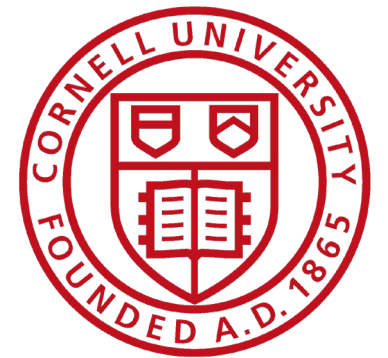




People Leaders Forum



Agenda

- Opening
- The term “People Leaders,” and why the change in nomenclature
- New HR Website
- New Individual and People Leader Staff Position Descriptions
 - Culture of Inclusion and Community Standards
 - Optional overview statements
 - Position Leadership and Work Designation
- Workplace Violence
- Announcements
- Questions & Comments

Culture of Inclusion and Community Standards

CULTURE OF INCLUSION AND COMMUNITY STANDARDS: Skills essential for individual and organizational success.

[REQUIRED] As a university founded to be a place where “...any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. [Cornell Core values](#)

[REQUIRED FOR PEOPLE LEADER] As a people manager and university leader you will model and support a culture of diversity, equity, inclusion, and wellbeing by fostering an environment where everyone has the ability to thrive and navigate work and life’s challenges because they feel like they belong and have the tools and support they need.

[REQUIRED FOR INDIVIDUAL CONTRIBUTOR] As an individual contributor you will model and support a culture of diversity, equity, inclusion, and wellbeing and continually seek to understand how your role, behaviors, and actions impact the success of this culture.

[REQUIRED] While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell. These skills are essential for individual and organizational success. [Staff Skills for Success](#); [Leadership Skills for Success](#)

Department Background

DEPARTMENT BACKGROUND: PROVIDE A BRIEF OVERVIEW OF YOUR DEPARTMENT/UNIT.

[OPTIONAL] College/Unit Statement

[OPTIONAL] Department Statement

[OPTIONAL] Function Statement

Position Summary

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities to include in job ad.

[REQUIRED] While position responsibilities vary, all people leaders are expected to foster a culture of belonging and a psychologically healthy work environment by being trustworthy; respecting all individuals; being flexible; supporting work/life integration as well as healthy boundaries; inviting new ideas, alternatives, and perspectives; speaking up and taking action if others are being excluded or treated inappropriately; and recognizing the contributions of others.

[OPTIONAL] Campus Collaboration

[OPTIONAL] Success Factors

[REQUIRED] Explain summary of position responsibilities

Required Qualifications

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, knowledge, etc.

POSITION COMPETENCIES/SKILLS: Job related knowledge, skills, abilities, and behaviors that contribute to success.

- [REQUIRED] Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.

(Pick List Items for People Leader– REQUIRES a selection of at least one):

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Experience incorporating the perspectives of multiple communities, including communities of color.
- Experience working with diversity, equity, inclusion, and wellbeing programs.
- Passionate about working in an organization that values and promotes diversity, equity, inclusion, anti-racism, and wellbeing.
- Ability to serve as an advocate for individuals of all ethnicities, genders, ages, and backgrounds.
- Ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff, and community members.

(Pick List Items for Individual Contributor– REQUIRES a selection of at least one):

Demonstrated skill in understanding of cultural differences.

Proven experience connecting diversity, inclusion, and wellbeing practices to business goals.

Position Leadership Responsibilities

POSITION LEADERSHIP/MANAGEMENT RESPONSIBILITIES: For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS]

Number of Direct Reports

___ Exempt

___ Nonexempt

Number of Indirect Reports

___ Exempt

___ Nonexempt

Number of Student/Temporary

___ Exempt

___ Nonexempt

Work Designation

WORK DESIGNATION: Assessment of position's primary setting for performing work. Please select one.

- Fully Onsite Positions requiring 100% on-site presence
May be able to occasionally work remotely – business continuity

 - Hybrid Remote Positions with the ability to regularly be performed at least partially remotely
Includes seasonal hybrid, variable hybrid, and consistent hybrid

 - Fully Remote Positions within/outside of New York State which can be performed 100% remotely
May be asked to travel to campus periodically
-

Implementation

- Will be available on the HR Website replacing the links for the current SPDs
- Start with new/replacement positions and postings
- Encourage updating to new template during performance dialogue
- Electronic SPD
 - In progress for 2023
 - Will capture new sections and more!



Introduction to Workplace Violence

- Michelle Artibee, Director, Workforce Wellbeing, HR
- Dr. Wai-Kwong Wong, Director, Faculty and Staff Assistance Program (FSAP)
- Jodi Condzela, Crime Prevention Officer, Cornell Police (CUPD)



Definitions

The Occupational Safety and Health Act ("OSHA") defines "workplace violence" as: **any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site.**

Workplace violence may also include - or be in response to - forms of discrimination, harassment, bias or bullying or conduct related to those topics such as stalking, sexual assault, hazing and threats based on protected status.

