

HR Connections

April 2024

Agenda

- **Pay Plan – 2nd Installment Compliance Deadlines**
- **IT & Security Best Practices**
- **Title IX: R3 Training (Recognize, Respond and Refer) with Christine Ann Domestic Abuse Center**

Pay Plan – 2nd Installment Compliance Deadlines



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Pay Plan – Compliance Overview

- Compliance criteria will remain the same:
 - For people managers, all 2023 performance evaluations are fully completed in ePerformance
 - Mandatory employee training is complete
 - Outside activities reporting (OAR) is completed for eligible employees

Compliance Deadlines

<u>Compliance Criteria</u>	<u>Original Deadline</u>	<u>Extended Deadline</u>	<u>Description</u>
2023 Performance Evaluation	3/1/2024	4/30/2024	Evaluation must be fully complete, including employee acknowledgement.
Mandatory Employee Training (MET) - annual March cycle	3/31/2024	4/30/2024	Any training not completed by the deadline will be considered past due.
Mandatory Employee Training (MET) - New Hires Only	30 days from hire date	Additional 30 days from original deadline	Any training not completed by the deadline will be considered past due.
Outside Activities Reporting (OAR) - Faculty, Limited, Academic Staff only	4/30/2024	N/A	Forms not submitted by the employee will be considered past due. Supervisors are also expected to review and approve all forms by the deadline.

All employees can view their status in their My UW System portal

Performance Evaluation Status

- For managers, all 2023 performance evaluations should be listed in their “Historical Documents” page
- Any 2023 evaluations showing under “Current Documents” are not complete

Team Performance

Home Search Menu

Current Documents

Delegated Documents

Historical Documents

Administrative Tasks

View-Only Performance Documents

View-Only Development Documents

Historical Documents

Name / Job Title	Document Type	Document Status	Period Begin / Period End
PATRICIA SCHRADER HR Manager	UWOSH Annual Evaluation	Completed	01/01/2023 12/31/2023
HEATHER SCHUEBEL HR Generalist	UWOSH Annual Evaluation	Completed	01/01/2023 12/31/2023

Mandatory Employee Training Status

- For employees, click on the Mandatory Training tile
- Your status will show:

UNIVERSITY OF WISCONSIN SYSTEM		Mandatory Training	
HOLLY SHEA			
Mandatory Employee Training			
Course	Status		Next Due
Information Security Awareness	Complete		March 2025
Sexual Harassment (Title IX)	Complete		March 2026
Mandated Reporter	Complete		Completed

Outside Activity Reporting Status

- Follow instructions on the [guide](#) to access form
- Click on “Search” button
- 2023 will get added once form opens 4/1/24

UW UNIVERSITY OF WISCONSIN SYSTEM

HR Outside Activities Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: 00878155

Empl Record: [=] []

Year: [begins with] []

Reports To Emplid: [begins with] []

Form Status: [=] []

Include History

Search **Clear** Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Empl ID	Empl Record	Year	Employee Classification	Working Title	Department	Reports To Emplid	Form Status
00878155	0	2021 AS		Deputy Chief HR Off (Inst) (B) F301600	F301600	00609866	EXECUTED
00878155	0	2022 AS		Deputy Chief HR Off (Inst) (B) F301600	F301600	00609866	EXECUTED

IT & Security Best Practices



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Preventing Phishing Attacks



How to spot a phishing email

- Check the sender address
- Be cautious of urgency
- Check for spelling and grammar mistakes
- Be cautious of links and attachments
- Verify the information using another communication channel


Check the sender address



ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list. [I trust content from no-reply@notifications.dell.com.](#) | [Show blocked content](#)

DN

Dell Notifications <no-reply@notifications.dell.com>
To: Michael Brunn



Fri 4/19/2024 11:55 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Beware of urgent requests

From NETFLIX
Subject **Invoice Failed - Account Blocked** 27/3/19, 3:53 p
To

NETFLIX

Dear Customer,

We're having some trouble with your current billing information. We'll try again, but in the meantime you may want to update your MASTERCARD in your payment details.

