



Western Oregon University
July 2014
Classified Employee Handbook

CLASSIFIED EMPLOYEE INFORMATION HANDBOOK

This Handbook does not create any legal rights.

This Classified Employee Handbook (Handbook) is intended as a general guide to laws, rules, policies and collective bargaining agreement (CBA) provisions applicable to Western Oregon University (WOU) classified staff. In order to determine what legal relationship exists in any given subject area, classified employees will be required to examine the source documents such as laws, rules, policies and the CBA.

To the extent this Handbook also sets out University policy, keep in mind that policies can sometimes change at the discretion of University administration, and current CBA language may change through the collective bargaining process.

Updates, corrections, additions, or deletions affecting the information contained herein may be distributed from time to time to all classified staff. The new material should be promptly inserted in the Handbook and the outdated material discarded. Errors or suggestions for changes should be called to the attention of the Director of Human Resources.

**CLASSIFIED EMPLOYEE HANDBOOK
2014 Edition**

Table of Contents

I. INTRODUCTION

A. Welcome to Western Oregon University

II. ORGANIZATION

A. Oregon University System

B. Western Oregon University

C. Organization Chart

III. GENERAL EMPLOYMENT INFORMATION

A. Payroll

1. Salary
2. Paychecks/Pay Schedule
3. Requests for Pay Advance/Draw
4. WolfWeb for Employees

B. Benefits

1. Benefits Eligibility
2. Group Health Insurance
3. Short and Long Term Disability Insurance
4. Group Life Insurance
5. Retirement Plans
6. Flexible Spending Accounts
7. Employee Assistance Program (EAP)
8. Staff Fee Privileges

C. Employment

1. Equal Employment Opportunity Statement
2. New Employee Orientation
3. Employment Classifications
4. Work Assignments and Position Descriptions
5. Work Schedules
6. Performance Evaluations
7. Progressive Discipline
8. Termination or Separation of Employment
9. Grievances
10. Resignations
11. Exit Interview and Questionnaire
12. Reporting Change of Address/Status
13. Unemployment Compensation

D. Leaves and Holidays

1. Time Sheets and Reporting Leave
2. Vacation Leave
3. Sick Leave
4. Leave with Pay
5. Leave without Pay
6. Holidays
7. Family and Medical Leave and Oregon Family Leave (FMLA/OFLA)
8. Bereavement Leave
9. Jury Duty

10. Military Leave

IV. ADMINISTRATIVE INFORMATION

- A. Official Personnel Records and Supervisor File**
- B. Identification Cards**
- C. Keys**
- D. Mail Service**
- E. Motor Pool**
- F. Notary Public**
- G. Office Supplies**
- H. Parking**
- I. Purchasing**
- J. Campus Recreation and the Health & Wellness Center (HWC)**
- K. Surplus Equipment, Furnishings and Supplies**
- L. Travel Regulations**
- M. Werner University Center**

V. HEALTH AND SAFETY

- A. Campus Public Safety and Security**
- B. Campus Closures/Inclement Weather**
- C. Work-related Injuries/Illnesses**
- D. Environmental Safety**

VI. OTHER POLICIES, REGULATIONS AND INFORMATION

- A. Equal Employment Opportunity and Affirmative Action Policy and Plan**
- B. Consensual Relationships Statement/Policy**
- C. Discrimination and Harassment Policy**
- D. Gifts and Bequests**
- E. Alcohol and Drug Free Policy**
- F. Employee Responsibilities to Adhere to University Regulations**

CLASSIFIED EMPLOYEE INFORMATION - HANDBOOK

INTRODUCTION

WELCOME TO WESTERN OREGON UNIVERSITY

This Classified Employee Handbook reflects WOU and Oregon University System (OUS) policy and the CBA as of the date of publication. The statements contained herein are based upon or taken directly from various sources. These include, but are not limited to, the Oregon Administrative Rules of the Board of Higher Education (OAR), the current CBA with the Service Employees International Union (SEIU or Union), as well as policies and practices enunciated in memos and directives from various administrative offices.

