

## HR Community of Practice Meeting Highlights

May 3, 2023

### May is Mental Health Awareness Month

[Duck Nest](#) Bingo for Staff and Faculty – Pick up your Bingo Card at the Duck Nest (041 EMU). [Sign up](#) and submit your filled out bingo card by June 2nd at 1pm to the Duck Nest

[CUPA-HR's Health and Well-Being Toolkit](#)

Canopy Resources – [Workplace Mental Health and Well-being](#)

[Lane County HR Association Chapter Meeting](#), May 16, 7:30 a.m. – 9:00 a.m., hybrid event

[Academic Impressions: Privilege & It's Role in Enhancing Equity](#), Wednesday, May 17, 1 p.m. – 2:30 p.m.

[Excel - Beginner](#), Monday, May 22, 1 p.m. – 2 p.m.

[Transform Stress to Resilience](#), Two-part series facilitated by Parneet Pal.

Transform Stress to Resilience (Part 1): Active Physical Recovery, May 18, 10:00am – 11:30am

Transform Stress to Resilience (Part 2): Active Emotional Recovery, May 25, 10:00am – 11:30am

**OA Council Leadership Symposium**, Wednesday, May 24, 8:30 a.m. – 12:30 p.m.

Session I: [Engaged Leaders: 8:30 a.m. – 10: 45 a.m.](#)

Session II: [Discover Your Individual Strengths, a Campus of Belonging, 10:45 a.m. – 12:30 p.m.](#)

[Transforming Loneliness: The Science of Social Connection](#), May 24, 10:00am – 11:30am, facilitated by Parneet Pal.

[Academic Impressions: Encore & Live Q&A: Setting up the Supervisory Relationship: Understanding and Adapting Your Supervisory Style](#), June 6, Virtual Training

### Welcome New HR Partners:

Ben Kintner, Classification & Compensation Analyst, HR TACC

Fela McWhorter, Operations Manager, College of Arts & Sciences

### Meeting Agenda

- *Office of Investigations and Civil Rights Compliance*  
*Nicole Commissiong, Associate Vice President, Chief Civil Rights Officer, & Title IV Coordinator*
- Employee Roster Audit update,  
*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*
- HR Deadlines & Summer Appointments  
*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*
- Career Credit Toward Promotion  
*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*
- ADA updates  
*Celia Nittmann, ADA Coordinator and Assistant Director, Employee & Labor Relations*
- *HR Staffing updates*

- Agenda
  - Reporting
  - Process for Reporting
  - Process for Assessing Complaints
  - Support for Employees
  - What OICRC Does & Does Not Do
  - Assessing Complaints
  - Support for Employees
- Prohibited Discrimination and Retaliation Policy
  - This policy applies to students, employees, and other members of the campus community
  - It sets forth all protected characteristics under university policy, defines prohibited conduct, including discrimination, harassment, and sexual harassment, and expressly prohibits retaliation against those who file a formal complaint or participate in a formal university process.
  - The Office of Investigations and Civil Right Compliance investigates reports of discrimination and retaliation based on the protected characteristics: Age (18+), Marital/Family Status Ancestry, National/Ethnic Origin, Citizenship, Pregnancy/Related Conditions, Color, Race, Disability (physical/mental), Religion, Expunged Juvenile Record, Service in Uniformed Services, Gender, Sex, Gender Expression, Sexual Orientation, Gender Identity, Use of Protected Leave, Genetic Information, Veteran Status.
- Two Forms of Discrimination
  - Differential Treatment -treating someone differently and less favorably than others on the basis of protected status/characteristics.
  - Disparate Impact - a neutral rule that treats everyone equally in form but has a disadvantageous effect on some people of a protected characteristic compared to others.
- Hostile Environment Harassment
  - Behavior that treats people differently on the basis of a protected characteristic and that is sufficiently severe or pervasive that it interferes with work or academic activities and creates an intimidating, hostile or degrading working environment, and where the conduct would have such an effect on a similarly situated reasonable person.
  - The more severe the conduct, the less pervasive it need be. NOTE: When alleged conduct consists solely of words, the University must consider free speech rights in evaluating a complaint. Language that targets individuals based on identify is of greater concern (e.g., racial epithet directed at a person).
- Employee Reporting
  - The Prohibited Discrimination and Retaliation policy identifies employees reporting obligations:
    - **Designated Reporters:** must report disclosures of all forms of discrimination and harassment (not just sex/gender) to OICRC/TIX office
      - ✓ Department Heads
      - ✓ Complete list of job titles on OICRC website
      - ✓ All Designated Reporters are Campus Security Authorities under Clery

