

# **Eastern Oregon University**



## **Administrative Professional Employee Handbook**

**February 2020**

# Eastern Oregon University

## Administrative Professional Employee Handbook

This *Administrative Professional Employee Handbook* (Handbook) reflects Eastern Oregon University’s policies and procedures as of the date of publication. Updates, corrections, additions, or deletions affecting the information contained herein may be made and distributed from time to time as solely determined by the Eastern Oregon University (“University”).

The Handbook is intended as a general guide to employment related laws, rules and policies applicable to the University Administrative Professional employees. Nothing in this document does or is intended to create a contract of employment.

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## **ADMINISTRATIVE PROFESSIONAL EMPLOYEE HANDBOOK**

### **Mission Statement**

The University guides student inquiry through integrated, high-quality liberal arts and professional programs that lead to responsible and reflective action in a diverse and interconnected world.

As an educational, cultural and scholarly center, the University connects the rural regions of Oregon to a wider world. Our beautiful setting and small size enhance the personal attention our students receive, while partnerships with colleges, universities, agencies and communities add to the educational possibilities of our region and state.

### **Equal Opportunity Employment Statement**

The University is as an Equal Opportunity Employer, and is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, handicap, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

### **Work Duties**

Generally, the work duties associated with Administrative Professional (AP) positions are described in the position description. However, within the parameters and practices outlined in this Handbook, duties may be reassigned, changed, augmented, or reduced at the University's sole discretion to fulfill its mission or meet organizational needs.

### **University Policies**

AP employees are guided by University policies and procedures. Such policies govern and guide a wide spectrum of topics such as compensation, work assignments, ethics, confidentiality, conflicts of interest, personal conduct, financial practices, employment related benefits, etc. The University employment related policies are located online at [eou.edu/policy](http://eou.edu/policy). The University's organizational values and mission are located online at [eou.edu/institutional-effectiveness/values-and-principles/](http://eou.edu/institutional-effectiveness/values-and-principles/).

### **Organizational Chart**

The University Organizational Chart can be found on the Human Resources ("HR") Department website at [eou.edu/hr/](http://eou.edu/hr/) (see Organizational Chart). Individuals with questions may contact the HR Department for assistance.

## **Employment**

At the University, AP employees comprise a skilled and valued group of employees who contribute to the success of the University in a variety of professional positions at the University.

This section of the Handbook defines the manner in which an employee at Eastern Oregon University is determined to be an AP employee and provides guidance on specific aspects of Administrative Professional employment.

*Overview*

The HR Department is responsible for the review of all positions at the University including the determination of which employee group, category, position grade, and classification each position is assigned. Positions shall be designated as Administrative Professional as described herein.

AP employees are generally expected to work a “professional work week,” which, for full-time employment, equates to roughly forty hours a week, but can often mean more hours. Please reference the “Professional Work Week” section of this handbook for more details. Each individual AP employee agrees to:

- Read, understand and comply with the policies and procedures of the University;
- Be responsible for and perform faithfully and diligently all the acts and duties pertaining to the employee's employment including the essential duties as described in their most current position description;
- Manage job stress and interact effectively and amicably with others at work.

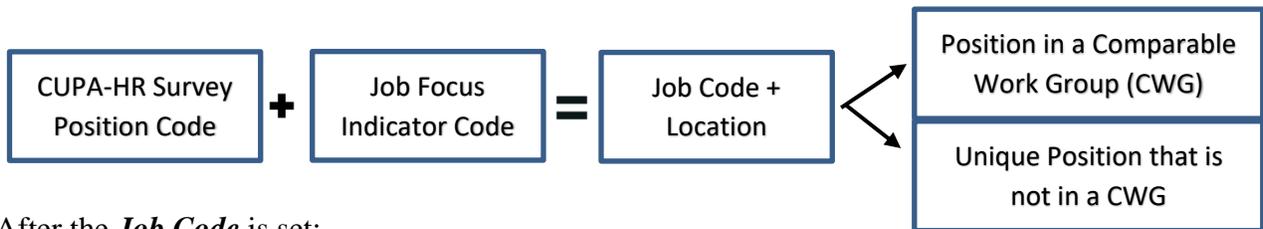
Each individual AP employee acknowledges that University policies, procedures, handbooks, or written communications shall not be considered as creating an employment contract, and understands that no representative or agent of the University has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement, written or oral, contrary to the policies of the University or applicable laws.

AP employees shall abide by all rules, statutes, regulations and laws of the University pertaining to employee ethical conduct and Oregon Government Ethics of Public Officers and Employees.

**Position Classifications**

Administrative Professional (“AP”) positions at the University are classified using an assigned **Job Code** comprised of two factors as follows:

1. The 6-digit position taxonomy code of [professional](#) or [administrative](#) jobs from the annual College and University Professional Association (CUPA-HR) higher education salary survey that most resembles the AP position duties and responsibilities.
2. A [Job Focus Indicator](#) code that distinguishes the focus and responsibilities of a position’s work. The *Job Focus Indicator* has three categories; each category has sublevels:
  - (a) Technical and Administrative: TA1, TA2, TA3
  - (b) Individual Contributor: IC1, IC2, IC3, IC4, IC5, IC6
  - (c) Management: M1, M2, M3, M4, M5



After the **Job Code** is set:

- AP employees working at the same location in positions with an identical **Job Code** are grouped into the Comparable Work Group (“CWG”) classification. Each CWG is distinct.



(AP/SEIU Change Request Form). Form must indicate either "expansion of duties with pay increase" or "expansion of duties with no pay increase".

If the expansion of duties includes a proposed pay increase, the supervisor must provide a summary and detailed explanation about the expansion of duties in context of the respective department's annual operating plan. The HR Department will review the updated position description and other submitted information.

- a. If a pay increase is not warranted, the HR Department will work with the supervisor to discuss other options and the review will conclude.
- b. If a pay increase is warranted, the HR Department will assign the appropriate classification and compensation level and notify the supervisor.
2. Supervisor meets with VP/Cabinet member to review draft audit form, and to make edits or approve as is. If substantial edits are made, supervisor returns to Step 1. If approved without substantial edits, supervisor and VP/cabinet member sign the audit form.
3. Supervisor emails digital versions of PD and sends signed hard copy of audit form to the HR Department, who then sends signed audit form to Budget.
4. Budget reviews and when approved, sends audit form to the HR Department for final approval.
5. The HR Department confirms approval with supervisor.

Pay increases will be effective only prospectively, beginning the pay period following the completion of all required approvals, unless otherwise specified in the request and approved by the HR Department.

Once all required approvals have been obtained, the supervisor will complete a "Recommend to Hire/Change Form" and route it for signatures. Once the HR Department receives the signed form, they will initiate the necessary procedures to update Banner and Payroll with approved changes. Budgetary approvals are required.

*Exception Approval Process. An exception approval is required when:*

1. The salary increase requested is above the amount determined by the HR Department.
2. There is a lack of alignment between the AP employee's supervisor and HR Department concerning the position classification and/or compensation amount.

Both of the above exception situations require approval from the employee's associated Cabinet member. When there is a lack of alignment regarding technical components of a position (Fair Labor Standards Act - FLSA status or position classification), the Director of Human Resources will make the final decision.

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| <b>Provisional Positions</b> |
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**Provisional AP Positions**

A Provisional Position applies in cases where business needs require temporary placement (up to one-year maximum duration) while a competitive search is being developed and/or conducted, or when a failure to fill a vacancy would substantively compromise the health and safety of the University community or seriously compromise the operational requirements of the department.

Provisional Positions are administered in compliance with the University Recruitment Policy. These assignments have a maximum duration of one year at which time the position must be filled in accordance with the provisions of the Recruitment Policy or the assignment must end. Multiple temporary assignments for substantially the same work are permitted only in accordance with the Recruitment Policy.

Provisional assignments may or may not include a temporary pay increase as determined by the HR Department.

FLSA status (exempt or nonexempt) and benefits eligibility are determined by the HR Department.

## **Direct Appointments**

### **Direct Appointments**

The University recognizes that, although rare, there may be situations in which a compelling reason exists to make a direct appointment into a vacant position. Direct appointments must be made in compliance with the Recruitment Policy. Possible examples include:

#### *Re-Employment Pool*

Where a candidate is a current or former University employee who is listed in the re-employment pool, typically as a result of job elimination, is deemed most qualified.

#### *Contractual Obligations*

Individuals specified in grants, other employment contracts, etc.

#### *Dual-Career Couples Policy*

Dual career appointments may be made in accordance with the University Dual Career Policy (Policy 5.05.20).

#### *Failed Search Appointment*

If a search conducted within the last three months has failed to identify a qualified pool of candidates and/or all qualified candidates declined the position, an individual known to meet the needs of the position may be hired when failure to fill the position will compromise the operational goals of the department. If the proposed appointed individual is a current employee and there are multiple possibly qualified and interested internal employees within the department, an internal search must be conducted unless the prior search was open to such individuals.

#### *University Mission-Critical Need*

A known external candidate who possesses unique skills, knowledge, and abilities that are critically beneficial to the University may be hired without a search in exceptional circumstances (e.g., a renowned expert whose work is relevant to a university strategic initiative).

#### *Non-competitive Promotions or Demotions of Current Employees*

With an initial approval from the HR Department in consideration of complying with University policies including Equal Employment Opportunity, Recruitment, and other policies determined to be applicable, the responsibilities and duties of a current employee may be adjusted for purposes of a promotion or demotion.

## Reorganizations

The University uses the Reorganization process in situations involving position or pay changes for multiple individuals in an organizational unit. Reassignment is appropriate within an organizational unit where it is determined to be in the best interest of the organizational unit and/or the employee.

### *Process:*

- Department supervisor must first obtain preliminary approval from required budgetary authority.
- Reorganizations may require coordination of multiple pay actions occurring simultaneously.
- The organizational unit management must work with the HR Department in all reorganization actions.
- The HR Department will advise how to proceed with the processing of position or pay changes resulting from the reorganization.
  - All compensation changes must be in compliance with the University compensation and classification practices.
  - In most cases, pay increases will be effective only prospectively, beginning the pay period following the completion of all required approvals.
- Once all required approvals have been obtained, the HR Department will initiate the necessary procedures to update data system information with approved changes.

## Performance Management

### *Introduction*

AP employees are valuable members of the University community. Fostering a positive working experience for these employees is critical for effective recruitment, performance, and retention. Components of a positive working environment include committing to concepts of continuous improvement, timely feedback on work performance, and open and honest communication.

It is important and considerate that the University engages procedures that enable supervisors to provide feedback to AP employees concerning work performance. This includes both celebrating and acknowledging an employee's successes and working with an employee to resolve and improve performance deficiencies.

Performance management procedures outline annual performance reviews, a performance improvement plan process, and corrective discipline in tandem with the Employee Separations Procedure to further the goal of providing employees a reasonable expectation of employment. These procedures eliminate the option of separating an employee for non-disciplinary performance reasons without adequate notice and an opportunity to improve to acceptable levels. Please refer to the "Employment Separation Procedure" section for more details.

### *AP Employee Performance Management*

Performance evaluations are an effective tool to communicate expectations, provide feedback, plan work, acknowledge contributions, help employees gain the skills to be successful, and promote job

satisfaction. They are especially important for AP employees in supervisory and leadership roles to students, staff and colleagues in guiding the University's mission and goals.

Performance evaluation formats are provided as part of the University's AP employee performance management practices. In order to assure that high-quality, legally compliant, and competent reviews are consistently conducted, all supervisors are required to complete performance review training and obtain approval from the HR Department to conduct performance reviews.

In cooperation with the HR Department, divisional leaders may revise performance review formats to better meet operational and strategic needs.