[UPDATE ACCOUNT NOW](#)

We're here to help if you need it. Visit the [Help Center](#) for more info or [contact us](#).

Your friends at Netflix

Check for spelling and grammar mistakes

Heads up! We noticed that you recently deleted a large number of files from your OneDrive



no-reply@onlinedocshare.com

Non-UW or Microsoft Address



Files are permanently removed from the online recycle bin 93 days after they're deleted

Hi JAMES,

We noticed that you recently deleted a large number of files from your OneDrive

When files are deleted, they're stored in your recycle bin and can be restored within 93 days. After 93 days, deleted files are gone forever.

If you want to restore these files, go to the recycle bin. Select what you want to restore, and click the Restore button.

Ignore this mail if you meant to get rid of these files.

Learn more about deleting and restoring files.

Recycle bin



Microsoft Corporation
One Microsoft Way
Redmond, WA 98073-09 USA

You are receiving this email because you have subscribed to OneDrive.
Copyright Microsoft Corporation. [Privacy Statement](#) | [Unsubscribe](#)

Be cautious of links and attachments

- Hover over links before clicking to see where they go before you click on them
- Avoid opening attachments of executable file types or types you are not expecting
- When links or attachments come from untrusted senders use extra care

Verify the information

Use another form of communication to verify odd requests from email

Hi Jim,

What I need is Google Play Gift card of \$500 face value, I need 2 of this amounting to \$1000. I need you to get the physical card, then you scratch the back out and take a picture of them, attach the pictures showing the pin and email it to me here. How soon can you get this done?

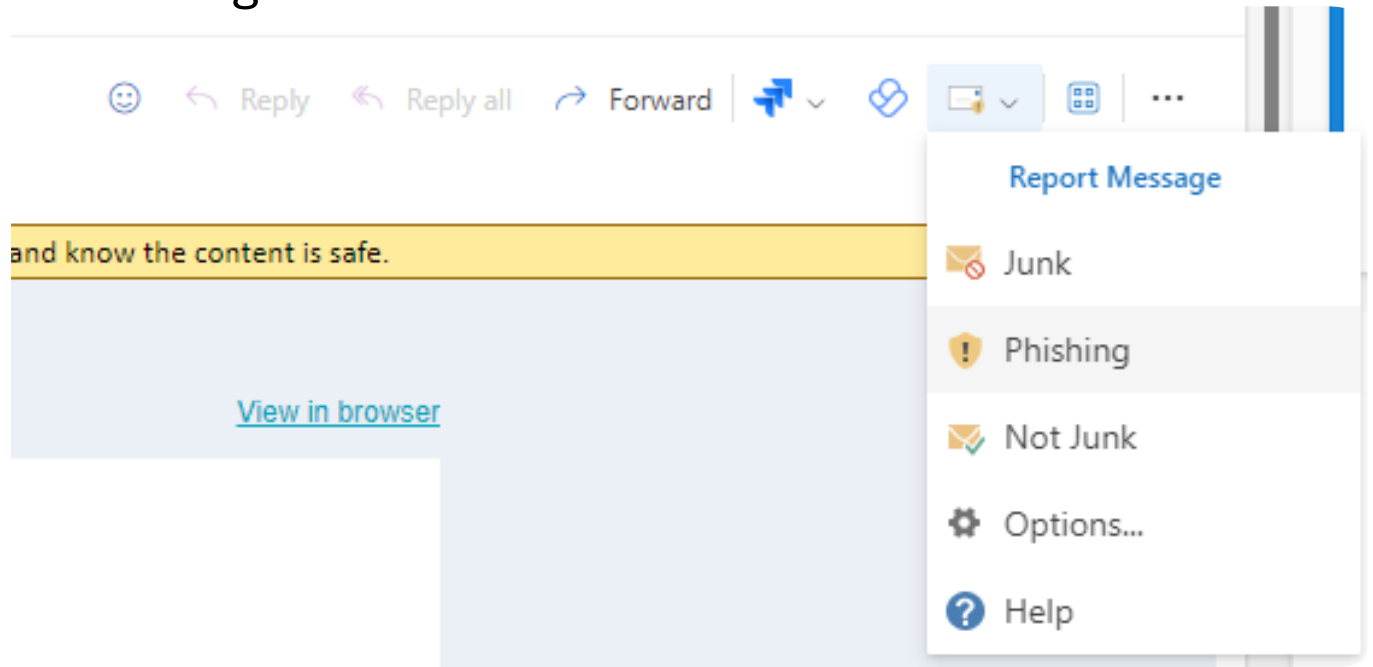
Regards,

Susan

Sent from my iPhone

How to report a phishing email

Do not forward it along!



