

Since it was created in 2020, the HR CoP has become a valuable community for alignment on important policies, sharing best practices, and part of the important cascade of HR information throughout the organization. It has grown to a size that requires formal criteria for HR information channels and community norms.

**UWHR recognizes the large number of UW employees whose roles may include HR. Please follow the guidelines below to find the best fit for your unit:**

1. **HR CoP Membership:** Membership is limited to employees for whom Campus HR management is their *primary role* at the UW, including those who are implementing HR policy changes, managing HR programs, or charged with HR oversight such as recruitment or employee relations. As it isn't necessary or efficient for an entire team to attend the HR CoP meeting, leaders should consider which specific staff member(s) would be best suited to attend, and how HR information should be cascaded throughout their organization. They are typically those positions who are best positioned to communicate information locally as needed. Leaders may reach out with membership requests for employees that meet the above criteria.

**The examples below can be used as guidelines for making requests:**

HR CoP Members

- HR manager
- HR administrator
- Department administrator
- Director of administration

Recipients of HR News or other channels

- Program coordinator
- Payroll manager
- Asst to the Chair/HR assistant
- Operations manager

**Important notes:**

- *Those with positions with primarily Workday HCM responsibilities are members in the HCM Community of Practice. Questions can be directed to [Jill Hoven](#).*
- **For those who need HR policy and updates but who are not HR administrators: HR news is the best resource**, as it will provide all the important news and updates they need. Anyone interested is invited to subscribe to [HR News](#).
- **Specific updates for individuals, teams and organizations:** The role of HR leaders in each organization is to ensure all necessary HR updates are cascaded throughout their organizations as necessary. For this reason, all HR leaders on campus are HR CoP Members who have direct channels to HR leadership for clarity related to the nuances of their organization. Each organization is urged to maintain internal avenues to ensure information is shared.
- **Special cases:** In certain cases, UWHR expands meeting invitations to include additional roles that require an update. We will continue to do so. We will also coordinate with partners to ensure topics are shared across communities (HR, HCM, Quarterly Academic Forum) as necessary.
- *As a special request, leaders may request that an employee with a specific and active interest in pursuing HR as a career have membership in the HR CoP. This membership will include participation in the HR CoP mentorship program.*

**If you have any questions, please feel free to reach out to me, I'm happy to help.**