### **Evaluation Forms and Information**

- **Review Forms:** Performance reviews for AP employees at the University are structured using a form that guides the supervisor and direct report through a review of previously established goals and objectives, and through a series of sections regarding different aspects of performance. Performance quality and quantity in context of expectations and established goals and objectives are scored in each review section. Any review format that is used must require the supervisor to provide descriptive comments for each score in a written, narrative form.
- **Self-Assessment:** An AP employee's review of their own performance is an important part of the performance management planning and review process, allowing an opportunity for valuable insight and a richer discussion. AP employees are required to complete the self-assessment form and supervisors are to consider the self-assessment in completing the review forms. The review form is also for an AP employee to add to, rebut, correct, amplify or explain any content in their evaluation.
- **Completed performance review forms** are reviewed by each respective Cabinet member and the HR Department, and are placed into the respective AP employee's personnel file.

*“Third-Party” Input:* Information about an AP employee's performance from “third-party” individuals such as peers, colleagues, customers, and/or subordinates is allowed to be used in a comprehensive review only when the supervisor has properly evaluated the information and determined it to be accurate and appropriate. Third-party input that is not general in nature cannot be added to the AP employee's personnel file unless the name of the person providing the input is furnished.

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## **Compensation**

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### **Compensation Administration**

The HR Department maintains the compensation structures by evaluating the correct placement of current and new positions as appropriate, monitoring market salaries, and making necessary adjustments to the structures.

#### *Purpose*

The University's position classification and compensation structure and practices are designed to directly support the University's mission, personnel retention, and talent acquisition goals and comply with government laws that regulate pay equity and equal opportunity. Ongoing efforts are supported by the AP Executive Committee (APEC) which assists in defining AP employee compensation goals and strategy.

## **Fair Labor Standards Act (FLSA) Designations**

Most AP employees at the University are designated as exempt from the overtime provisions of the Fair Labor Standards Act ([FLSA](#)). Among other provisions, the FLSA provides exemptions from overtime pay for employees classified as executive, administrative, professional, computer professional, and instructional. To qualify for these exemptions, an employee's position must meet certain statutory tests regarding both job duties and/or salary thresholds. FLSA exempt or nonexempt status of employees is determined by the HR Department.

## **Professional Work Week**

AP employees are expected to work a "professional work week," which, for full-time employment, equates to roughly forty hours a week, but can often mean more hours. Exempt employees are expected to work as many hours as are required to meet their job responsibilities, including evenings, weekends and extended travel, if necessary. The professional work week at the University begins at 12:00 AM each Sunday and ends at 11:59 PM on the following Saturday.

Under the FLSA, exempt employees are not eligible for paid overtime or compensatory time. In addition, it is not acceptable to track on an hour-by-hour basis the hours worked by exempt employees in excess of a 40-hour work week and allow additional time off based on those hours worked (similar to compensatory time for nonexempt workers).

Exempt employees have more flexibility during their work day to balance their professional and personal time commitments. It is, however, generally expected that exempt employees will communicate, in advance, with their supervisor about scheduled absences during their typical working hours.

## **Compensation Structure**

Determining the compensation of AP employees depends on their position classification: Comparable Work Group ("CWG") or Unique Position.

**CWG positions:** compensation for employees in a given CWG is a function of the highest salary pay rate among all the employees in that CWG. The highest CWG salary pay rate is not necessarily the employee with the highest salary. Rather, it is the highest salary after being adjusted for FTE, prior education and experience, multi-lingual skills, and professional licenses/certifications of each employee when they first occupied their current CWG position. Individual compensation is determined by adjusting the CWG highest salary rate by the number of full years that each respective employee has completed in their current CWG position.

**Unique positions:** The compensation of an employee in a Unique position falls within the pay range of the employee's position grade. Within the pay grade range, compensation varies according to the employee's initially agreed rate at the time of hire or promotion, and can be further adjusted through general pay increases, periodic evaluation of meritorious performance, or a significant change in job responsibilities (see the section entitled "Change of Duties and Position Assignments".) Pay grade salary ranges are evaluated at least triennially for internal benchmarking and labor market competitiveness.

### *Internal Benchmarking*

Internal benchmarking, also known as internal alignment, is the process of comparing the characteristics of positions inside a single organization in order to ensure fairness and equity in matters of compensation. Jobs are compared in terms of their requisite compensable factors, and their relative contributions to University and departmental objectives.

In the benchmarking analysis, the position descriptions of all AP positions assigned to each pay grade are checked and reviewed to ensure all are updated with information that properly describes current position duties and responsibilities. Each is then reviewed for pay grade fit and, when necessary, regraded to ensure that every position retains a proper pay grade assignment.

*Labor Market Competitiveness*

It is important to evaluate compensation in terms of each position's "external" economic value in analogous industry labor markets. To compare the market competitiveness of AP positions, the University uses the corresponding position median salary amount as reported in the CUPA-HR annual administrative and professional salary survey. The annual CUPA-HR salary survey is a widely respected national survey that has been used in American higher education for over 50 years. It includes stratified data from more than 1,100 higher education institutions and 400,000 actual salaries.

Market competitiveness is measured by comparing the average CUPA-HR survey median salary amount of all the positions assigned to an position pay grade with the actual median annual salary amounts of current AP incumbents in those positions. Pay grade range minimum amounts are then adjusted, as needed, to remain within twenty percent of the corresponding CUPA-HR median survey amounts. See Appendix E for pay grade annual salary ranges.

*Structure Updating*

Compensation updates will be considered and implemented as prompted by internal organizational needs and when required by legislative or legal changes in government oversight including but not limited to the changes in FLSA regulations and the Oregon Equity Pay Act of 2017.

*Lack of Work or University Closure*

Situations involving exempt employees working only a partial work week because of a lack of available work or a temporary campus closure are to receive, as determined by the University, their regular weekly salary amount paid as regular earnings and/or accrued paid vacation or holiday leave. When an employee is ineligible for or has exhausted their accrued vacation paid leave, an exempt employee's pay will normally not be reduced for partial work weeks due to lack of available work or temporary campus closure.

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| <b>Payment of Wages</b> |
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Although wages are earned weekly by exempt employees and per hour by nonexempt employees, wages earned are paid as a monthly salary in fixed intervals on the last bank day of each month. All employees are encouraged to have an account in which their wages can be electronically paid and deposited.

*Tax Forms*

Certain forms related to income tax withholding are required of all employees by government agencies. When an employee's marital status changes or the number of qualifying dependent exemptions previously claimed increases or decreases, new tax withholding forms must be promptly completed, signed, and submitted to the Payroll Department.

**Overtime Eligibility**

Exempt employees are ineligible for overtime pay. Non-exempt AP employees are entitled to be compensated for hours worked over forty in a work week. Non-exempt employees must request and receive approval from their supervisors to work overtime hours.

Employees supervising non-exempt employees are required to track hours worked and ensure that employees take meal and rest breaks as required by state law.

### **Paychecks**

For employees without direct deposit of wages, paychecks are available from the Student Accounts Office on the last working day of each month between 8:30 a.m. and 4:30 p.m.

For employees with direct deposit arrangements, paychecks are deposited on the last working day of the month. When a payday occurs on Monday through Friday, payroll checks shall be released to employees on that day. When payday falls on a Saturday, Sunday or holiday, employee paychecks shall be made available on the last working day of the month.

Change requests for mailing and direct deposit must be received in the Payroll Office no later than the 10th of the month that the transaction is desired.

### **Partial-Year Employment**

#### *Annual Partial-Year, Nine Month Employment*

Some exempt employees annually work a partial-year, ten-month or eleven-month period. These exempt employees have one option for when they receive paychecks:

- Paid on the last bank day each of ten or eleven months

Some exempt employees annually work a partial-year nine-month period that approximates the University's academic year – roughly mid-September to mid-June of each year. These exempt employees have two options for when they receive paychecks:

- Paid on the last bank day each of nine months;
- Paid as a prorated amount on the last bank day each of twelve months.

For both options, the annual gross pay amount is the same. When the twelve-month option is selected (called the Deferred Pay Option), the nine months of earned wages is prorated to be paid over a twelve-month period. Each year, an employee's choice for the Deferred Pay Option must be renewed during September. Enrollment in the Deferred Pay Option, once chosen, is irrevocable during the year. When the Deferred Pay Option is chosen and the person's employment terminates before the end of the twelve-month period (before the end of September), wages will be paid in accordance with state law based on the amounts that have accumulated year to date. No interest is paid on the amount withheld.

#### *Automatic Savings Plan for Employees Choosing the Deferred Pay Option*

Additionally, 12-Month Pay option employees may request that the University set aside a percentage or a flat amount of their net pay each month through an automatic paycheck-deduction plan. Paycheck savings contributions are automatically deposited into a savings account at the bank or credit union of the employee's choice.

For additional information about either pay option or the automatic savings option, please contact the HR Department.

### **Requests for Pay Advance**

In order to accommodate unforeseen financial circumstances, the University allows employees to request and receive pay advances on salary earned according to the terms of the University's pay policies. A request for a payroll advance of up to sixty percent (60%) of accrued monthly salary to date of receipt may be made by submitting the appropriate form to the Payroll Department. A pay

advance requires waiting 24 hours from the time of request before pick up at the Student Accounts office.

### **Mountie Hub for Employees Time Entry System**

The University uses online software for recording and reporting leave. The software enables employees to view their current employee benefit enrollment status, authorized paycheck deductions, earnings, paid leave accruals, and other personnel and payroll related information. Accessing the online software requires the employee credentials.

Please contact the HR Department or the Payroll Department with questions about the online Time Entry software for Employees.

### **Administrative Professional Pay Actions**

#### ***Documentation***

Any change in compensation rate or amount will be documented in each employee's respective personnel file and a corresponding notice of change of compensation will be issued to the employee. Any employee may find their salary rate and other employment information including paycheck stubs on the Mountie Hub "Employee Services" tab.

#### **Equity Adjustment (Off-Cycle) for Reasons of Internal or Market-Based Alignment**

The University uses the Equity Adjustment process in order to achieve or maintain internal pay equity or to recognize significant market changes in compensation. Normally, market Equity Adjustment pay actions are reserved for extraordinary circumstances such as those involving an extreme pay discrepancy.

Use the Equity Adjustment pay action process only if there is an updated position description. If the position description is outdated and needs to be changed in order to accurately reflect the duties of the position, instead follow the Expansion of Duties process described elsewhere in this Handbook.

#### ***Equity Adjustment Process:***

- Using the Audit Form provided by the HR Department, the employee's supervisor provides to the HR Department a written request and justification for the Equity Adjustment action, proposed increase amount, and potential comparators (if known), and attaches the budgetary authority's preliminary approval.
- The HR Department will review the request and submitted information to ensure that an Equity Adjustment review is appropriate.
  - If an increase is not warranted, the HR Department will contact the supervisor to discuss other options and the Equity Adjustment review will conclude.
  - If an increase is warranted, the HR Department will review the appropriate salary requested and if in agreement, will initiate the exceptions approval process.
    - In most cases, increases will be effective only prospectively, beginning the pay period following the completion of all required approvals.
    - Once all required approvals have been gained, the supervisor will complete the "Recommend to Hire/Change Form, collect the appropriate signatures and then the HR Department will initiate the necessary procedures to update Banner and Payroll with approved changes.

- If the HR Department is not in agreement with the request, it will contact the department for further discussion.

*Exception approval required:*

- All equity adjustment requests require approval from the HR Department and the employee's associated Cabinet member.

**Annual Merit, Across-the-board, and Cost of Living Adjustment (COLA) Pay Increases**

Salary increases at the University are established by employee group. For represented Faculty and Classified personnel, salary changes are made in accordance with their respective collective bargaining agreements.

The University is pleased to provide adjustments to pay in its effort to support and retain the highest quality professionals. The University may provide across-the-board and/or merit increases for eligible employees. APEC will be invited to collaborate on various AP compensation matters.