Multi-Factor Authentication

- Make sure the numbers you are entering are only what you see on the screen in front of you
- Never share or enter the numbers on behalf of another party asking you to do so

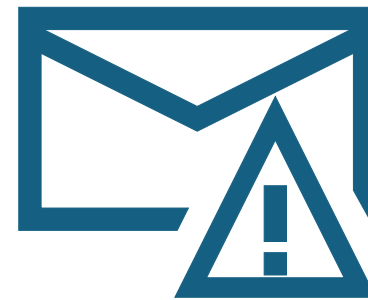


Consequences of successful phishing

- Identity theft
- Loss of access to account
- Financial loss
- Data loss
- Ransomware attacks
- Damage to Reputation



- UW Oshkosh IT staff respond to phishing emails reported by campus daily
- Phishing attacks are the most frequent type of attack seen on campus
- On our campus and throughout the UW system people have fallen victim to phishing attacks resulting in their payroll being redirected to bank accounts that were not theirs as well as other financial loss outcomes



What to do if you think you have been phished

- Do not approve any further authentication attempts
- Change your password
- Check to make sure no unauthorized devices are setup as multifactor authentication devices

If it is your UW Oshkosh account, call the IT helpdesk, we can help make sure nobody else has access to your account and help you with all these steps

**Title IX: R3 (Recognize,
Respond and Refer) with
Christine Ann Domestic
Abuse Center**



UNIVERSITY OF WISCONSIN
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R3
Recognize
Respond
Refer



Christine Ann
DOMESTIC ABUSE SERVICES, INC.

Meet Us



Alicia Wenger

Executive Director

Agehrig@christineann.net

920-235-5998



Trigger Warning

We will be talking about sensitive content, including domestic and sexual violence. If you need to step out, feel free to do so.

Agenda:

- Brief overview of our agency
- Domestic abuse basics
- How abuse impacts the workplace & classroom
- What you can do as a supervisor or coworker
- Title IX requirements
- Resources

Feel free to ask questions throughout, or save them for the end.

Who We Are

- CADASI is a non-profit agency that serves individuals and families in Winnebago and Green Lake Counties who are impacted by domestic abuse.
- Our Mission is to Empower individuals and families through education, safety and support and lead our community to reduce the incidents and the effects of domestic abuse and dating violence.

Service Area

Winnebago & Green Lake Counties

- 24/7 Emergency Shelter - Oshkosh
 - **206 Algoma Blvd**
- Outreach Office - Menasha (Leaven Building)
 - **1475 Opportunity Way, Menasha**
- Outreach Office - Green Lake (Town Square Community Building)
 - **492 Hill St, Green Lake**



Programs & Services

- Inclusive
- 24/7 Emergency Shelter & Helpline
- Preventative Youth Services
- Outreach Services in Green Lake & Winnebago Counties
- Legal Advocacy (Empowerment)
- Community Education



What is Domestic Abuse?

Domestic violence and/or abuse is a systematic pattern of behaviors in any relationship that are used to gain and maintain power and control over another.

There is no such things as a typical victim. Abuse can happen to anyone.