- **Confidential Employees:**
    - ✓ Medical staff, including counselors, Care and Advocacy Program staff in Dean of Students Office
  - **Assisting Employees:** all other employees
    - ✓ May keep information disclosed by students private
    - ✓ Most faculty and staff
  - Child Abuse Reporting
    - ✓ All UO Employees
  
- Supporting University Communication and Policies
  - Respectful Workplace Notice
  - Community Standards Policy
  - Conflicts of Interest and Abuses of Power: Sexual, Physically Intimate, and Romantic Relationships with Students
  - Mandatory Child Abuse Reporting
  - Under Clery, Campus Security Authorities, including Department Heads, must report crimes that occur on UO owned/controlled property to [clery@uoregon.edu](mailto:clery@uoregon.edu)
  
- Setting Expectations - What OICRC Investigates:
  - It is not enough for someone to be a member of a protected class. The incident must have occurred *because of* their identity.
  - OICRC staff will not tell people they are right. They will listen to them, take their concern seriously, and assess the information they provide to determine whether a policy *may* have been violated.
  - The fact that a policy was not violated does not mean that nothing will happen in response to their complaint. Most of the concerns addressed by the university are not at a policy violation level.
  - OICRC staff do not make employee termination decisions. They gather information and decide whether a policy was violated. Nothing more.
  - Not all complaints that reference a protected status will result in an investigation. Most won't. So, if you receive a report of discrimination or harassment, it is helpful for you to let folks know that their concern will be taken seriously, that someone will reach out to them, and that the university is often able to resolve concerns without opening a formal investigation.
  
- Helpful Webpage Links
  - Submit reports: <https://investigations.uoregon.edu/reporting>
  - Prohibited Discrimination and Retaliation Policy, <https://policies.uoregon.edu/vol-5-human-resources/ch-11-human-resources-other/prohibited-discrimination-and-retailiation>
  - Community Standards Affirmation, <https://policies.uoregon.edu/vol-5-human-resources/ch-4-workplace/community-standards-affirmation>
  - Respectful Workplace Notice, <https://hr.uoregon.edu/respectful-workplace-notice>
  - Mandatory Reporting of Child Abuse and Neglect, <https://hr.uoregon.edu/mandatory-reporting-child-abuse-and-neglect>
  - Conflicts of Interest , <https://policies.uoregon.edu/vol-5-human-resources/ch-4-workplace/conflicts-interest-and-abuses-power-sexual-physically-intimate>

## Employee Roster Audit update

*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*

- **THANK YOU** for helping us update and improve our data during this process!
  - Two hundred location updates completed
  - 2,600+ supervisor Changes
- Please use the [employee roster review and update process](#) and other update mechanisms (EPAF or PRF) as supervisor/location changes happen in your unit.
- HR Operations will send quarterly audit reminders to unit leadership
- Reach out to unit HR leadership if you have any questions about your role in the roster review.

## HR Deadlines & Summer Appointments

*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*

- [HR Operations Deadlines Website](#)
  - **May 1st** - July Renewal RTOs – majority of pro tem research faculty and postdoctoral scholars
    - New research assistant ranks implemented May 1st, be sure to use the new types A, B, C that were communicated to Dean's offices. Check PEIFACT for type
  - **May 10th** – May Triple Deduction spreadsheets due
    - <https://ba.uoregon.edu/payroll/may-triple-deduction>
  - **May 15th** – Summer Appointments!
    - June Summer Appointments due to HR – More PAW examples and instructions updated on our [Summer Appointment Website](#)
    - Other summer appointments due 15th of the month prior to the effective date on PRF
  - **August 1st** – Fall Renewal RTOs due
    - Visa Needed? Follow-up your submission with an email to HR Operations and we will prioritize review and appointment processing