**Pay Increases – General Information**

*Effective Date:*

The effective date of general pay increases for AP employees will be specified when general increases are announced.

*Eligibility:*

Eligibility rules for across-the-board and merit based pay increases for AP employees are determined by the HR Department annually. If there are questions about specific eligibility criteria, please contact the HR Department. Eligible employees are those that are in good standing (no serious written or more severe disciplinary notice) and are actively employed when the pay increase becomes effective.

**An AP employee** will normally be *ineligible* for a pay increase for reasons including, but not limited to, the following:

- Employee's first day of employment was within the six month period before the pay increase becomes effective.
- Employee is a supervisor of at least one other AP employee, but has failed to satisfactorily complete the performance reviews of all direct reports by the required date that immediately precedes the pay increase effective date. In such cases, the supervisor's pay increase becomes effective on the date when performance reviews are satisfactorily completed.
- Employee has already had their compensation rate recently brought current (i.e. employees receiving a pay change effective within the three month period before the pay increase effective date due to reclassification, promotion, or other reason).
- Employee has compensation rates specified by funded-grants unless the grant permits the pay increase.
- Employee is a coach on a multi-year custom contract (unless extenuating circumstances are present as determined by the athletic director and president).

*Across-the-Board Increases*

- Eligible AP employees may receive across-the-board increases to their base pay as determined by the University.

- Pay increase amounts must conform to the University’s compensation rules unless an exception is approved by both the HR Department and the employee’s associated Cabinet member.

**Merit Raises**

- In addition to the across-the-board increases, eligible AP employees may be considered for merit raises, if and when a merit pay system is in effect, when performance review results indicate their work performance meets or exceeds expectations.
  - Pay increase amounts may not result in the employee’s base pay exceeding amounts as specified in the University’s classification and compensation program unless approved by both the HR Department and the employee’s associated Cabinet member.
  - Merit performance evaluations must be completed for all eligible merit-eligible employees. Employees generally may not opt out of consideration for a merit raise or choose not to participate in the merit evaluation process.
  - An employee’s associated Cabinet member must approve any merit raise to ensure that only meritorious performance is being awarded.
    - An increase greater than 10 percent of an employee’s pay requires approval from the HR Department.
  - Internal salary equity and compression issues may be factored into the amount of a merit increase, but are not to be used as a sole basis for a merit salary increase.

*Exception approval required:*

- All exceptions concerning eligibility or amount of Annual Merit, Across-the-board, and Cost of Living Adjustment (COLA) Pay Increases require approval from the HR Department and employee’s associated Cabinet member.

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| <b>Administrative Professional Employee Benefits</b> |
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Eligible AP employees enjoy a multitude of University provided benefits that help ensure better financial security and a healthy work-life balance. More detailed information about the various employee benefits and enrollment steps are available from the Benefits Manager in the HR Department.

**Telework**

Administrative professional personnel who regularly work on the University’s main campus or onsite locations may also perform their work intermittently at remote locations when all of the following requisites are met:

- The nature of the employee’s work is conducive to being performed remotely as determined by the employee’s supervisor.
- The University does not incur additional expenses as a result of working at the remote location including, but not limited to, expenses for connectivity, rent, utilities, travel, supplies, computers, equipment, and accessories.
- The employee complies with all University policies including the IT Acceptable Use Policy.

- The remote work location is safe for working without undue risk of injury or illness to the employee.
- The employee consents to allowing the University to investigate at the remote location(s) during normal work hours a report of injury or illness, complaint, or other incident or circumstance normally investigated by the University.
- The employee's supervisor is aware of and consents to the employee working remotely.
- Work performed remotely is accomplished satisfactorily including being accessible to others who rely on the employee to accomplish their work duties.

### **Employee and Family Healthcare Insurance**

Medical, dental, and vision healthcare insurance and life insurance benefits administered and insured by the Public Employees' Benefit Board (PEBB) are extended to eligible employees and their eligible family dependents. Employees also have access to a variety of optional benefits.

Eligibility for healthcare insurance coverage requires regular employment of .50 FTE or more, or provisional employment of .75 FTE after three continuous months. Coverage begins on the first of the month following the beginning date of employment. Other eligibility provisions apply.

PEBB is a multi-plan benefits program in which the University pays the majority of each month's insurance premium amount and a small percentage is paid by the employee via paycheck deduction.

For assistance in choosing benefit plans, see the PEBB [Summary Plan Description](#) or make an appointment to discuss benefit options with the University's Benefits Manager in the HR Department.

### **Short and Long Term Disability Insurance Benefits**

The University offers eligible employees optional short-term and long-term disability insurance coverage on a self-pay basis. Disability insurance coverage offers income protection during times when an employee is unable to work due to injury or illness and not receiving wages. Monthly premiums are paid by the covered employee on an after-tax basis via paycheck deduction. Please contact the HR Department for complete information.

### **Group Life and AD&D Insurance Benefits**

The University extends optional group-rate life insurance and Accidental Death and Dismemberment (AD&D) insurance coverage to eligible employees and their families via PEBB. Please contact the Benefits Manager in the HR Department for complete information.

### **Liability Insurance as Employees**

AP employees are automatically covered by the University against third-party liability risks arising from carrying out assigned duties. This protection includes legal representation and costs should an employee be individually named as a result of their employment.

### **Retirement Benefits**

#### *Primary Retirement Plans*

Eligible AP employees have the option of choosing between two retirement plans after completing six full and consecutive months of employment. The Oregon Public Service Retirement Plan (OPSRP) and the Optional Retirement Program (ORP) are the two retirement programs available to

employees. Currently the University contributes variable amounts of an employee's regular gross salary into the retirement plan of choice. Employees may contribute to ORP if they are Tier 4. When changes come to PERS (expected July 2020), employees will be able to contribute to their IAP accounts.

### *Supplemental Retirement Benefits*

Several tax deferred investment retirement savings options are available to eligible AP employees that provide supplemental retirement benefits. For a list of vendors and information please contact the Benefits Manager in the HR Department.

### **Flexible Spending Accounts**

Any benefits eligible AP employee may also establish a flexible spending account (FSA) in order to use pre-tax income contributions to self-reimburse for eligible healthcare and dependent child care expenses. Employees may enroll in accounts within 60 calendar days of their respective initial date of hire, during the annual Open Enrollment period, or within 60 calendar days of a qualifying event as permitted by government regulations. Annual contribution limits apply.

A flexible spending account benefits an employee by using pre-income tax earnings to self-reimburse for eligible expenses. However, caution is suggested as FSA contributions are also a "use it or lose it" benefit wherein if submitted eligible expenses are less than the amount contributed for that year the remaining balance is forfeited. Please contact the Benefits Manager in the HR Department for complete information.

### **Employee Assistance Program (EAP)**

AP employees that are benefit eligible have access to the Employee Assistance Program (EAP) contracted through Cascade Centers, Inc. The EAP offers professional help with personal challenges such as alcohol or substance abuse, marital discord, relationships at home and work, family and parenting problems, divorce adjustments, financial and legal concerns, stress and tension, job-related problems, chronic time loss, depression or anxiety, elder care, and grief and loss.

Confidential counseling is available free of charge for three sessions. Continued counseling is arranged through the employee's healthcare insurance carrier. Paid sick time off benefits may be used for replacing lost wages while attending EAP appointments. Information describing services in more detail is available - please contact the Benefits Manager in the HR Department. Or feel free to call 1-800-433-2320 and ask for the information line; or visit online at [www.cascadecenter.com/](http://www.cascadecenter.com/).

### **Staff Fee Privileges**

AP employees employed .50 FTE or more are eligible to personally enjoy discounted tuition costs at any Oregon public university. This benefit is known as the Staff Fee Privilege and it may also be transferred to eligible family dependents. For additional information go to the [staff fee web site](#) or contact the Benefits Manager in the HR Department.

## **Administrative Professional Paid and Unpaid Time Off and Leave of Absence**

### *Overview*

The University is committed to providing eligible employees with time to rest, relax, renew, and tend to personal responsibilities through University scheduled paid holidays, paid vacation time,

and paid sick/disability time off. The University complies with applicable laws governing regulated leaves of absence and the following procedures are intended as such.

The HR Department maintains procedural guidance regarding the accrual and use of AP employee paid time off and all leaves of absence. Employees enjoy multiple forms of paid and unpaid leave including paid holidays, vacation time, sick time, parental leave, and other leaves with and without pay. Several types of leave have legally protected leave rights such as the Family Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), Oregon Sick Time Law, and the Americans with Disabilities Act (ADA).

Each paid time off or leave of absence status varies in its provisions with respect to eligibility, duration, documentation, and approvals as described below. If an AP employee needs a leave of absence for personal and/or medical reasons, the employee should contact their supervisor and the HR Department.

### **Paid Holidays**

#### *Eligibility*

All AP employees receive paid time off for the scheduled holidays listed below. Employees must be in active, paid status on the days immediately before and after a holiday to be eligible for holiday pay.

#### *Scheduled Paid Holidays*

- July 4 - Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- December 25
- January 1
- Martin Luther King Jr's Birthday
- Memorial Day

When a scheduled paid holiday falls on a Saturday, the holiday is observed the preceding Friday; when it falls on a Sunday, it is observed on the following Monday. The HR Department website has a schedule of holidays and dates of observance for the academic year.

All paid Holiday compensation is prorated for part time AP employees using position FTE as the basis.

### **Paid Vacation Leave (AP employees)**

#### *Eligibility*

AP employees on 12-month employment, in paid status with an ongoing appointment of .50 FTE or more, are eligible to accrue and use paid vacation time off. Eligibility for both accruing and using vacation benefits begin on the employee's employment start date. Vacation benefits must have accrued and been requested and approved in order to be used.

#### *Vacation Leave Accrual Rate*

Eligible employees appointed at 1.0 FTE accrue 15 hours of vacation time per month; eligible employees appointed at .50 to .99 FTE accrue vacation time in proportion to the appointed position FTE. Employees appointed at less than .5 FTE do not accrue vacation time.

Vacation time accrual is suspended for all types of unpaid leaves of absence.

Eligible AP employees accrue vacation time off on the last day of each month. The amount of paid vacation time off that has accrued on the first day of each month is the amount available for use by the AP employee.

*Maximum Accrual Amount*

AP employees can accrue a maximum of 260 paid vacation hours and will forfeit any unused paid vacation time off that would otherwise accrue over this maximum.

*Requests and Approvals*

An AP employee must request and schedule paid vacation time off in advance with their direct supervisor. Vacation time off should be planned cooperatively with an employee's supervisor. Requested vacation time off can be taken only after being approved by the direct supervisor. Supervisors are to be reasonable when approving paid vacation time off requests, and consider factors such as whether the employee provided sufficient notice and whether the leave will interfere with organizational demands. AP employees must use accrued vacation time off when directed to do so when a department, college or the University is generally closed, for example, during a winter closure.

*Conditions*

AP employees cannot borrow vacation time or transfer vacation time to another employee.

Unused vacation time is only paid upon separation from employment or transfer to a position that is ineligible for vacation time accrual. The maximum number of accrued paid vacation hours that will be paid out is 180.

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| <b>Absence Guidelines</b> |
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As a general matter, AP employees are not expected to use paid leave accruals for partial work day absences that are less than two hours duration. For absences that are two hours or longer, employees are expected to properly record time absent in Mountie Hub. There may be exceptions to this general guideline based on specific circumstances or when less-than-two hours absences have been determined to be excessive.

An exempt employee's pay may not be reduced to cover a partial day absence in the case when the employee has exhausted their accrued paid leave.

**Sick/Disability Leave**

AP employees are required to use accrued paid leave for absences lasting two hours or longer, however, sick/disability time may be taken in one-hour increments. Eligible employees who work in Oregon can use paid sick leave for all purposes allowed under the Oregon Sick Time Law. Eligible employees working in other states may have leave rights under the laws of the state in which they are working.