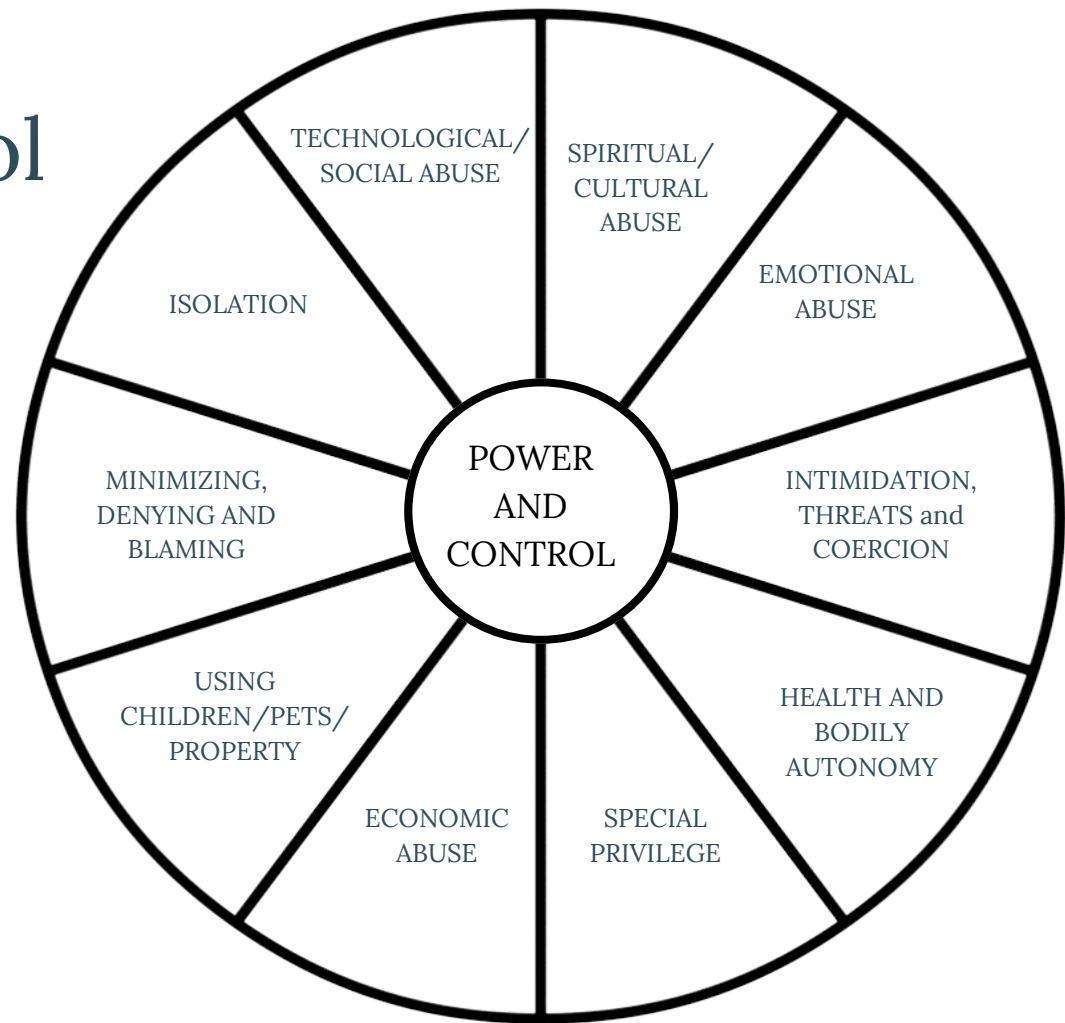
Basics

It's all about POWER & CONTROL

- It's not about anger
- It's not about mental illness
- It's not about drugs or alcohol
- It's not because of stress
- It's not because the victim did anything to cause it