Cornell has a legal obligation to protect its employees from workplace violence (on site and remote).



About this Intro

- The issue of workplace violence is complex and multidimensional
- Purpose of today is to:
 - introduce two departments that are responsible for helping to address concerning behavior or situations
 - bring awareness to current university prevention and response resources
 - spotlight upcoming training programs for managers



Staying Informed

Cornell's Emergency Management Notification System may be triggered, depending on the type and scope of emergency

CornellALERT (text, e-mail, phone)

Automatic, cannot opt out. Sent any time there is an imminent threat to the safety of the community, or for changes in university operations.

Cornell Crime Alert (email only, no opt-out)

Warning messages provided by CUPD when they learn of reportable crimes on or near campus that may pose a serious or continuing threat to the Cornell community.



Tompkins Co. SIREN

Official mass notification system used by Tompkins County, the City of Ithaca, and local towns and villages to communicate with community residents during emergencies.

Must op-in – may be helpful if you lead Ithaca campus-based employees even if you do not reside in Tompkins



CornellTech Alerts

security.tech.cornell.edu/emergency-management/emergency-mass-notifications/

NYC Alerts

Roosevelt Island Advisories: rioc.ny.gov/453/News

NYC emergency alerts: a858-nycnotify.nyc.gov/

Search and sign up for the notification system in your local area and/or where those you lead work/reside.



HR Crisis Management

HR staff are on call with CUPD during evenings/weekends to assist in responding to employee-specific crisis that cannot wait until Monday.

Need to speak to an HR Crisis Manager? Call CUPD.

Coming soon: Community Response Team within Cornell Division of Public Safety

Save the Date:
Trainings for People Leaders

**Understanding & Responding
to Workplace Violence**

April 6, 9-11am, Zoom

April 11, 9-11am, EHOB

April 21, 1-3pm, EHOB



Detailed information will be sent soon to people leaders via email.

*A General Overview of the Faculty and
Staff Assistance Program*

What does FSAP provide?

1. Personal consultation and needs assessment.
2. Information about and referral to campus or community resources and services.
3. Counseling services provided by licensed counselors.
4. Consultation with supervisors, managers, and others who are concerned about an employee or workplace situation.
5. Crisis response and community support.

FSAP services are:

- Confidential.
- Professional.
- Free (for benefits eligible staff or faculty members, retirees, and partners)
- Convenient (phone, zoom or in-person).
- Available 24/7 for urgent consultations.
- Specialized to meet the needs of Cornell employees.

How FSAP supports People Leaders

1. Discuss the possible warning signs you are observing
2. Help you understand what your role is, or could be, in this situation
3. Explore response approaches that are respectful of the individual and consider workplace/work environment concerns or issues
4. Strategize on how to refer an employee you are concerned about to FSAP and/or other resources

Contact Us

- 255-COPE [255-2673] or fsap@cornell.edu
- FSAP is open 8:30 to 5:00, Monday – Friday.
- Located at 312 College Ave, Suite A





Cornell University Police Department

Division of Public Safety

Fully staffed agency operating 24/7/365

- 50+ Sworn Officers
- Major Investigations Unit
- 2 K-9 and handlers
- Crime Prevention Unit

Located in Barton Hall



”My vision is to continue our progress in partnership with the community. We must understand each other and take into consideration everybody’s safety first, while making sure we’re treating people with empathy”.

- Chief Anthony (Tony) Bellamy



Officers attend mental health trainings each year. They vary based on the needs of our populations as well as current mental health issues and trends.

- Officers attended the Cultural Competency for Law Enforcement training
- Diversity, Self reflection and awareness, de-escalation, critical decision making, ethics and bias-based policing.



Cornell Police Headquarters Barton Hall

Division of Public Safety Center

- Emergency and Non calls
- Emergency Mass Notifications
- Fire/burglary alarms
- Cornell Police Lost & Found