Use of accrued paid sick leave is required when the reason for an absence due to illness or injury, or for caring for an eligible ill or injured family member. Vacation leave may be used for illness and injury absences only when accrued sick leave is exhausted. When an employee has exhausted both accrued sick and vacation paid leave, additional full-day absences due to illness will be unpaid.

Employees with questions about paid sick leave should contact the HR Department.

### *Eligibility*

All AP employees are eligible for the accrual and use of paid sick time off. An AP employee must request and schedule paid sick time off in advance with their direct supervisor (unless physically or circumstantially unable to do so) and receive supervisor approval.

### *Paid Sick Leave Accrual Rate*

AP employees appointed at 1.0 FTE accrue 8 hours per month of paid sick leave, or 2 hours for each full week of service when less than one month. AP employees appointed at less than 1.0 FTE accrue paid sick time off in proportion to their FTE.

There is no maximum accrual limit for paid sick time off.

### *Requests and Approvals*

Requests for foreseeable sick time longer than three days require at least ten days' written notice to the supervisor and HR Department. The University appreciates as much notice as possible when an employee expects to miss work for a scheduled absence. Employees must also make a reasonable effort to schedule sick time in a manner that is not unduly disruptive to operations. Employees must inform their supervisor and the HR Department of any change in the expected duration of leave as soon as is practicable.

Sick time may be taken with less than ten days' notice when the need for leave is unforeseeable. When the need for sick time is unforeseeable, employees must contact their supervisors before the start of their scheduled work shift or as soon as practicable. Employees who have taken unforeseen sick time must record their sick time usage in Mountie Hub within three days of returning to work. For unforeseen leave that is longer than three days, employees may be required to provide written documentation confirming that the absence was for a qualifying reason as described in the Oregon Sick Time law.

An AP employee may take sick time for several reasons under the Oregon Paid Sick Time Law, including treatment for an illness or injury, routine medical visits, or the closure of a child's school or place of care. For more information on when an employee can take paid sick leave, please contact the HR Department or visit the State or Oregon [webpage](#) about the Oregon Paid Sick Time Law.

AP employees cannot borrow sick time off or transfer sick time off to another employee.

Unused sick time is not paid out under any circumstances.

### *Transfer and Restoration*

An AP employee who leaves employment from the University and is subsequently rehired is entitled to have restored previously unused accrued paid sick time off provided the break in service had not exceeded two years.

### *Documentation*

If an employee takes more than three consecutively scheduled workdays as sick leave, the University may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking. If the University suspects sick time abuse, including but not limited to repeated use of unscheduled sick time on or adjacent to weekends, holidays, vacations and paydays, the University may require reasonable documentation from a healthcare provider on a more frequent basis.

### *No Discrimination or Retaliation*

The University will not take retaliatory personnel action or discriminate against employees for using or requesting protected sick time. Employees may file a complaint with the Oregon Bureau of Labor and Industries if they believe that their protected sick leave under the Oregon Sick Time law has been denied, or if they believe they have suffered retaliation for requesting or taking sick time. Employees are encouraged to discuss any concerns regarding sick time with a supervisor or the HR Department.

### **Family and Medical Leaves**

The University provides eligible AP employees with return-to-work protected leave of absence of up to 12 weeks for qualifying purposes as provided by the Family Medical Leave Act (FMLA) and/or the Oregon Family Leave Act (OFLA) for employees who work in Oregon. Eligible employees working in other states may have leave rights under the laws of the state in which they are working.

An employee must request and schedule all leave time off in advance with their direct supervisor (unless physically or circumstantially unable to do so) and receive supervisor approval.

### *Eligibility*

To be eligible for OFLA parental leave only, an employee must work in Oregon and have been employed by the University for at least six continuous months. Employees taking leave arising out of a spouse's or registered domestic partner's active duty or call to active duty under OFLA, only have to work an average of 20 hours per week to be eligible for such leave. Employees are eligible for all other OFLA benefits if they have been employed by the University for at least six continuous months and also work an average of at least 25 hours per week before the leave begins. Employees eligible for leave of absence under the FMLA must have been employed by the University for 12 months or more and have at least 1250 hours of service during the 12 months immediately preceding the leave of absence.

### *Guidelines*

Employees may request family and medical leave:

- a) To care for the employee's child after birth, or placement for adoption or foster care ("parental leave");
- b) To care for the employee's spouse, child or parent, parent-in-law, grandparents, grandchildren, same-sex domestic partner, registered domestic partner, and parents or child of an employee's same-sex domestic partner with a serious health condition ("family member leave");
- c) For a serious health condition that prevents the employee from performing their job;
- d) To care for an injured service member (Armed Forces, National Guard and Reserves) who is the employee's spouse, child, parent or next of kin, with a serious injury or illness incurred on active duty and for a covered veteran undergoing medical treatment, recuperation or therapy for a serious illness or injury that was sustained any time up to five years preceding the treatment ("military caregiver leave"); and
- e) For a qualifying exigency arising out of the employee's spouse, child or parent's active duty, or call to active duty in the Armed Forces, National Guard or Reserves ("qualifying exigency military leave").

Under Oregon law, employees working in Oregon may also request family and medical leave:

- a) To care for a minor child who is ill and requires home care, and does not have a serious health condition, provided another family member is not willing and able to care for the child ("sick child leave"); and
- b) For up to 14 regularly-scheduled work days per deployment arising out of the employee's spouse's or registered domestic partner's active duty or call to active duty in the Armed Forces, National Guard or Reserves.

In addition to the basic 12-week family leave entitlement, eligible FMLA employees are entitled to take up to 26 weeks of leave in a single 12-month period (that includes leave for any other FMLA purpose) for injured service member military leave. Eligible OFLA employees may also qualify for additional family medical leave in the following circumstances:

- (a) Up to 12 weeks leave for incapacity related to pregnancy, prenatal medical care, or childbirth; and
- (b) Up to 12 weeks of sick child leave for those employees who take 12 full weeks of parental leave, provided the child does not have a serious health condition.

Any vacation leave, leave without pay, and/or paid sick leave (if applicable) runs concurrently with leave taken under the OFLA and/or FMLA unless the employee requests otherwise in writing in advance of the leave. Requests are to be submitted to the HR Department.

#### *Additional Information About FMLA and OFLA Leaves*

- Employees are required to give at least 30 days' advance notice of the need for leave when the need is foreseeable. If the reason for the leave is unforeseeable, absent unusual circumstances, an employee must provide notice as soon as practicable.
- Employees are responsible and must provide sufficient information to determine if the leave may qualify for family medical leave protection and the anticipated timing and duration of the leave. Employees also must inform the University if the requested leave is for a reason for which FMLA and/or OFLA leave was previously taken or certified.
- The consequences for failing to provide adequate notice for OFLA-only leave are that the University may reduce the period of unused OFLA by the number of days the employee took leave without notice (not to exceed three weeks per leave year).
- Employees must make reasonable efforts to schedule treatment for serious health conditions and/or leave for planned treatment in a manner that does not unduly disrupt business operations.
- Please contact the HR Department for additional information regarding medical certification, reinstatement, and other specific details regarding family medical leave.

### **Parental Leave**

#### *Eligibility*

Eligible employees are those who have been employed by the University for at least six continuous months.

#### *Requests*

An AP employee must request and schedule paid parental leave time off in advance with their direct supervisor (unless physically or circumstantially unable to do so) and receive supervisor approval.

### *Guidelines*

The University provides eligible AP employees with an unpaid leave of absence option upon the birth or a placement for adoption or foster care of a child as provided by the Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Parental leaves of absence may extend up to 12 weeks configured in conjunction with other qualifying sick or disability related leaves of absence. (There are specified exceptions, however, such as sick child leave and leave to care for a parent-in-law, grandparent or grandchild with a serious health condition, in which OFLA provides for leave and FMLA does not, or vice versa.) The HR Department helps employees with understanding and selecting the best leave of absence options available.

If both parents are employed as employees by the University, both parents are entitled to parental leave. However, depending on the University operational needs, concurrent parental leaves of absence may have to be coordinated, unless one of the parent employees is suffering from a serious health condition and/or the child is suffering from a serious health condition.

Parental leave runs concurrently with other qualifying FMLA and/or OFLA leaves.

### **Bereavement Leave**

#### *Eligibility*

All AP employees are eligible. An AP employee must request and schedule paid bereavement leave time off in advance with their direct supervisor (unless physically or circumstantially unable to do so) and receive supervisor approval.

#### *Guidelines*

Employees may choose to be paid bereavement leave for up to four regularly scheduled work days in the event of a death in the immediate family of the employee or the employee's spouse or domestic partner.

For purposes of administering the paid time off bereavement benefit, "immediate family" of the employee or the employee's spouse or domestic partner includes the parent, wife, husband, child, domestic partner, brother, sister, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, or another member of the immediate household.

After an employee's paid bereavement leave benefit has been exhausted, accrued sick/disability paid leave is to be used for any absence when the employee's presence is required because of death in the employee's immediate family. If additional time off from work is needed, after paid sick/disability leave benefit is exhausted, an employee must request the additional time away from work and may request to use accrued paid vacation leave, or leave without pay. Request for leave in bereavement circumstances are not unreasonably denied. Accrued paid time off leave, other than paid sick/disability leave, may be used to discharge additional customary obligations arising from the death of an immediate family member such as obligations involved as estate executor.

### **Jury Duty**

#### *Eligibility*

All AP employees are eligible. An employee must request and schedule jury duty leave in advance with their direct supervisor, and receive supervisor approval.

#### *Guidelines*

The University encourages participation in jury duty as a civic responsibility. AP employees are allowed to be absent with pay for jury duty but are: (1) expected to report for their regularly

scheduled work on days when not required to perform jury duty; and (2) expected to return to work if released from jury duty if four (4) or more hours remain in their normal work day schedule.

AP employees are entitled to retain any pay they receive for jury duty service in addition to their regular pay. Employees must provide appropriate jury-duty documentation with as much notice as possible to their direct supervisor. Also, at the discretion of the supervisor, employees may be required to provide proof of the completed jury duty service dates upon returning to work.

### **Domestic Violence, Harassment, Sexual Assault, or Stalking Leave**

#### *Eligibility*

All AP employees are eligible. Employees must give their direct supervisor or the HR Department reasonable advance notice of the intention to take time off for any of the purposes described in this section, unless reasonable notice is not feasible. The University may require an employee requesting domestic violence leave to provide documentation that an event had occurred.

#### *Guidelines*

An eligible employee who is a victim of domestic violence, harassment, sexual assault or stalking may take time off from work, without risk of discrimination or retaliation, for several reasons under Oregon law, including treatment to recover from injuries caused by domestic violence and/or participating in legal proceedings related to domestic violence. For more information on when an employee can take leave, please contact the HR Department/Title VII Coordinator or visit the State of Oregon webpage on [Victims of Domestic Violence](#).

The University is committed to protecting the confidentiality, to the extent possible, of an employee who requests time off as a result of domestic violence, criminal harassment, sexual assault, or stalking. An employee may use unused, accrued paid leave for these purposes. A domestic violence or sexual assault leave shall not exceed or extend the amount of time off permitted under any applicable federal or state family and medical leave laws, if any, and is not in addition to what, if any leave, is already permitted by such laws.

Independent of any leave rights an employee may have, the University will provide employees a reasonable workplace safety accommodation in response to actual or threatened domestic violence, sexual assault, stalking or criminal harassment. Safety accommodations may include transfer, reassignment, a modified schedule, changed work station or phone number, or other measures to address safety. In the event an employee would like to discuss an accommodation, please contact the HR Department.