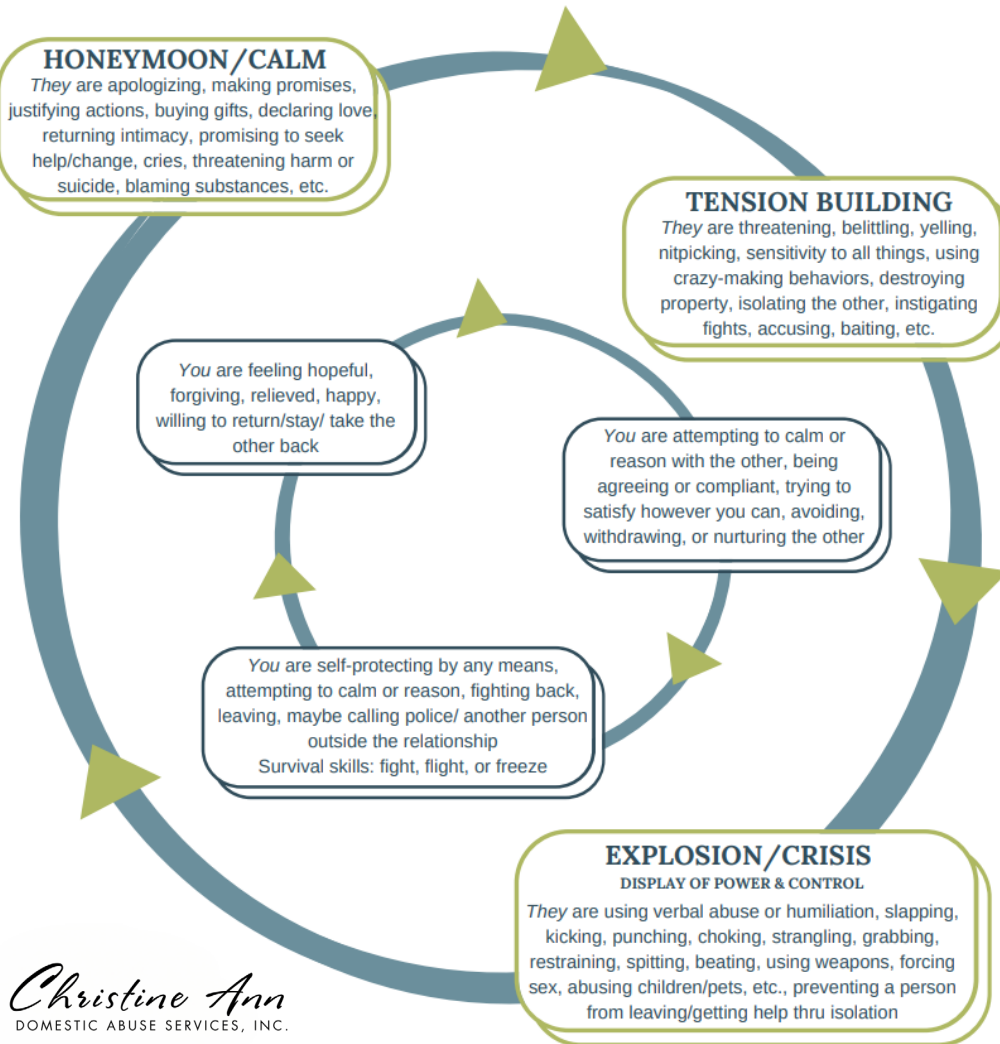
Power & Control Wheel

Identifying different tactics used in an abusive relationship



Cycle of Abuse

"Why don't you just leave?"



Barriers to Leaving

- No support from friends or family (isolation)
- Societal backlash
- Feel like they have nowhere to go or no ability to get away
- Fear of not being able to support themselves
- Having children in common (could be threatening the children OR scared of abuser getting custody)
- Don't want to leave pets
- Distrustful of law enforcement or the court system (maybe due to past experiences)

Important to Know

Domestic abuse usually escalates over time

- Many things can indicate danger:
 - Once the survivor starts thinking about leaving or does leave the relationship
 - Having access to guns
 - Depression or suicidal threats by the abusive person
- A person will leave an average of **7 times** before they permanently leave

Impact of Domestic Abuse

Risk

- Abuser may harass or threaten others in the office
- Abuser may interfere with their work, causing them to be late or quit
- Employee may be distracted and more prone to mistakes + quality of work lessens

Loss

- Victims of abuse lose nearly 8 million days of paid work per year in the US
- \$1.8 billion loss in productivity for employers

Significance

1 in 3 women and 1 in 7 men have experienced some form of domestic abuse by an intimate partner (1 in 5 people).



UWO Staff - 400 employees
UWO Students - 2,702 students

This statistic is based only on reported cases.