ORGANIZATION

OREGON UNIVERSITY SYSTEM

OUS) includes all state-supported higher education beyond the community college level. Members, besides WOU, are Oregon State University, University of Oregon, Portland State University, Southern Oregon University, Eastern Oregon University, and Oregon Institute of Technology. The State Board of Higher Education governs OUS. The governor appoints the board members with confirmation by a legislative committee on appointments.

The chief administrative officer of the Board is the Chancellor, through whom institutional Presidents are responsible to the Board. The Chancellor administers several centralized functions of OUS, including high school relations, personnel, libraries, budget, facilities, planning, and academic affairs.

General policies of OUS are contained in the OARs. The OARs contain pertinent state laws, bylaws of the State Board of Higher Education, and policy-establishing excerpts from official board minutes including regulations governing areas such as classification, compensation, and conditions of service.

WESTERN OREGON UNIVERSITY

WOU is a regional public liberal arts university offering both graduate and undergraduate degrees in teacher education and the liberal arts and sciences. While it serves students throughout Oregon, the student body comes predominantly from the Willamette Valley and the coastal areas of Oregon.

The university is organized into two colleges: the **College of Liberal Arts and Sciences** with divisions of Business/Economics, Computer Science, Creative Arts, Humanities, Natural Sciences and Mathematics, Psychology, and Social Science; and the **College of Education** with divisions of Teacher Education, Special Education, and Health/Physical Education. The College of Education also administers the Regional Resource Center on Deafness and the Office of Field Services.

The University is further structured to include the, Vice President for Student Affairs, Director of University Advancement, the Executive Vice President for Finance and Administration, Provost & Vice President for Academic Affairs, and the Athletic Director. Each of these positions report directly to the President and are responsible for numerous departments under their purview.

The College of Liberal Arts and Sciences, the College of Education, and the Library and Media Services are housed under the Office of the Provost, and constitute the academic components of the University. Direct academic support services are provided by other units organized under the Office of the Provost which include the Academic Advising and Learning Center; Center for Teaching and Learning; Division

of Extended Programs; Office of the Registrar; Teaching Research Institute; Writing Center; Graduate Studies Office; Honors Program; Study Abroad & International Exchange Program; and the International Students & Scholars Affairs.

The Executive Vice President for Finance and Administration provides leadership to the departments of Human Resources and Affirmative Action; Physical Plant Operations; University Computing Services; Business Services; Budget and Payroll; and, Campus Public Safety.

The Vice President for Student Affairs oversees Campus Recreation; Health and Wellness Center, Upward Bound; Student Health and Counseling Center; Campus Dining; Multicultural Student Services and Programs; Disability Services; Service Learning & Career Development; Dean of Students and University Residences; Student Enrichment Program; Werner University Center; and Student Leadership and Activities Program.

The Director for University Advancement oversees the Annual Fund; Smith Fine Arts Series; Jensen Arctic Museum; Special Projects and Programs; Business Operations; Public Relations; Alumni Relations; and serves as Executive Director of the WOU Foundation.

See WOU's Organizational Chart: <http://www.wou.edu/admin/hr/orgchart.php>

CLASSIFIED EMPLOYEE GENERAL EMPLOYMENT INFORMATION

Many general employment issues for classified employees are subject to collective bargaining. SEIU represents the classified employees of WOU. General employment issues shown below that may be subject to the current CBA, include a reference to specific the Article(s) in the current CBA. For more specific language, the current CBA is posted on the Human Resources web site at:

<http://www.wou.edu/admin/hr/2013-15%20FINAL%20AGREEMENT-RevisonsFeb13,2014.pdf>

PAYROLL

More information is available from the Payroll Office regarding specific payroll questions.

Salary

Salary standards for classified staff are subject to union negotiations. Classified employees are hired into positions that are allocated to a specific job/class specification whose salary level has been set through the collective bargaining process with the Union.

See generally CBA Articles 21, 22, 23 and Appendix C.

Paychecks and Pay Schedule

Paychecks are available from the Budget/Payroll Office on the last working day of each month between 8:00 a.m. and 5:00 p.m. or may be deposited directly into a designated bank account for the convenience of the employee. Checks are deposited on the last working day of the month. Requests for mailing and direct deposit must be received in the Budget/Payroll Office, no later than the 10th of the month that the transaction is desired. There is a one-month pre-note waiting period for direct deposit transactions.