### **Military Family Leave**

#### *Eligibility*

All AP employees employed by the University for at least six continuous months who have worked an average of 25 hours per week before the leave begins.

#### *Guidelines*

An eligible employee who is the spouse or same gender domestic partner of a service member called to active duty or notified of an impending call to active duty, is entitled to a total of 14 days' unpaid leave per deployment. Military family leave is also available when a spouse or domestic partner is on leave from active duty during a period of military conflict.

### **Military Leave**

#### *Eligibility*

All AP employees who serve in the military.

*Guidelines*

The University grants leave for military service in compliance with federal law. Upon written application, employees may receive their regular University wages for initial active duty for training and for periods of required annual active duty for training, not to exceed 15 calendar days or 11 working days in a training year (federal fiscal year). Eligible employees should contact the HR Department for additional information.

**Extended Leave of Absence**

*Eligibility*

AP employees who have been employed by the University for at least six continuous months. An employee must request and schedule extended leave in advance with their direct supervisor. Both supervisor and HR Department approval is required.

*Guidelines*

An AP employee may request an Extended Leave of Absence for up to 14 weeks for personal or professional reasons only *after* a regular paid or unpaid FMLA, OFLA, or other qualifying protected leave of absence has expired. Requests for an Extended Leave of Absence are to be submitted to the employee's supervisor and approved by the HR Department. Available accrued paid time off must be used during an Extended Leave of Absence, otherwise the Extended Leave of Absence may be unpaid.

Requests for an Extended Leave of Absence for disability related reasons such as under the Americans with Disabilities Act are to be directed to the HR Department.

**Administrative Leave**

Infrequently, in order to enable a complete and unhindered investigation such as regarding a violation of University policy or state or federal law, the University has the discretion to place an employee on Administrative leave with pay. AP employees on Administrative leave may be restricted from using University property, information, assets, and/or communications systems, and may have constraints placed on their normal employment activities and authority. Compensation for administrative leave with pay will be equal to the employee's base rate of pay. Administrative leave for investigative purposes is not disciplinary in nature. The University may, when it deems appropriate, take steps short of a full administrative leave during an investigation including, but not limited to, relocations of workspace, restrictions on access to files or systems, or no-contact orders.

**Personal Unpaid Leave of Absence**

*Eligibility*

AP employees who have been employed by the University for at least six continuous months.

*Guidelines*

An eligible AP employee may request a personal unpaid leave of absence for up to two weeks for a variety of reasons subject to University operating needs.

*Requests*

An AP employee must request and schedule an unpaid personal leave in advance with their direct supervisor. Both supervisor and HR Department approval is required. Retroactive approvals are not permitted.

## **Professional Development Leave**

### *Eligibility*

AP employees with duties and responsibilities that directly influence University student learning outcomes and/or pedagogy and who have been employed by the University for at least seven continuous years.

### *Guidelines*

Under certain conditions, an AP employee may be granted a paid leave to pursue more intensive professional development opportunities that requires time away from the employee's normal duties and/or is conducted in a geographically distant locale. The employee petitioning for this leave must clearly articulate the professional benefit of the proposed professional development to himself or herself, position, department, and the University, and must clearly define the purpose and activities anticipated during the leave (e.g. education, research, writing, etc.). All professional development must be for a specified duration. Failure to promptly return as scheduled from an authorized leave is grounds for employment termination.

### *Service Commitment Requirement*

There must be a specified service commitment to the institution upon the AP employee's return. The service commitment will consist of a leave to commitment ratio of 1:3 (e.g. 1-month leave will equal 3 months' commitment to the University upon return). A remote-working arrangement and agreement may be required in cases when the AP employee is able to conduct a portion of their normal duties during professional development leave.

### *Process*

The employee petitioning for the professional development leave will obtain approval from the departmental supervisor; the departmental supervisor will then submit it to the relevant Cabinet member for approval, who will in turn submit it to the President and Director of Human Resources for final review and approvals.

This professional development leave option is to be viewed as a privilege, not a right; as such, not all proposals will be granted, nor is the denial grievable. Funds may be available for the purpose of providing employees with an opportunity for professional development. The HR Department will review requests; decisions will be made based on available funding and University operating needs.

## **Protected Leaves – Additional Information**

- Military Caregiver  
<http://www.dol.gov/whd/fmla/MilitaryFLProvisions.htm>
- Oregon Military Family Leave Act (OMFLA)  
[http://www.oregon.gov/boli/TA/pages/ta\\_faq\\_ormilitaryleaveact.aspx](http://www.oregon.gov/boli/TA/pages/ta_faq_ormilitaryleaveact.aspx)
- The Uniformed Services Employment and Reemployment Rights Act (USERRA)  
<https://www.justice.gov/crt-military/userra-statute>
- Family Medical Leave Act (FMLA)

The Family Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health

insurance coverage under the same terms and conditions as if the employee had not taken leave. <http://www.dol.gov/whd/fmla/>

- Oregon Family Leave Act (OFLA)

The Oregon Family Leave Act (OFLA) provides eligible employees with protected leave to care for themselves or family members in cases of death, illness, injury, childbirth and adoption. For more information, visit [here](#).

## Corrective Due Process Discipline

### *Overview*

The University uses a framework of fair and rationale-based corrective due process discipline to aid in the correction of problematic behavior, performance difficulties, and policy violations. In situations not serious enough to warrant immediate employment termination, after a warning notification is given to an AP employee, reasonable opportunity is extended to allow the employee to demonstrate corrected behavior. The intent of the University in using due process discipline is not to punish; it is to inform and allow opportunity for correction.

This section does not apply to AP employees in an Evaluation Period.

Corrective discipline may involve increasingly severe warning measures when an AP employee fails to demonstrate corrected behavior. However, the University can determine that an employee's actions, depending on severity and nature, warrant employment termination even when less severe disciplinary actions have not transpired. Thus, there is no mandatory sequence of increasingly severe disciplinary measures.

For purposes of this procedure, misconduct and policy violations include but are not limited to: failure to comply with University policies, unit level policies and procedures; failure to fulfill expectations or directives set by the University or by a supervisor; theft, fraud, misuse of University property or funds; intentional failure to perform the essential functions of the job; and other conduct that call into question an AP employee's ability to perform the duties of the job.

An AP employee's actions outside of the workplace may result in employment disciplinary warnings and measures (up to and including employment termination) if those actions impact or call into serious question the employee's ability or judgment necessary to successfully perform their job or conform to University expectations of employment. All AP employees shall avoid legal and ethical conflicts of interest to ensure that their outside work activities do not conflict with the proper discharge of their University responsibilities, the Oregon Government Ethics Law, and University policies. Please contact the HR Department for further questions or clarifications.

### *Definitions*

**Verbal Warning:** A disciplinary warning notice that is verbally communicated to the AP employee describing the basis of the discipline and the actions of the employee that are needed for resolution. When verbal warnings are documented in memo form, they are placed in the employee's personnel file and a copy is given to the employee. Failure to correct behaviors can result in additional disciplinary measures consistent with corrective due process.

**Written Warning:** A disciplinary warning notice communicated to the AP employee in writing detailing the basis of the discipline, what steps are needed to resolve the concerns, and the

expectations for the employee in the future. A written warning indicates that the actions of an employee are seriously unacceptable, that their employment is in jeopardy, and that corrective behaviors must be promptly and affirmatively demonstrated and sustained. As necessary, an employee will be required to engage in a concentrated performance improvement plan (PIP) intended to accelerate learning and meet performance expectations. Written warnings are documented in the employee's personnel file. Failure to correct behaviors can result in additional disciplinary measures consistent with corrective due process.

**Suspension Warning:** A disciplinary warning consisting of a full suspension of employment duties without pay. While on suspension, an AP employee will have limited or no access to campus. A suspension warning may have a duration from one work day to one calendar month and is intended to provide maximum alert that their behaviors are severely wrong, that their employment is in severe jeopardy, and immediate, complete correction is necessary. Upon returning from a suspension, an employee may receive closer supervisory oversight, have work responsibilities temporarily modified, or a permanent job reassignment to a lower level position with a lower base salary can also occur. Suspension warnings are documented in the employee's personnel file. Failure to correct behaviors can result in employment termination.

**Employment Termination:** The separation of an AP employee from University employment.

**Performance Improvement Plan (PIP) Warning Notifications:** When a PIP has been implemented and the corrective response by an AP employee has been determined to be insufficient, documentation of the PIP plan and a summary of the insufficient results will be provided to the employee, and shall constitute the next corrective due process warning notice under this section.

#### *Administering Corrective Due Process*

The administration of corrective due process is intended to address and help correct policy violations and misconduct, or, when correction is not forthcoming, to conclude the situation by providing the means for an AP employee to depart the University. Most performance related issues should and can be successfully addressed under the Performance Management.

The type of discipline that is issued depends on the particular AP employee behavior requiring correction. When the nature of the employee misconduct or policy violation does not warrant immediate termination, supervisors should consider the least severe disciplinary warning action that is necessary to appropriately notify and help correct deficiencies. The discipline should reflect both the seriousness of the employee's behavior and the previous efforts that have been made to find resolution. Particularly serious forms of misconduct or policy violation, for example prohibited discrimination, theft or fraud, violence, or harassment, may require more severe levels of discipline up to and including immediate employment termination, even if no previous disciplinary measure has been administered.

A failure by the employee to address the concerns, a reoccurrence of the underlying issue, or additional misconduct such as violations of performance expectations, or violations of University policy can result in more severe disciplinary warnings and measures, up to and including termination.

#### *Prior to Issuing Discipline:*

A supervisor must consult with the University EEO Officer and obtain approval to implement any disciplinary action more severe than a verbal warning. The HR Department and the EEO Officer will assist in determining the nature and depth of investigation needed to gain adequate confidence of the facts in the matter. Cabinet members may establish further consultation requirements as

needed. The administration of discipline more severe than a written warning must be approved by the appropriate Cabinet member or designee.

Note: non-disciplinary performance issues should be addressed using the Performance Management procedure. However the Management Performance procedure and this Corrective Discipline procedure are not mutually exclusive; behavior that constitutes misconduct or policy violation may be addressed through both processes simultaneously. The fact that behavior is being addressed through both processes does not mean that one process is impacted or delayed by the other process. For example, an employee may be subjected to employment termination for serious misconduct even if the employee is actively in a performance improvement plan.

*Administrative Leave for investigatory reasons*

The University may place an AP employee on administrative leave with pay and impose other conditions that do not involve the loss of compensation while the University conducts an investigation or considers the administration of disciplinary measures.

*Opportunity to Respond*

An AP employee is to be given reasonable opportunity (48 – 72) hours is recommended) to respond to the concerns and allegations underlying an intended disciplinary action and its subsequent corrective measures before the discipline and measures are considered to be final. An AP employee may submit written materials and/or request a meeting in order to present their side of the story involving suspension without pay or termination of employment disciplinary matters.

*Record Keeping*

Disciplinary warnings will be placed into an AP employee’s personnel file and will remain indefinitely. In accordance with University policy, information relating to discipline is considered a confidential personnel record.

*Appeals*

Unless more specific procedures or policies apply, the administration of disciplinary warnings and employment termination actions may generally be appealed through the Grievance Process.

**Administrative Professional Employment Separation Procedures**

*Introduction*

AP employees provide invaluable services throughout the University and are a valued part of the University community. The University strives for clarity concerning employment separation in order to help eliminate confusion surrounding the terms and conditions of employment, provide opportunities for meaningful feedback when there are performance problems, and establish rules as to how and in what circumstances an AP employee can be separated from employment. This procedure works in tandem with the Performance Management procedures to establish this important management framework.

*Overview*

There are two ways in which an AP employee’s employment with the University may end: voluntary or involuntary.

**Voluntary Separation**

Voluntary separations include resignation, retirement, and completion of provisional employment.