DV & The Workplace

Perpetrator may:

- Call the their victim at work frequently
- Call co-workers or boss to check on partner
- Continue or carry earlier arguments into the workplace
- Come to the office unannounced
- Sit in the parking lot
- Send email/letter to work
- Makes employee late for work or miss work

Warning Signs

Employee may:

- Have unexplained bruises/injuries with explanations that don't seem to fit
- Consistently decline any outside of work outings, unless partner is along
- Seem distracted/have trouble concentrating
- Miss work often
- Receive repetitive and upsetting phone calls during the work day
- Appear anxious, upset and/or depressed
- Fluctuate in quality of work
- Have a high absentee rate

These may be signs of domestic abuse.

DV & Class or Campus Work

Perpetrator may:

- Call their victim during class/work frequently
- Continue or carry earlier arguments into class
- Come to classroom unannounced
- Sit in the parking lot
- Makes student late for class/work or miss completely
- Consume the time of the student

Warning Signs

Student may:

- Have unexplained bruises/injuries with explanations that don't seem to fit
- Consistently decline meetings
- Seem distracted/have trouble concentrating
- Miss class often
- Receive repetitive and upsetting phone calls during class
- Appear anxious, upset and/or depressed
- Fluctuate in quality of work
- Have a high absentee rate
- Defend reasons for fights/arguments

These may be signs of domestic abuse.

Recognize. Respond. Refer. Report

Here's what you can do...

- **Recognize** the warning signs of abuse
- **Respond** to the survivor in a supportive, non-judgmental way
- **Refer** them to community resources/agencies that can help
- **Report** to Title IX ([UWO Title IX website report form](#))

Title IX Requirements

- ALL UWO employees must submit a Title IX form upon receiving information about an instance of gender-based violence (sexual misconduct, sexual assault, domestic violence, etc.) Contacting Title IX does **NOT** initiate an investigation.
 - Confidential Campus Resources
 - UWO Counseling
 - UWO Nurse Practitioners

Title IX Coordinator: Dr. Rachel Cromheecke

titleix@uwosh.edu or cromheecker@uwosh.edu

Navigating the Risk

A perpetrator may come to the workplace...

- Individuals demonstrating suspicious behavior is not always indicative of a threat
- Combination of several suspicious behaviors and actions may warrant the use of de-escalation techniques and reporting
 - Remain Calm
 - Control your breathing
 - Relax your body
 - Project confidence
- Asses the behavior
 - Is this person's behavior making me feel uncomfortable?

What it Can Look Like

- Aggressive personal space violation
- Tightened jaw
- Clenched fists
- Demanding
- Yelling

Identify threat, Seek Safety, Enact security plan, Obtain help

Talking About Abuse

If you think someone you know may be in an abusive situation, don't be afraid to have a conversation with them.

- Always be factual - let the person know what you have observed
- Express concern for the person - bring it back to safety
- Validate - make a statement of support
 - It is very important that you do not urge/demand them to leave their relationship. Instead, offer support and validate their experiences.

Helpful Statements

- You do not deserve to be treated like this.
- I am concerned for your safety.
- I am concerned for you children's safety.
- How can I help you stay safe?
- I believe you.
- It's not your fault.
- I'm here for you.
- You are not alone.

Ways to Help

- Meet with Title IX/HR - Dr. Rachel Cromheecke about educational efforts you can undertake
- Encourage employee/coworker/student to let you know in advance if they can't meet a deadline or handle a job function - create a supportive environment with communication + temporarily adjusting expectations can help

Ways to Help

- Access the **Employee Assistance Program (EAP)** which offers free confidential and professional services for employees and members of the employees household experiencing personal or work related problems.

UWO EAP Program 24/7/365
(833) 539-7285; TTY: (877) 334-0489;
sowi.mylifeexpert.com.

You will need to set up an account to access the EAP resources online using code "SOWI". Contact UWO HR for assistance.

