start in her new position on June 6th to lead the highly skilled and experienced Benefits team members

The next HR Community of Practice meeting is scheduled for Wednesday, July 13, 2022.