### *Resignation*

An AP employee may choose to leave the University at any time. The employee should submit a written resignation giving a minimum of two weeks' advance notice (preferably four weeks) to their supervisor. The resignation letter is recommended to include an intent to resign statement, effective date, anticipated last date of work (when vacation is requested), reason for leaving, and forwarding contact information.

Alleged Constructive Discharge and Illegal Discrimination: All matters involving alleged constructive discharge or illegal discrimination against an AP employee are required to be addressed using the Grievance Procedure prior to resignation.

Job Abandonment Resignation: An AP employee is deemed to have voluntarily resigned from their position for reason of job abandonment if they are absent for five (5) consecutive work days without authorized leave, except when an emergency precludes giving notice. Work days are considered consecutive even when interrupted by normal non-working days such as holidays or weekends. This provision also applies to employees who fail to return from authorized leave, in which case the five-day unexcused absence window starts on the work day immediately following the expiration of the authorized leave.

When an employee has been absent without authorized leave for five (5) consecutive work days, the University will attempt to notify the employee that they are deemed to have resigned by mailing written notice to the home address on record. The employee will be allowed five (5) consecutive work days from the date of postmark to present extenuating circumstances. Upon review, the Director of HR or designee, in consultation with the respective Cabinet member, may retroactively extend leave with or without pay to cover the time missed.

### *Retirement*

Another form of voluntary separation is retirement. AP employees typically choose to retire after meeting the eligibility requirements and reaching satisfactory benefit levels. Employees are asked to give their supervisors as much notice as possible of the employee's expected retirement. The HR Department will notify retiring employees of their options with respect to health insurance and other benefits.

### *Provisional Positions: Temporary, Interim, and Intermittent Employment*

AP employees may be hired or assigned into a variety of positions that exist for an established period of time not to exceed one year (e.g. term, temporary, and interim) or into positions that are intermittent in nature on an indefinite basis. These are called Provisional positions.

AP employees who are hired or assigned into a Provisional position will generally be separated from the University when their appointment period is scheduled to end. Such employment separations are considered voluntary.

However, and notwithstanding any language to the contrary in this Handbook, AP employees hired into a Provisional position can be separated from the University at-will at any time with at least thirty calendar days of advance notice.

### **Involuntary Separation**

Involuntary separations include employment termination for cause, employment termination not for cause, Evaluation period employment termination, and employment termination for lack of available work (layoff).

A supervisor must consult with and receive approval from the HR Department before an employee is notified of an involuntary employment separation for any reason.

*Employment Termination for Cause*

The University may discharge an employee for cause including, but not limited to, unsatisfactory performance, misconduct, policy violation, or other reason as solely determined by the University to constitute proper cause. The process by which terminations for cause are administered is outlined in the sections of this Handbook entitled “Corrective Discipline” procedure and “Performance Management”.

AP employees separated involuntarily for cause are ineligible for inclusion in the re-employment pool program described below; they may apply for employment to future vacant positions open to external applicants.

*Employment Termination Not for Cause*

AP employees are at-will employees and may be separated from employment at any time, with or without cause, at the University’s sole discretion, with ninety calendar days of advance written notice.

*Employment Termination Occurring during the Evaluation Period*

During the evaluation period, an employee is at-will and the Corrective Discipline procedure is not applied. The AP employee may be dismissed with or without cause, at the University’s sole discretion, with a minimum of two calendar weeks of advance written notice.

Dismissal from evaluation period status may be instigated at any time during the evaluation period. This means that a two week advance notice that extends beyond the evaluation period end date does not result in the employee converting to post-evaluation period, regular status employment.

With the HR Department’s approval, a supervisor may extend the evaluation period of an AP employee for up to an additional six months. Written notice to the employee about the evaluation period extension will be provided.

*Employment Termination for Lack of Available Work (Layoff)*

There may be times when it is necessary for the University, or any unit within the University, to restructure its programs and services in response to changing operational and budgetary circumstances. AP employees may be terminated from employment for reason of lack of available work in the following circumstances:

- There is a lack of funding for the position due to budgetary restraints, loss of external funding, or changing financial priorities.
- There is no available work for the employee.

Employment termination for reason of lack of available work requires 60 calendar days of advance written notice.

**Re-Employment Pool**

AP employees who have had their employment terminated for reason of lack of available work, and who clearly express interest in reemployment with the University, will be placed in a re-employment “pool” managed and tracked by the HR Department. These employees remain in the pool for up to six months from the effective date of employment separation.

As position vacancies occur, hiring authorities are encouraged, but are not required, to review and give priority to qualified employees in the pool prior to filling positions from other sources. Individuals in the re-employment pool are considered internal employees for purposes of applying for open vacancies and, if rehired, are treated as transferring employees. The HR Department assists hiring authorities in identifying qualified candidates for transfer from the re-employment pool.

Eligibility of an employee to be added to the re-employment pool begins on the date the employee receives written notification of separation and ends six months following the effective date of separation. Employees must clearly request to be placed in the re-employment pool and, when interested in an open posted vacancy, must formally apply and submit required materials as normally required of individuals when applying for employment with the University. Employees in the re-employment pool are eligible to apply for all posted University vacancies including internal recruitment vacancies.

### **Advance Notice of Employment Separation**

#### *Advance Notice of Employment Termination for Lack of Available Work (Layoff)*

For an AP employee in a funded position or in their evaluation period, notice of lack of available work must be at least two calendar weeks prior to the effective date of employment separation.

For an employee in a status of a provisional term, temporary, or intermittent appointment, their employment separation will generally coincide with the end of their appointment period as detailed in their offer letter. However, employment separation for reason of lack of available work can occur sooner with at least two calendar weeks of advanced notice.

Athletics Department coaches may have their term of employment defined in their employment offer or agreement. However, employment separation for reason of lack of available work can occur sooner with at least two calendar weeks of advanced notice required.

For all other AP employee status employees, an employment separation notice for reason of lack of available work must be at least 60 days prior to the effective date of employment separation.

#### *Work Assignments During Notice Periods*

During any of the advance notice periods, an AP employee may be required to complete alternative assignments, work in alternative locations, and/or work for alternative units or departments, and may have limited access to campus or University systems, facilities, or functions.

#### *Performance Management and Advance Notice*

The advance notice of separation provisions are intended to provide protections to AP employees for unforeseen circumstances that may result in a layoff. Advance notice provisions are not intended to be used by supervisors as a performance management tool. The University requires supervisors to follow the Performance Management procedures to address employee performance issues and the Corrective Discipline procedures to address issues of misconduct or policy violations.

### **Other Employment Separation Information**

#### *Return of University Assets*

Employees who separate from University employment, whether voluntarily or involuntarily, must return all University owned property on or before their last day of employment, unless directed to return the items earlier. For purposes of this provision, University owned property includes but is not limited to: computers and other IT equipment; office furnishings and supplies; information in

“hard copy” and electronic file formats; documents, notebooks, etc.; keys and code cards; University email privileges; and University ID.

*Rehire Ineligibility Designation*

In some cases involving an employment separation for cause, resignation in lieu of employment termination, or resignation due to job abandonment an AP employee may be noted as ineligible for rehire at the University. An employee learning of an “ineligible for rehire” designation may submit a request to have the designation reconsidered by mailing a detailed written letter to the Director of HR that sets forth the basis for the reconsideration.

The Director of HR or designee will review the request along with relevant information regarding the circumstances of the employment separation and determine whether the ineligible for rehire designation be retained, or be modified to being restricted from rehire into only certain positions or being fully eligible for rehire at the University. The Director of HR or designee will send written notification to the employee’s address of record, notifying the employee of the final determination of rehire eligibility designation within 60 calendar days of receiving the reconsideration request.

*Exit Surveys*

As part of the separation process, AP employees have the option to complete an Exit Survey provided by the HR Department. The HR Department shall use information provided through exit surveys only in the aggregate to determine employment trends and identify improvement areas.

The information provided through this survey will be treated with the greatest degree of confidentiality possible. However, that confidentiality can only be observed insofar as it does not interfere with the University’s obligations to investigate allegations of misconduct or policy violation that require it to take corrective action, or to fulfill duties imposed by law.

This survey does not replace or prohibit other department specific surveys or exit interviews.

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| <b>Grievance Procedures</b> |
|-----------------------------|

*Overview*

The Grievance Procedure establishes the process for the fair, orderly, and timely resolution of grievances raised by AP employees. Nothing in this procedure shall be interpreted as precluding the University from investigating violations of its policy or the law.

AP employees shall not be discriminated or retaliated against for exercising their rights under the grievance process.

To ensure that grievances include all the necessary information, AP employees are required to use the proper Grievance Form (see appendix) at all steps of the grievance procedure. If a grievance involves allegations of discrimination or discriminatory harassment, in addition to submitting a grievance, AP employees should contact the University Equal Employment Opportunity Officer.

AP employees may always seek assistance with informal resolution, discussing options, and/or writing a formal grievance by contacting the HR Department. An employee grievant may select a member of the APEC committee or designee to be present through any portion of the grievance process to assist the employee, whether informal or formal.

**Grievable Issues: Optional and Required**

An AP employee has the option to file a grievance related to: (1) an adverse employment action, including but not limited to discipline and involuntary separation; (2) a University action or inaction

that is negatively impacting the employee's work performance; or (3) any allegation that they have been or are being adversely affected by an improper application or interpretation of a rule, regulation, policy, or procedure that is not specifically excluded below.

All matters involving alleged constructive discharge or illegal discrimination against an AP employee are required to be addressed using the Grievance Procedure prior to resignation. For more detail, see the section below entitled "*Complaints Involving Prohibited Discrimination Policies.*"

It is important to understand that in order to file a grievance, actions or inactions of the University or a University employee must have adversely impacted the grieving AP employee. Employees may not file a grievance on behalf of others; however, employees may file jointly if: (1) each employee who is a party to the grievance signs the grievance, and (2) the underlying facts and allegations relevant to each employee are substantially identical.

If an employee knows of a violation of University policy or the law but is not being harmed by the violation, the employee should contact the HR Department or report the violation to the EEO Officer or the Title IX Coordinator, if appropriate.

#### *Exceptions*

Complaints against students that do not impact employment matters should be filed with the Office of Student Affairs.

In instances where a grievance alleges violations of University policies or procedures which have their own complaint and/or grievance procedures, the more specific procedures control. For instance, if the alleged violation relates to prohibited employment discrimination, AP employees must report the violation as explained in the "*Complaints Involving Prohibited Discrimination Policies*" section below. Complaints relating to prohibited discrimination filed with the HR Department or another unit will be referred to the EEO Officer and responded to accordingly.

#### *Informal Resolution*

Regular and effective communication between people reduces the likelihood of misunderstanding and conflict. The University expects supervisors and employees to communicate openly and regularly. Supervisors, in particular, are expected to avail themselves of training opportunities on matters of communication, equity and inclusion, performance management, and other human resources topics to enhance their supervisory skills.

Informal resolution to problems encourages employees and supervisor to meet and talk through issues, come to a common understanding of the problem, and work together for a resolution and path to move forward. The University encourages employees and supervisor to use the informal resolution process as the first step in any issue excluding; if the underlying allegations are related to sex discrimination or sexual harassment involving violence, intimidation, creating a hostile atmosphere, or other prohibited actions.

A documented plan of the resolution should be shared between the supervisor and the employee. The plan should outline the actions and steps taken by both parties. This can be done through a email as a follow up to the informal meeting. If employees are uncertain on steps that can be taken or how they should proceed, employees are encouraged to reach out to the HR Department for guidance on the all steps for conflict management.

If the informal resolution does not address the concerns or if the problem continues, employees may engage the formal grievance process and contact the HR Department.