Requests for Pay Advance

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 to the Director of Human Resources the appropriate form. The form must be completed by both employee and supervisor, no later than the Wednesday before the second and third Fridays of the month, which are the days payroll advance checks are available for pickup in the Payroll Office.

See generally CBA Article 22.

WolfWeb

This is a means for employees to view their current payroll earnings and deductions, leave accruals, benefits and other personnel records. Accessing “WolfWeb” requires the employee Login using current Username and Password. The direct link is:

https://banweb.ous.edu/wouprd/owa/twbkwbis.P_WWWLogin

Contact the Office of Human Resources for any questions regarding WolfWeb for Employees.

BENEFITS

More information is available from the Benefits Manger in the Office of Human Resources on each of the programs listed below.

Benefits

Employees scheduled to work more than ninety (90) days at .50 FTE or more are eligible for benefits through the Public Employee Benefits Board (PEBB). PEBB is a flexible benefits program in which the employee receives a designated contribution per month with which to purchase benefits. Classified employees receive a competitive benefits package that includes Medical and Dental coverage, \$5,000 basic life insurance, and access to a number of optional benefits.

New benefit-eligible employees may enroll for benefits online using PEBBs online benefit system. Please see the New Employee Benefits Information web page for detailed information about enrolling online or to print paper forms:

http://www.wou.edu/admin/hr/newemployee_enroll.php

For assistance in choosing benefit plans, see the PEBB Summary Plan Description:

<http://pebb.das.state.or.us/DAS/PEBB/docs/SPD/SPDfull.pdf?ga=t> ;

or you can make an appointment to discuss benefit options with our Benefits Manager by contacting the Office of Human Resources.

See generally CBA Article 24 and its related Letter of Agreement

Short and Long Term Disability Insurance

WOU offers classified employees an optional short-term disability plan, and a long-term disability coverage. Disability insurance plans offer income protection during times when an employee is unable to work due to an injury or illness. Premiums are paid on a post-tax basis. Accidental Death and Dismemberment (AD&D) insurance is also available as an optional benefit for classified employees and family

Group Life and Disability Insurance

Also available through PEBB are life insurance and long-term care programs.

Retirement Plans

Classified employees will be automatically enrolled in the Oregon Public Employees Retirement System (PERS) or the Oregon Public Service Retirement Plan (OPSRP) after six (6) full months of employment (determined based on date of eligibility). The retirement plan receives funding from employee and employer contributions; WOU currently pays employee contribution at six percent (6%) of gross salary.

Supplemental Retirement Plans

Several tax deferred investment options are available that can provide supplemental retirement benefits. For a list of vendors and information on the deferred compensation program, contact the Benefits Manager in the Office of Human Resources.

Flexible Spending Accounts (FSAs)

Any benefit eligible classified employee may establish a FSA to use pre-tax income to pay for eligible healthcare and dependent-care expenses. Employees may enroll in accounts within sixty (60) days of initial date of hire, during Open Enrollment, or within 60 days of and consistent with a qualified status change. FSAs are "use it or lose it" accounts. If your expense is less than the amount that you deposit for the year you will forfeit the balance.

Employee Assistance Program

Classified employees who are benefit-eligible have access to an Employee Assistance Program (EAP) contracted to Cascade Centers, Inc. The EAP can help with 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 insurance carrier. Sick leave may be used for appointments. A brochure describing services is available through the Office of Human Resources.

Call 1-800-433-2320 and ask for the information line or visit:

<http://www.cascadecenter.com/>.

See generally CBA Article 11.

Staff Fee Privileges

Classified staff members whose work half time or more are eligible for the use or transfer of staff fees. Upon approval of the immediate supervisor and Office of Human Resources, staff members or their dependent may register for up to twelve (12) credits per term.

EMPLOYMENT

Equal Opportunity Employment Statement

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

New Employee Orientation

All new classified (and unclassified) employees will attend a New Employee Orientation (NEO) Session upon starting their position with WOU. NEO Sessions are held once per month for eligible employees. As part of the NEO Session, classified employees will attend a presentation by the Union regarding membership status, benefits, facilities, and other union information.