Workplace Safety Planning

- What is a safety plan?
 - Personalized plan to avoid dangerous situations/how to react when you are in danger
- Examples:
 - If their office is in an open space, move to an enclosed one until there is no longer a threat
 - Use the buddy system - have a coworker or security walk the employee to their vehicle
 - Report sightings of abuser on work property - encourage that restraining orders be shared with supervisor, HR & security

Ending The Cycle

- Be mindful of your actions and behaviors - you never know what someone is going through
- Promote healthy relationships
- Don't be afraid to have tough conversations
- Offer yourself as a safe person
- Don't further isolate someone through judgement, lack of support, or telling someone what to do
- If someone isn't ready to accept help, the best thing you can do is keep the door open and let them know you are there when they are ready to talk about it

WI Domestic Violence Programs (75)

Updated April 2020



Resources

WI DV Agencies

Statewide

- American Indians Against Abuse** | Hayward | (715) 634-9980
- Black & Brown Womyn of Power Coalition** | Eau Claire | 414-530-6450
- Deaf Unity** | Madison | Hotline: help@deafunitywi.org | Text: 608-466-2881
- Diverse and Resilient** | LGBTQ+ Advocacy | Milwaukee | Appleton | (414) 856-5428 | Statewide (line) | (414) 242-0730 Milwaukee/SE WI Advocate | (920) 840-2040 Appleton/NE WI Advocate
- Hmong Family Strengthening Helpline** | Milwaukee | (877) 740-4292
- Wisconsin Coalition Against Sexual Assault** | Madison | (608) 257-1516
- End Domestic Abuse Wisconsin** | Madison | (608) 255-0539
- Aurora Healing & Advocacy Services** | (414) 219-5555
- Hmong American Women's Association** | (414) 462-5031
- Latina Resource Center - UMOS** | (414) 389-6500
- Milwaukee Center for Children and Youth** | (414) 248-3996
- MKE LGBT Community Center** | (414) 271-2656
- Milwaukee Women's Center** | (414) 671-6140
- Sojourner Family Peace Center** | (414) 276-1911
- The Asha Project** | (414) 252-0075
- Milwaukee Muslim Women's Coalition** | (414) 727-4900
- Our Peaceful Home Domestic Violence Program**
- Forest County Potawatomi Domestic Abuse Program** | Crandon | (715) 478-7201
- Sokaogon Chippewa Domestic Abuse Program** | Crandon | (715) 478-7677
- Tri-County Council on Domestic Violence & Sexual Assault - Outreach** | Crandon | (715) 478-3780

Milwaukee

- St. Croix Chippewa Domestic Abuse Program** | Webster | (715) 346-8554
- Turningpoint for Victims of Domestic Violence & Sexual Assault** | River Falls | (715) 425-6751
- Turningpoint for Victims of DV & SA - Outreach** | Marquette | (715) 235-9074

Forest

- Bolton Refuge House - Outreach** | Eau Claire | (715) 824-0628
- Eau Claire Area Hmong Mutual Assistance Association** | Eau Claire | (715) 823-8420
- Catholic Charities of GB - Family Strengthening** | Green Bay | (920) 272-8234
- Golden House** | Green Bay | (920) 435-0100
- Wise Women Gathering Place** | Oneida | (920) 490-0627
- We All Rise African American Resource Center** | Green Bay | (920) 785-9115
- Oneida Nation Family Services** | Green Bay | (920) 490-3700

Brown

- TREMPEALEAU New Horizons - Outreach** | Winnebago | (800) 706-8586
- LA CROSSE Cla Slab, Inc.** | La Crosse | (608) 615-7117
- New Horizons Shelter & Outreach Centers** | La Crosse | (608) 798-2600

Jefferson

- (Northern) PAVE - Outreach** | Watertown | (920) 344-1351
- (Southern) New Beginnings (APFV) - Outreach** | Whitewater | (262) 723-4653

End Domestic Abuse Wisconsin: the Wisconsin Coalition Against Domestic Violence endabusewi.org | 608.255.0539 | 1400 E Washington Ave Ste 227, Madison, WI 53703

24/7 Helpline
920-235-5998
1-800-261-5998



206 Algoma Blvd. Oshkosh, WI 54901

Christine Ann
DOMESTIC ABUSE SERVICES, INC.



Thank you for attending!



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