Before initiating the formal grievance process, the AP employee is encouraged to make at least one attempt to resolve the issue informally, if possible. Assistance for this informal resolution is available from the HR Department. In accordance with government guidelines, it is important to note that informal processes are inappropriate if the underlying allegations are related to sex discrimination or sexual harassment involving violence, intimidation, creating a hostile atmosphere, or other prohibited actions.

#### *Formal Resolution – Filing a Grievance*

Formal grievances may be filed on any of the grievable issues noted above. All grievances must be in writing and must include at least:

- The basis for the grievance, including: the policy, procedure, rule, or law provision that the grievant believes to have been violated, the circumstances that are negatively impacting the grievant, and the personnel action being grieved.
- A statement describing the essential details of the action or inaction that is negatively impacting the employee's work performance. This includes the nature of the grievance, the approximate date of the events giving rise to the grievance, the names of identifiable persons involved, and any other information the employee believes should be considered.
- Whether a meeting with the decision-maker is requested.
- A recommendation for resolution.

If the grievance states that the basis for the grievance is that another employee acted contrary to University policy or procedure, or the law, as part of the grievance investigation that employee will be provided with a copy of the grievance, subject to any applicable policies relating to records.

An individual AP employee cannot file multiple grievances relating to the same incident or underlying facts unless underlying facts become known after the grievance is filed. All relevant facts should be included in the original grievance.

The parties are permitted to mutually agree to terminate a grievance after it has been initiated.

#### *Confidentiality*

To the extent possible, the University will protect the confidentiality of a grievant, witnesses and accused parties and, if information is disclosed, will disclose it on a need-to-know basis. However, it is important to understand that: (1) in order to investigate the grievance and to provide the other party (if any) with notice of the underlying allegations and an opportunity to respond, the University may need to reveal the identity of the grievant and relevant witnesses; and (2) employees have rights under federal and state law to review and inspect records relating to an investigation. Thus, for purposes of complying with University personnel records policies and to the extent allowed by law, the University will treat all materials submitted during an investigation as submitted as confidential unless otherwise noted and/or as personnel file information the disclosure of which would likely be unreasonable.

#### *Time Limits*

Regardless of at which step the grievance is initiated, an AP employee must file a grievance no later than forty-five (45) calendar days from when the employee knew or reasonably should have known about the incident or problem giving rise to the grievance. If an employee is actively engaged in finding an informal resolution to the grievable matter, the employee may petition the Director of Human Resources or designee for an extension of the 45-day filing deadline to allow the attempt at informal resolution to run its course.

If an employee fails to observe the time limits established for any step, the grievance will be considered satisfactorily resolved. If the University fails to observe the time limits established for any step, the grievance is considered declined at that level and the employee may submit the grievance to the next step within the designated time limits of that next step.

If extraordinary circumstances require the extension of a grievance filing deadline, the employee may request an exception to this procedure described below. After a grievance has been timely filed, any timelines associated with an employee's advancement of their grievance to subsequent steps may be extended if the employee and the administrative representative responsible for a given step agree to the extension. However, for good cause, including but not limited to the need for additional investigation of the underlying claims of the grievance, the administrative representative may make a one-time extension of up to 90 calendar days to the deadline for the University's response to any grievance step by providing the employee with notice of the extension.

### **Grievance Steps**

The grievance steps are *not* formally judicial in nature. At each step of the grievance process, an AP employee may bring a support person with them to the grievance meeting. The support person's role is limited to asking clarifying questions and helping the employee understand the process. The support person may not interfere with the process or unduly delay it.

Because a Step One grievance is normally filed with the employee's supervisor, grievances involving the employee's supervisor may be filed directly at Step Two. Grievances regarding a suspension or termination disciplinary measure may be filed directly at Step Three. Grievances relating to the behavior of an employee who directly reports to the President may be filed at Step Three. If the grievance is related to the President's behavior, the grievance shall be referred to the Chair of the Board of Trustees of Eastern Oregon University, who may take such action as the Board of Trustees may authorize.

Grievances filed directly at Step Two or Step Three must be filed in accordance with the grievance timelines stated above.

Each decision-maker shall determine whether misconduct or policy violation, or legal violation occurred by using a "more likely than not" standard.

If discipline or a performance improvement plan is being grieved, each decision-maker will determine whether the University followed the appropriate process and, if applicable, whether the discipline issued is commensurate with the underlying behavior.

Prior to initiating court action against the University based on the University's failure to comply with its own policies, procedures or rules, an AP employee must exhaust this grievance process. This rule does not apply to claims relating to prohibited discrimination.

#### Step One (Immediate Supervisor)

- An AP employee will present a grievance to their supervisor in writing and within the respective time limits as described above. Within three business days, the supervisor will acknowledge receipt of the grievance and establish applicable timelines for meetings and grievance responses at this step. The date of this acknowledgement has no bearing on the time response requirements of grievances and grievance responses.
- If the employee grievant or supervisor believes that the supervisor has a conflict of interest in hearing a Step One grievance, either party may consult with the Director of HR to determine if the grievance can be filed at Step Two. The decision of the Director of HR is final.

- The supervisor and/or the employee grievant may submit a written request to the other party to meet to discuss the grievance. The employee must indicate in the Step One filing whether a meeting to discuss the nature and circumstances of the grievance with the supervisor is being requested. The supervisor indicates the request to meet on the Step One Grievance Response form. The supervisor is to schedule the meeting within two calendar weeks from the date the written request is received from the employee or sent by the supervisor.
- The supervisor will send a decision in writing to the employee within two weeks of the meeting. If a meeting is not requested, the supervisor must send a decision in writing to the employee within four weeks of receipt of the written grievance.
- Any disposition or resolution of a grievance at Step One will not constitute a past or new practice or any precedent for the disposition of other grievances.

Step Two (Respective Cabinet member or the Cabinet member's designee)

- If the AP employee is not satisfied with the decision at Step One, did not receive a timely response, or if the employee is allowed to proceed directly to Step Two, the employee must present the Step Two written grievance to their respective Cabinet member or designee within two calendar weeks of the issuance date of the supervisor's response at Step One or within 45 calendar days of the causal event if the grievance is being filed at Step Two directly. Within three business days, the respective Cabinet member or designee will acknowledge receipt of the grievance and establish applicable timelines for meetings and grievance responses at this step. The date of this acknowledgement has no bearing on the time response requirements of grievances and grievance responses.
- The Cabinet member (or designee) and/or the employee grievant may submit a written request to the other party to meet to discuss the grievance. The employee must indicate in the Step Two filing whether a meeting to discuss the nature and circumstances of the grievance with the Cabinet member or designee is being requested. The Cabinet member or designee indicates the request to meet on the Step Two Grievance Response form. The Cabinet member or designee is to schedule the meeting within two calendar weeks from the date the written request is received from the employee or sent by the Cabinet member or designee.
- The Cabinet member or designee will send a decision in writing to the employee within two calendar weeks of the meeting. If a meeting is not requested, the Cabinet member or designee will send a decision in writing to the employee within four calendar weeks of receipt of the written grievance.

Step Three (President)

- If the AP employee is not satisfied with the decision at Step Two or if the employee is allowed to go directly to Step Three, the employee may present the written grievance to the President or President's designee within two weeks of the issuance of the decision at Step Two or within 45 calendar days of the causal event if the grievance is being filed at Step Three directly. Within three business days, the President or designee will acknowledge receipt of the grievance and establish applicable timelines for meetings and grievance responses at this step. When the grievance is acknowledged has no bearing on the time response requirements of grievances and grievance responses.
- The President or designee and/or the employee grievant may submit a written request to the other party to meet to discuss the grievance. The employee must indicate in the Step Three

filing whether a meeting to discuss the nature and circumstances of the grievance with the President or designee is being requested. The President or designee indicates the request to meet on the Step Three Grievance Response form. The President or designee is to schedule the meeting within two calendar weeks from the date the written request is received from the employee or sent by the President or designee.

- The President/designee will send a decision in writing to the employee within two weeks of the meeting. If a meeting is not requested, the President/designee will send a decision in writing to the employee within four weeks of receipt of the written grievance.
- The President/designee's decision is binding.
- If the President does not send a written decision to the Step Three grievance within the required time periods described above, the grievance is considered denied.

This concludes the formal grievance process and there are no further internal reviews or procedures.

#### *Retaliation*

AP employees who comply with the prescribed grievance process outlined above are protected from retaliation, meaning that the University cannot take an adverse action against an employee because the employee engaged in the grievance process. Further, AP employees may not retaliate against anyone who participates, or is believed to have participated, in any stage of the grievance process. Adverse action has the meaning described in the prohibited discrimination policy referenced below.

#### *Exceptions to the Grievance Procedure*

To promote a fair and objective process, AP employees can file a petition with the Director of Human Resources or the EEO Officer(s) requesting an exception to these procedures. Exception requests should describe the specific exception being requested and the reason why the exception is needed (e.g. approved leave of absence prevents meeting grievance timelines). The Director of Human Resources will respond to the request within two weeks and his/her decision is final.

AP employees requesting a reasonable accommodation to this procedure under the Americans with Disabilities Act, as amended, should contact the University EEO Officer.

#### *Complaints Involving Constructive Discharge or Prohibited Discrimination*

All complaints alleging constructive discharge, prohibited discrimination, or prohibited retaliation related to participation in a process associated with an investigation into a prohibited activity must be promptly filed with the University EEO Officer. Complaints should be filed within 365 calendar days from when the AP employee knew or should have known about the incident or problem giving rise to the complaint. The EEO Officer shall provide to the complainant, within two weeks of the receipt of the complaint: (1) a description of the process for handling the complaint; or (2) a statement that the complaint does not state facts that violate University discrimination complaint and response policy and describing the employee's options. Under either scenario, the EEO Officer will also provide information regarding interim measures, support services and the University's policy prohibiting retaliation. Prohibited discrimination complaint processes shall be prompt, thorough, conducted by an impartial fact finder and consistent with the prohibited discrimination complaint procedures.

#### *Complaints*

Complaints under this Procedure should be directed to the Director of Human Resources.

## Employment Records and Administrative Information

### Official Personnel Records

Personnel records for AP employees are maintained by the HR Department. Personnel files include position application materials, employment authorizations, a position description, performance evaluations, copies of any official employment actions or letters, and leave request forms. Most of these official employee personnel files are designated confidential under University Policy 5.40.05. AP employees may inspect their own official personnel file upon request with reasonable notice to the HR Department.

AP employees' supervisors may keep records and/or anecdotal notes on subordinate employees that are maintained under conditions that ensure the integrity and safekeeping of those files.

### Reporting Change of Name, Address, or Status

AP employees are required to notify the HR Department or respective college anytime they have a change in their personal information such as a name change, a change in their home address or phone number, or a change in any other formal status that would have an impact benefit eligibility or tax status.

A change in home address or phone number can be completed online via Mountie Hub. Once logged onto the system with their individual username and password, address(es) and phone(s) may be updated under the [Personal Information](#) link.

In the event of change in name, AP employees should notify the HR Department.

### Identification Cards

Identification (ID) cards are recommended to be issued at the time of hire to AP employees working on and off campus in a .5 FTE or more position. One of the primary uses of the card is as a library check out authorization, as identification for certain services and events on campus, and as proximity access to various buildings and rooms on the University Campus. Pictures for new employee ID cards are processed in the IT Department.

### Keys

Where applicable, employees receive a key to their office and, at the discretion of the authorizing official, to the building in which the office is located. Requests for keys are made through the department head or the building authorizing official. Keys are checked out at no charge through Facilities & Planning Department.

Keys are never to be duplicated and are to be returned to the Facilities & Planning Department when they are no longer needed. Keys are numbered and tracked to each individual and an inventory of all keys is made each spring. In case a key or keys are lost, University Public Safety should be notified immediately. Anyone who loses a key will be charged a key loss penalty in relation to the key type.