See generally CBA Article 10.

Employment Classifications

All classified employee positions are allocated to one of the class specifications listed in the Appendix A of the CBA.

See: <http://www.wou.edu/admin/hr/2013-15%20FINAL%20AGREEMENT-RevisonsFeb13,2014.pdf>

Work Assignments and Position Descriptions

Each classified employee will receive and sign an official written Position Description upon assuming their position, or when assigned duties are changed. This individual written position description delineates the duties and responsibilities assigned to each employee's position, and should be reviewed with the employee on an annual basis at minimum.

See general CBA Article 54

Work Schedules

Each classified employee is assigned a specific work schedule, which is defined as the time of day and the days of the week the employee is assigned to work. A "regular" work schedule is one with the same starting and stopping time on five (5) consecutive 8-hour days. A classified employee may also be assigned an "irregular" work schedule, which has the same starting and stopping time per day on specific days of the week not to exceed forty (40) hours during the 7-day work week; examples of such work schedules are working four (4) consecutive 10-hour days, or having split days off during the 7-day work week. A classified employee may also be assigned a "flexible" work schedule in which starting and stopping times vary on a daily basis, not necessarily each day, but which do not exceed forty (40) hours in a 7-day work week.

See generally CBA Article 55.

Performance Evaluations

Each classified employee shall be evaluated at least annually using the formats and schedule as provided by the Office of Human Resources in accordance with applicable collective bargaining agreement provisions.

See generally CBA Article 54

Progressive Discipline

Regarding inappropriate behavior and/or substandard job performance for classified employees, the principles of progressive discipline may be utilized. The forms of progressive discipline may include written reprimand, denial of an annual performance pay increase, reduction in pay, suspension, or dismissal.

See generally CBA Article 17.

Termination and Separation of Employment

An employment termination must be for just cause. An employment separation may involuntary for non-disciplinary reasons such as due to medical or other specified reasons; or may be voluntary for other non-disciplinary reasons identified by the employee.

See generally CBA Article 17

Grievances

Classified employees must use the grievance procedure described in the current CBA. Classified employees should contact their Union representative regarding grievance procedures and representation if they believe they have been subject to a violation of current CBA provisions.

See generally CBA Article 18.

Resignations

Resignations should always be submitted in writing to the immediate supervisor or the appropriate director or vice president. The original written notification of resignation should be forwarded to the

Office of Human Resources as soon as it is received and signed by the supervisor. Various offices on campus will then be notified. An exit interview is required and will be set up by the Office of Human Resources.

Exit Interview and Questionnaire

An Exit Interview is offered to employees upon the resignation and is scheduled by the Office of Human Resources. There is also an Exit Questionnaire that should be completed by the resigning employee which is confidential and in reporting results, employee anonymity will be maintained. The information will not become part of the employee's personnel records. The information from the interview and form will give the University insight into turnover patterns, how working conditions and employee morale may be improved, and assist the University with long range planning. It is encouraged to answer the questions frankly. Information obtained during an Exit Interview or from the Exit Questionnaire in no way affects an employee's re-employment possibilities should he/she desire to seek employment again at WOU.

Reporting Change of Name, Address, or Status

Classified employees are required to notify the Office of Human Resources 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 WolfWeb. Once logged onto the system with their individual user name and password, address(es) and phone(s) may be updated under the Personal Information link:

https://banweb.ous.edu/wouprd/owa/twbkwbis.P_GenMenu?name=bmenu.P_GenMnu

A request to change your name must be in writing by submitting a completed **Name Change Form** to the Office of Human Resources which can be downloaded and printed after logging onto WolfWeb, and clicking the link under Name Change Information:

https://banweb.ous.edu/wouprd/owa/bwgkoinf.P_DisUpdName#

Unemployment Compensation

A claimant must initiate their own unemployment compensation claim by calling the Oregon Employment Department's Unemployment Insurance (UI) Center at (503) 451-2400, or toll free at (877) 345-3484; or by filing their claim on the Online Claim System accessible from the Department's website:

<https://ssl8.emp.state.or.us/ocs4/index.cfm?u=F20120215A115653B79377171.9855&lang=E>

The Oregon Employment Department determines unemployment insurance claim eligibility of each employee (including temporary hires) that separates from WOU employment. Note that employees hired on a continuing nine-month appointment do not receive unemployment compensation for winter and spring breaks or during summer months.