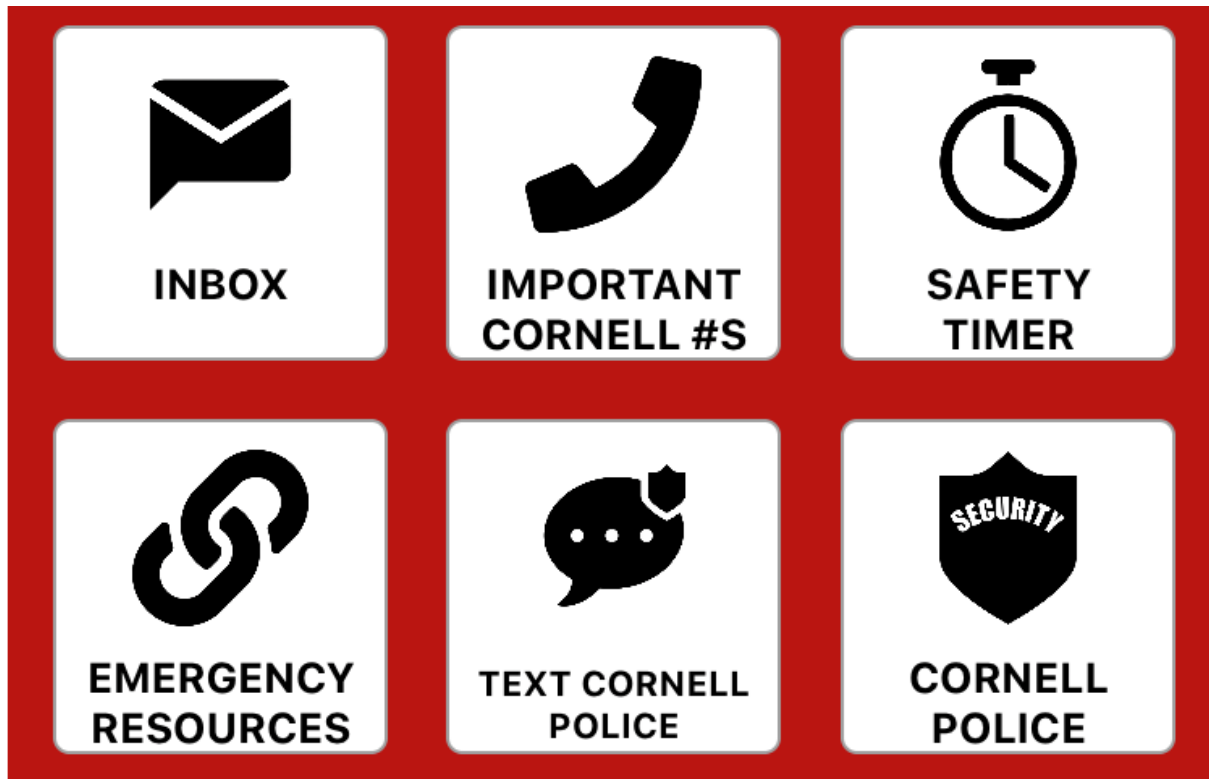


Contact Us

911 or 255-1111

- In Person: Barton Hall
- Blue light/Emergency Phone
- By App: Rave Mobile Guardian
- Silent Witness form
- cu_police@cornell.edu

FREE - Rave Guardian App for Cornellians



- Connect to 911
- Provides texting with CUPD
- University resources
- Safety Tips
- Set a safety timer

HELP & RESOURCES ARE JUST ONE CLICK AWAY



DISCREETLY CONTACT CAMPUS SAFETY

Prevent dangerous situations by discreetly sending anonymous tips with a photo or location as needed.



STAY INFORMED

Received alerts based on your location, even when you don't have a cell signal.



NEVER TRAVEL ALONE

Set a virtual safety timer for an extra layer of safety wherever you are.



FIND THE RESOURCES YOU NEED

Access emergency procedures, schedules and other key documents in a custom content portal.



MAKE THE RIGHT CALL

Easily find assistance and resources with a custom call directory of your organization's important numbers.



HELP IS ON THE WAY

With a push of a button, you can directly connect to 9-1-1 or campus safety in an emergency.



RAVEGuardian

Stay connected and receive important campus notifications, communicate with campus safety, and gain access to resources and documents you need most.



RaveGuardian.com



Weapons on Campus

- It is a violation of Cornell's Campus Code of Conduct to possess, carry, or use firearms – including ammunition or explosives – or other dangerous weapons, instruments, or substances in or on university premises.
- It is a crime in New York State to possess a rifle, shotgun, BB gun, air gun, spring gun, or other firearm in or on any school, college, or university – even with a valid NYS firearm permit.

Report activities or conduct that you believe violate a state or federal law or University policy.

This includes violations of Cornell's Standards of Ethical Conduct Policy, life safety concerns, non-compliance with grants and contracts requirements, financial irregularities or mis-reporting, violations of applicable state or federal laws and regulations, conflicts of interest, and other related concerns.

**Cornell
Silent Witness Form**

Start at cupolice.cornell.edu

CUPD Crime Prevention Unit Programming

- Response to Active Shooter/Threat
- Recognizing Workplace Violence
- Stay Safe 360
- Personal Safety
- Drug & Alcohol Awareness Programs
- Winter Driving Programs
- Cash Handling

crime_prevention@cornell.edu



Contact Us

Cornell University Police Community Engagement/Crime Prevention

- Sgt Justin Haines
(607) 255-8888
Jdh57@Cornell.edu
- Officer Beverly VanCleaf
(607) 255-7305
- Officer Jodi Condzella
crime_prevention@cornell.edu



**FOLLOW
US**



The background features a repeating pattern of light gray speech bubbles, each containing a dark gray question mark. The bubbles are arranged in a staggered, overlapping grid. In the center of the image, the word "Questions?" is written in a bold, black, sans-serif font.

Questions?