### Mail Service

For information, refer to <https://www.eou.edu/facplan/shipping-receiving-2/>.

### Motor Pool

For information, refer to <https://www.eou.edu/facplan/motor-pool/>

### **Campus Parking**

For information, refer to <https://www.eou.edu/facplan/parking-services/>.

### **Travel Regulations**

To locate updated regulations, please refer to: <https://www.eou.edu/busserv/travel/>

#### *Travel involving Students*

Any AP employee serving as Designated Responsible Party for any students (individuals or groups) on University sponsored travel away from campus must complete and submit a Student Travel Packet. Forms are available from: [eou.edu/student-affairs/student-travel/](http://eou.edu/student-affairs/student-travel/).

### **University Facilities**

AP employees may use their offices or other University facilities to carry out a variety of professionally related activities beyond those specifically assigned to them. They may also, upon request, use meeting rooms and other physical facilities for professionally related groups, subject to availability and prevailing University policies. For more information, please visit:

<https://www.eou.edu/events/>

### **Fitness Center Benefit**

To view the policy for fitness center access, please visit: [eousports.com](http://eousports.com), “Inside Athletics,” See “Facilities Info.”

To complete a form to submit to the HR Department in order to access the Fitness Center, please visit: <https://www.eou.edu/hr/forms/>

### **Hoke Union**

The Hoke Union serves as the campus community center for faculty, administrative professional employees, adjunct teaching staff, classified staff, students, alumni, and guests of the University. A number of student affairs offices are located in the building. The bookstore is also located in the Hoke Union.

### **Food Services**

For information about the University’s food service provider and services, please visit: <https://eou.sodexomyway.com/index.html>.

For catering services, please visit: <https://eoucatering.catertrax.com>

### **Scheduling of Facilities**

For more information, please visit: <https://www.eou.edu/events/>

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|--------------------------|
| <b>Health and Safety</b> |
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### **Campus Safety Committee**

The Safety Committee assists University management in the protection, safety and health of University employees, students, and guests. Injuries and property loss from accidents are needless, costly, and preventable. The Safety Committee members all receive specialized training and work in cooperative manners to promote safety and health at the University. Employees interested in ergonomic related job assessment services should contact their supervisor.

### **Job Related Injuries or Illnesses**

All University employees are covered by workers' compensation insurance should they become injured or contract a work-related illness in the course of their employment at the University.

It is required that all health and safety related incidents of any magnitude or kind be promptly reported to a supervisor and investigated by a University security officer (541-962-3911) or Safety Committee member. If the incident resulted in an employee having to receive medical care, then the employee is required to complete a workers' compensation medical claim form. Forms can be obtained from the HR Department website.

For more information, please visit: <https://www.eou.edu/safety/>.

All job-related injuries and/or illnesses resulting in treatment by a physician require written authorization to return to work from the treating physician. It is the responsibility of the employee to keep their supervisor advised at all times regarding their medical condition and return -to- work status. When an employee is released for regular or modified work, they must present the written authorization to return to work to their supervisor and promptly report to work as directed. Only a qualified physician may authorize time loss (disability leave of absence). It is the employee's responsibility to conscientiously comply with all instructions of their treating physician.

Contact the HR Department with any questions or concerns regarding on-the-job injuries or any release to return to modified work with specific restrictions.

### **Campus Security**

The Campus Security Office can be reached 24 hours a day, 7 days a week at 541-962-3911 (on campus dialing: 2-3911). Campus Public Safety Officers provide campus patrol and escort, incident response, parking patrol and citations, and assistance to staff and students with building access or vehicle problems. For more information: <https://www.eou.edu/facplan/security-services/>.

### **Closures of the University (Hazard Conditions/Inclement Weather)**

The University may close before or during the course of a work day, when conditions warrant, allowing students and staff to not come to work or to return home safely. Should the University close, it will not reopen before the following day. The decision to close will be made by the President or the President's representative. For more information, please reference the policy on inclement weather located at: <https://www.eou.edu/policy>

For all partial work week inclement weather closures, exempt AP employees receive their regular weekly salary. For closures lasting an entire work week, exempt employees might be instructed to use available accrued paid leave (except sick leave); should their accrued leave become exhausted, the exempt employee will receive their normal salary for the remaining closure time.

If the University is closed prior to the start of the workday and the timely notice is sent out, a nonexempt AP employee will be paid up to a maximum of 48 hours for "missed" time due to the inclement weather closure. After the 48 hours is exhausted, the non-exempt employee must use available accrued paid leave (except sick leave) or elect unpaid time to cover the "missed" hours of the closure.

If a nonexempt employee is already at work and has started their scheduled shift, and the campus is subsequently closed, then the employee will receive their normal wages for the remaining closed hours of their scheduled shift.

### **Environmental Safety**

More information can be found on the Safety Committee website: <https://www.eou.edu/safety/>.

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| <b>Other University Policies, Rules, and Information</b> |
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*Additional policies guide and inform employment at the University, particularly Volumes 5 and 6 of the Policy Compendium, on its webpage [here](#).*

**Appendix A**

**Step One Grievance Form**

|  |
|--|
| Name of Employee Submitting Grievance: |
| Home Address:                          |
| Best Contact Phone:                    |
| Campus Address:                        |
| Campus Phone Number:                   |
| Campus Email:                          |

**Grievance Procedure Step One (Direct Supervisor)**

*Instructions:*

1. Complete the Step One grievance and remedy statements as clearly and completely as possible.
2. Make two copies: Retain one for your records and send one to the Director of HR.
3. Present the original completed Step One Grievance Form to your direct supervisor. (If you feel uncomfortable submitting this Grievance Form to your direct supervisor, or if you or your direct supervisor believe that your supervisor has a conflict of interest in hearing your Step One grievance, then you must consult with the Director of HR to determine if going directly to Step Two is appropriate. The decision of the Director of HR is final.)

**Clearly describe your grievance.** Reference University policy, rule, or procedure that you understand to have been violated and that is the basis for your grievance. Include the circumstances that are negatively impacting you, or the personnel action being grieved. Include pertinent information such as the date(s) of the events giving rise to the grievance, the name(s) of persons involved, and other information you believe should be considered. Use additional pages if you want.

**Step One Grievance statement:**

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**Clearly describe how you are requesting the situation be remedied here. Remedy statement:**

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**Did you make at least one attempt to resolve the issue informally?**    Yes       No

**Are you requesting a meeting with your supervisor within two weeks?**    Yes       No

**Date and name of person to whom the Step One Grievance Form was submitted:**

Name \_\_\_\_\_ Date \_\_\_\_\_

***Your signature:***



**Appendix B**

**Employee Step Two Grievance Form**

|  |
|--|
| Name of Employee Submitting Grievance:             |
| Date that Step One Grievance Form was submitted:   |
| Date that Step One Supervisor Response was issued: |

**Having not received a satisfactory resolution or having not been responded to in a timely manner at Step One, I am escalating the grievance to Step Two of the Grievance Procedure for review by the appropriate Cabinet member or designee.**

*Instructions:*

1. Within two weeks of the issuance date of the supervisor’s response at Step One, or within 45 calendar days of the causal event if the grievance was filed at Step Two directly, present the completed Step Two Grievance Form to the Cabinet member in the chain of command of your department.
2. Complete the Step Two grievance and remedy statements as clearly and completely as possible.
3. Make two copies: retain one for your records and send the other to the Director of HR.

**Clearly describe your Step Two grievance here. Step Two Grievance statement:**

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**Clearly describe how you are requesting the situation be remedied here. Remedy statement:**

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**Are you requesting a meeting with your Cabinet member within two weeks?**  Yes  No

**Date and name of person to whom Step Two Grievance Form was submitted to:**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Your signature:**



Appendix C

**Employee Step Three Grievance Form**

|  |
|--|
| Name of Employee Submitting Grievance:                               |
| Date that Step Two Grievance Form was submitted:                     |
| Date that Step Two Cabinet member (or designee) Response was issued: |

**Having not received a satisfactory resolution or having not been responded to in a timely manner at Step Two, I am escalating the grievance to Step Three of the Grievance Procedure for review by the President or designee.**

*Instructions:*

1. Within two weeks of the issuance date of the Cabinet member’s response at Step Two, or within 45 calendar days of the causal event if the grievance was filed at Step Three directly, present the Step Three Grievance Form to the University President.
2. Complete the Step Three grievance and remedy statements as clearly and completely as possible.
3. Make two copies: retain one for your records and send the other to the Director of HR.

**Clearly describe your Step Three grievance here. Step Three Grievance statement:**

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**Clearly describe how you are requesting the situation be remedied here. Remedy statement:**

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**Are you requesting a meeting with the President within two weeks?**  Yes  No

**Date and name of person to whom Step Three Grievance Form was submitted to:**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Your signature:**

**Step Three President or Designee Grievance Response**

**Date that Step Three Grievance Form was received:** \_\_\_\_\_

When requested, a meeting must be held within two weeks of when Step Three Grievance Form was received. Written response must be given within two weeks of the date a meeting was held, or if no meeting was requested, within four weeks of the date that Step Three Grievance Form was received.

**President (or designee) Name:** \_\_\_\_\_

**Are you requesting a meeting with the employee within two weeks?**  Yes  No

**Response:**

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\_\_\_\_\_

**President (or designee) signature:**

**Date that Step Three Grievance response was issued to employee:** \_\_\_\_\_

**Appendix D** Link to Administrative Professional Annual Performance Review [Form](#)

**Appendix E** Compensation: Unique Position Pay Grades and Annual Salary Ranges

| <b>AP Position Grades and Annual Compensation Ranges</b> |           |           |            |
|--|-----------|-----------|------------|
| Clerical/Technical                                       |           |           |            |
| Position Grade   | Low Range | Mid Range | High Range |
| AC(R/B)  | 26,655    | 30,786    | 36,943     |
| AA   | 40,044    | 48,052    | 57,661     |
| BB   | 41,145    | 49,373    | 59,247     |
| CC   | 42,277    | 50,731    | 60,877     |
| DD   | 43,439    | 52,127    | 62,552     |
| EE   | 44,634    | 53,559    | 64,272     |
| FF   | 45,862    | 55,032    | 66,038     |
| GG   | 47,121    | 56,546    | 67,855     |
| Management/Supervisor and Professional                   |           |           |            |
| Position Grade   | Low Range | Mid Range | High Range |
| A  | 33,403    | 40,083    | 48,100     |
| B  | 36,743    | 44,092    | 52,910     |
| C  | 40,419    | 48,502    | 58,202     |
| D  | 44,460    | 53,352    | 64,023     |
| E  | 48,906    | 58,687    | 70,424     |
| F  | 53,795    | 64,555    | 77,467     |
| G  | 59,177    | 71,010    | 85,214     |
| H  | 65,093    | 78,111    | 93,735     |
| I  | 71,603    | 85,923    | 103,108    |
| J  | 78,764    | 94,516    | 113,419    |
| Athletics  |           |           |            |
| Position Grade   | Low Range | Mid Range | High Range |
| 1  | 25,000    | 30,000    | 36,000     |
| 2  | 28,250    | 33,900    | 40,680     |
| 3  | 31,923    | 38,307    | 45,968     |
| 4  | 36,072    | 43,287    | 51,944     |
| 5  | 40,762    | 48,914    | 58,697     |
| 6  | 46,061    | 55,273    | 66,328     |
| 7  | 52,049    | 62,459    | 74,950     |
| 8  | 58,815    | 70,578    | 84,694     |
| 9  | 66,461    | 79,753    | 95,704     |
| 10   | 75,101    | 90,121    | 108,146    |
| 11   | 84,864    | 101,837   | 122,204    |
| 12   | 95,897    | 115,076   | 138,091    |
| 13   | 108,363   | 130,036   | 156,043    |