HOLIDAYS AND LEAVES

Time Sheets and Reporting Leave

Time sheets are distributed to classified employees via their immediate supervisor on a monthly basis, and are due back to the Payroll Office on the first working day of each month. All vacation leave, sick leave, comp time, personal leave, leave without pay, and holidays taken during that month must be recorded, and the time sheet approved and signed by their supervisor.

Vacation Leave

Classified employees that have passed a six month trial service are entitled to vacation leave as designated in the current CBA:

See generally CBA Article 47.

Sick Leave

Sick leave accrues on the first day of the month and is eligible for use the last day of the month for use during that month if desired.

Full-time classified employees will be credited with eight (8) hours of sick leave for each full month of service. Classified employees that are employed half-time or more will be credited a prorated amount. Sick leave is to be used at the same rate accrued. For each day of sick leave, eight (8) hours must be reported, or pro-rated if employed less than full time. No sick leave credit is accrued during periods of leave without pay. There is no limit on the amount of sick leave that can be accrued.

Classified employees may request leave without pay for medical reasons. The university may require a physician's certificate to support the sick leave claim for any absence in excess of three (3) consecutive calendar days or for recurring sick leave use.

Classified employees who exhaust their sick leave may request to use other paid leave, or may request Hardship leave donations according to the provisions in their current collective bargaining agreement.

See generally CBA Article 40

Leave with Pay

In some specific instances as specified in the current CBA, a classified employee may be granted leave with pay. Such specific instances include: service on a jury, required attendance in court, or military leave.

See generally CBA Article 43.

Leave without Pay

Leave without pay is available to classified employees due to medical restrictions, or to attend military school or training, active military duty, service in the Peace Corps, or requests for extended personal leave according to the current collective bargaining provisions. Such leaves are to be arranged for in advance and no credit based on length of service is accrued during the period of the leave with pay. Classified employees who have arranged to use leave without pay during the last two (2) weeks of the month must submit a projected timesheet to the Payroll Office prior to mid-month payroll processing to avoid any overpayment in their paycheck for that month.

See Article 44, "Leaves of Absence Without Pay".

Any unanticipated or unapproved leave without pay (LWOP) is to be reported by the supervisor to the Office of Human Resources prior to mid-month payroll processing that month. Salary overpayments due to unanticipated or unapproved leave without pay accrued after mid-month payroll processing will be recouped by the University.

See generally CBA Article 22.

Holidays

The following are holidays specified in the current CBA: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. Classified employees also receive a Special Day of leave as specified in the current collective bargaining agreement. Holiday pay eligibility is specified in the current contract; eligible seasonal and part time employees receive Holiday pay on a prorated basis.

See generally CBA Article 42.

Family Medical Leave Act and Oregon Family Leave Act (FMLA/OFLA Leave)

WOU is subject to two other types of medical leave entitlements for eligible employees: Oregon Family Medical Leave (OFLA) and the Federal Family and Medical Leave Act of 1993 (FMLA). These leave entitlements are administered by the Office of Human Resources. Contact the Office of Human Resources for specific information regarding eligibility and approval of this leave entitlement.

Classified employees sick leave or other forms of accrued paid leave in conjunction with approved FMLA/OFLA leave.

See generally CBA Article 40.

Bereavement Leave

The current CBA indicates classified employees are eligible for a maximum of four (4) days paid bereavement leave arising from a death in the immediate family member of the employee or the employee's spouse or domestic partner. "Immediate family" members are specified in the current collective bargaining agreement. Leave, other than sick leave, may be granted to discharge additional customary obligations, arising from the death of an immediate family member.

See generally CBA Article 41.

Jury Duty

The university recognizes an employee's obligation to serve on jury duty when requested; such time is granted as leave with pay. Workload may make it necessary for the university to ask that the employee postpone their obligation to a different time. Any payment that the employee receives for serving jury duty belongs to the employee.

See generally CBA Article 43.