## Career Credit Toward Promotion

*Catherine Bonomini-Smith, Senior Associate Director, HR Operations*

- United Academic Collected Bargaining Language updated:
  - Article 16, Section 1. Notices of Appointments and Offers must now include "Career status, including the nature of any restrictions on eligibility for promotion and any credit for prior service;"
  - Article 16, Section 8 "When credit for prior service is agreed upon, the terms of hire or reclassification will state the number of years of credit granted for comparable work, specific review considerations, and the earliest date for promotion eligibility."
  - When faculty are hired with credit toward prior service, we are required to include this information to the offer
  - MyTrack has been updated to include a New Offer Card Field
    - For Career Offers ONLY, add the credit years if applicable. The credit years will be entered in the faculty tracking area of Banner
  - Career Position Reclassification
    - Include a statement as part of the reclassification justification if credit toward promotion is applicable
    - [Faculty Reclassification Process Website](#)

## ADA updates

- ADA Coordinator
  - Celia is now responsible for the university's accommodation process, and she will be working with HR Partners and supervisors to support this process
- Disability Philosophy
  - "Doing disability all day long can be an exhausting process. I don't mean having an impairment... I mean having to spend a significant part of each day dealing with a physical world which is historically designed to exclude me, and, even more tiring, dealing with other people's preconceptions and misconceptions about me." Lois Keith
  - Diverse viewpoints foster understanding and innovation, and accommodations help advance our institutional goals of equity and inclusion
- ADA Protections cover:
  - Employees with disabilities
    - Full-Time employees
    - Part-Time employees
    - Temporary employees
    - Student employees
  - Applicants with disabilities
  - Members of the public with disabilities participating in university events or programs
- Workplace Accommodation
  - Workplace accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.
    - Accommodation = Exception
  - Formal accommodations consider disabilities, pregnancy related disabilities, and sincerely held religious, moral, and ethical beliefs
  - The university is committed to providing reasonable workplace accommodations to employees with disabilities and is committed to engaging in a good faith interactive process
- When Are We Put on Notice?
  - When an employee references a medical concern or limitation in relation to their job duties or performance. No magic words or phrasing is needed. This information is notice
  - The employee does not need to:
    - ... say "I need an accommodation."
    - refer to their medical condition as a "disability"
    - mention the ADA
  - It is important to be responsive knowing people typically hesitate to ask.
- Confidentiality and Accommodation
  - The ADA's confidentiality provision does not permit management to tell coworkers that an employee with a disability is receiving a reasonable accommodation
  - Who should be privy to their request?
    - Only the decision makers associated with implementing the accommodation
  - Unless an employee has chosen to disclose their medical information, the department will not be informed of any health information during the accommodation process
- The Accommodation Process

- The accommodation process is an interactive process administered by the Accommodations Coordinator
- This includes responsibility for determining whether:
  - An employee's medical condition is a disability; and
  - A requested accommodation is reasonable
- When Should Accommodation Go Through the Formal ADA Process?
  - Is this an accommodation the department would implement for anyone that asked?
    - If the answer is "Yes" - move forward with the implementation of the accommodation without going through the formal ADA process
    - If the answer is "No" - Direct the employee to the necessary resources to engage in the ADA process
- Performance & Workplace Accommodations
  - Accommodations should not reduce performance standards or permanently eliminate the essential functions of their job
  - Performance concerns should be documented thoroughly and consistently and managed accordingly
  - For support on performance management, please reach out to [uoelr@uoregon.edu](mailto:uoelr@uoregon.edu)
- Document, Document, Document
  - It is always in your best interest to document discussions with employees about their needs in this process
  - Follow-up with an email to confirm your understanding and ask if there is anything you missed in the conversation
  - Send ADA resources via email for confirmation we have responded when put on notice
- Questions
  - Email: [workplaceADA@uoregon.edu](mailto:workplaceADA@uoregon.edu)
  - Phone: (541) 346-2186
  - Website: <https://hr.uoregon.edu/employee-labor-relations/accommodations>
  - Accommodation Processing guide and forms: <https://hr.uoregon.edu/interactive-disability-accommodation-process>

### *HR Staffing updates*

- Welcome and congratulations to the following new employees:
  - Ben Kintner, Classification & Compensation Analyst
  - Jhylen Lorenz, Interim Recruitment Specialist
- Congratulations!
  - Tang Tambahangphe has accepted a new position as Classification & Compensation Analyst and will be moving into the Classification & Compensation department of TACC
  - Anne Willis was the finalist in our recent Benefits search and has accepted the position of Assistant Director, in the HR Programs and Service Department

The next HR Community of Practice meeting is Wednesday, June 7, 2023.