Military Leave

Any classified employee with an appointment of .5 or greater who is a member of the state or National Guard or the reserves of the United States armed forces shall be granted a leave of absence for the duration of any official call to emergency duty or to the annual training period.

See generally CBA Articles 43 and Article 44.

ADMINISTRATIVE INFORMATION

Official Personnel Records and Supervisor's File

Personnel records for classified employees are maintained by the Office of Human Resources. These files include the individual's original application form for the position, Employment Authorizations, a position description, performance evaluations, copies of any official employment actions, and monthly time sheet and leave request forms. These official employee personnel files are considered confidential, and accessible on a need to know basis. Classified employees may inspect their own official personnel file upon request with reasonable notice to the Office of Human Resources.

Classified employee supervisors may keep records and/or anecdotal notes on subordinate classified employees, and are maintained under conditions that ensure the integrity and safekeeping of those files. Classified employees may inspect their supervisor file upon reasonable notice to their supervisor.

See generally CBA Article 16.

Identification Cards

Identification (ID) cards are issued to all staff at the time of hire. One of the primary uses of the card is as a library check out authorization and transactions through the Business Office (such as paying for Parking Permits ordered online). It also serves as identification for certain services and events on campus. Pictures for new employee ID cards are processed in the Office of Human Resources. Stickers for each new school year are also available in the Office of Human Resources.

Keys

Where applicable, classified 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 the Campus Key and Lock Services Shop located at the Physical Plant.

Keys are not to be duplicated and are to be returned to Campus Key and Lock Shop 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

Mail service is provided to the campus by the Mailroom located in the Physical Plant. Mail is delivered to the various departments and offices daily. Outgoing mail is picked up at the same time. Institutional letters and packages destined for the U.S. mail will be metered in the mailroom and the cost charged to the appropriate accounts. The Mailroom is not equipped to sell postage stamps or handle personal packages. The use of the campus mail service for personal, business, solicitation, or political purposes is expressly prohibited. ***We do receive personal packages if the recipient is willing to pick them up.***

Mail destined for other state institutions, agencies, and offices in the Willamette Valley (including Portland) should be marked "Shuttle" as the cost is substantially less than through the U.S. mail.

Mail intended for individuals or offices on campus should carry sufficient identification for easy handling (first and last name or department). Campus mail should be sent in used envelopes both for easy identification and as a cost-cutting measure.

Mail can be taken directly to the mailroom if holding it until the next day's pickup would mean too much delay. Call the mailroom for current mailing deadlines.

Motor Pool

State cars are available to university staff for institutional purposes through the State Motor Pool located in Salem. Authorization for use of a car comes from the individual or office responsible for the account to which the cost is to be charged. Reservations should be made in advance to assure availability. ***A charge card from the State Motor Pool must be applied for and "in-hand" before a vehicle will be issued.***

The use of a Motor Pool vehicle is an alternative for all regularly scheduled duties that are part of a job assignment. Employees of WOU will not be reimbursed for private car mileage incurred as part of their regularly scheduled duties, unless they have completed the authorization process through Public Safety.

It should be noted that state regulations explicitly forbid any use of state cars for personal purposes and insist that good driving practices be followed including observing the speed limit. Anyone planning to do personal business while away from campus, e.g. attending a conference, should use their personal vehicle rather than a state car. *(There may be instances when on an overnight trip that a state vehicle may be used for personal purposes.)*

Notary Public

The services of a notary public are provided for staff and faculty through the Offices of Human Resources and the Vice President for Finance and Administration. Please call to make an appointment.

Office Supplies

All office supplies must be ordered through the department. Ask the department Director or designated person about the procedure. Note that when purchasing office supplies directly from the bookstore, there is a special form which must be signed, giving authorization for the purchase and the account number to be used.

Parking

WOU requires parking permits on all vehicles using campus parking areas. Guests may be supplied with one-day free permits available from each office. Parking permits include the following services: vehicle assistance, which includes battery jumps, some vehicle unlocks, flat tire assistance, and gas can loan. Permits may be ordered online through WolfWeb and purchased at the Cashier's Window of the Business Office.

Parking regulations are enforced is 24 hours per day, seven days a week. The most common violations are no permit, expired meters (Monday thru Friday), 'permit' parking at meter without paying meter, and improper display of permit.

Purchasing

Purchases to be paid for from a University account must be authorized by purchase orders signed electronically by department or office heads and a business administrator. Vendors who accept purchases made without proper authorization may be directed to look to the purchaser for payment. For more information contact your supervisor.

Campus Recreation and the Health and Wellness Center (HWC)

Recreation facilities are located in the Health and Wellness Center (HWC) and the Aquatic Center, and available for use by University employees and their families on a regular basis with purchase of appropriate membership passes. The outdoor facilities (track, tennis courts, Frisbee disc golf course) may be used without charge.

Classified employees and dependants may purchase a HWC staff pass at the Cashier's Window in the Administration Building. Membership costs for a HWC Staff Pass is \$95 per term (\$77 per summer term) for an individual pass, with online payment through WolfWeb.

The HWC coordinates a number of recreational programs available to classified employees and dependents: Aquatics, Fitness, Informal Recreation, the WOU Triathlon, and includes Intramural Sports, Outdoor Programs and Club Sports. Staff and spouses of staff are eligible to participate in the Intramural Programs (spouses may only play in CoRec leagues on teams with their spouse) or participate in Campus Recreation Outdoor Program events. Additional fees may be required to for Outdoor Program trips or events.

More information may be obtained from the Campus Recreation Office at (503) 838-8513 or the Wolverton Pool at (503) 838-8860.

Surplus Equipment, Furnishings and Supplies

Both university policy and state law provide that the sale or disposal of any university property must be processed according to the procedures developed by the State for such purposes. Authorization for disposal either by sale or by gift rests with the Vice President for business and finance [Is this supposed to be the VP for Finance and Administration?]. Any person who makes an unauthorized disposal is committing an unlawful act and may be subject to prosecution and disciplinary action. For additional information, contact the Stores Office at the Physical Plant.

Travel Regulations

The regulations below are only partial. For additional details, particularly in matters such as meals and lodging, contact the department head or Business Services.

In-State Travel

Travel within Oregon on university business is authorized by the administrator for whose department the travel is being done. Meals may be authorized when the activity or program requires the presence of the professional staff member at the meal, or when the activity or program requires an overnight stay.

Out-of-State Travel

All travel outside the state of Oregon on university business, which is to be paid for in part or in whole by other than personal funds, is considered out-of-state and requires an Out-of-State Travel Authorization. This should be submitted to the department or office administrator at least two weeks prior to the beginning of the trip. The President must approve all out-of-state travel.

Reimbursement for Travel Expenses

To receive reimbursement for mileage or other authorized expenditure for travel, complete a Travel Reimbursement Request Form following the trip. If funds are needed in advance of the travel, submit a travel advance application at least one week in advance.

Werner University Center

The Werner University Center serves as the community center for the faculty, professional staff, classified staff, students, alumni, and guests of the university. Services are available such as scheduling of meeting rooms, catering, stamps, and ATM bank machines. A number of student affairs offices are located in the building. The Bookstore is also located in the Werner University Center.

Food Services

Food service areas feature specialty items such as espresso, deli sandwiches and daily specials.

Scheduling of Facilities

All activities other than classes must be scheduled through the Facilities Coordinator in the Werner University Center/Student Leadership and Activities. No commitments for space and services are to be made to anyone until approval has been received from the coordinator.

HEALTH AND SAFETY

Campus Public Safety and Security

The Campus Public Safety Department serves to ensure a sense of safety and security with the University community by providing an environment in which students, faculty, staff and visitors can openly learn, teach, study, work, and live. Campus Public Safety Officers are professionally trained WOU employees that honor the individual dignity, diversity, and civil rights of students, staff and faculty alike while administering the public safety and security policies of WOU.

Campus Public Safety Office provides campus patrol and escort, incident response, parking patrol and citations, and assistance to staff and students with building access or vehicle problems.

Campus Closures / Inclement Weather

Announcement of cancellation of classes because of an emergency involving a hazard to the health or safety of students or staff or because of inclement weather conditions will be made over area radio and TV stations, on the WOU Web Page, and through the WOU Alert System. The most likely cause of closure is hazardous weather conditions that make any travel dangerous.

WOU may close during the course of the day, if conditions warrant, allowing students and staff to return home safely. Should WOU close, it will not reopen until the following day. The decision to close will be made by the President or the President's representative. For more information see the Inclement Weather Policy and Inclement Conditions contract provisions.

Work-related Injuries/Illnesses

Classified employees must report all incidents or injuries to their supervisor as soon as possible; or at least before leaving their work location. The supervisor must fill out the Occupational Injury Report (also referred to as the Supervisor's Report) within 24 hours of any incident.

All employees of the University are covered under the Worker's Compensation Act through SAIF Corporation. In addition to the Occupational Injury Report form, if a work-related injury or illness involves treatment by a physician, a Workers Compensation Form (801) must be filled out and signed by both the employee and the supervisor. This form must be brought to the Office of Human Resources within three working days of the incident.

All job-related injuries and/or illnesses resulting in treatment by a physician, requires a written release from the treating physician for the employee to be able to return to work.

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 release to their supervisor and report to work as directed. A physician must authorize any and all time loss. It is the employee's responsibility to comply with all physical restrictions as prescribed by their treating physician.

Contact the Office of Human Resources with any questions or concerns regarding on-the-job injuries; and any release to return to modified work with specific medical restrictions.

Environmental Safety

It is particularly important that all university employees and students comply with the following rules that are part of the State of Oregon fire codes:

- Smoking in areas posted "No Smoking" is prohibited.
- Burning of candles inside a campus building is prohibited by law except under certain specific conditions. Contact the Public Safety for more information.
- No ungrounded, zip-type extension cords are to be used. When found, these dangerous ungrounded cords will be confiscated and the violation reported to the proper department head. Three-wire UL approved extension cords are permissible for short runs and temporary use (24 hour maximum; longer use will also result in confiscation). Extension cords with internal breakers may be used with prior approval.
- No three-way or multiple tap devices of any kind are allowed.
- No tapestries or excessive paper wall coverings are allowed, unless they have been treated with an approved flame deterrent chemical and have received prior approval from the Environmental Safety Office.
- There should be no unnecessary or excessive "paper load" and no excessive storage of cardboard boxes.
- Do not block hallways or exits.

OTHER POLICIES, REGULATIONS AND INFORMATION

Equal Employment Opportunity and Affirmative Action Policy and Plan

WOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without discrimination on the basis of age, color, handicap, national origin, race, marital status, religion, sex or sexual orientation, or any status as protected by state or federal law.

Affirmative action will be utilized to insure the complete implementation of the above policy. These action policies are to be brought regularly to the attention of all personnel. This action includes, but is not limited to, the following:

- Utilization of all sources of applicants to insure equal consideration of qualified individuals for all segments of the community;

- Equal consideration of all qualified employees in the areas of promotion, transfer, and training;
- Cooperation with authorized individuals responsible for administering federal and state laws and regulations in the areas of equal employment opportunity and fair employment practices; and
- Within institutional resources, provision of maximum opportunity to employees to enhance their skills to enable them to reach their full potential.

By implementing the above policies, WOU intends to utilize more fully the skills and potential skills of well-qualified individuals to the mutual advantage of the university and its employees. In achieving the objectives of these policies, WOU will periodically review the administration of the policies and, where deemed necessary, will implement changes to eliminate any possibility of illegal or improper discrimination against employees or prospective employees.

Affirmative Action

The first comprehensive Affirmative Action Plan for WOU, known as Oregon College of Education at the time, was written in 1975. The university readopted a plan in 1976, placing the affirmative action goals and policies into that document. The Affirmative Action Plan for WOU has been developed over several years and has involved cooperative efforts of professional staff, students, and administrators. The purpose of the plan is to insure that WOU has a program to facilitate equal employment opportunity as well as to review policies in terms of compliance with various federal and state non-discrimination legislation.

Non-Discrimination Legislation and Orders

- Executive Order 11246, and any amendments
- The Vietnam Veterans Readjustment Assistance Act of 1974.
- Section 503 of the Rehabilitation Act of 1973.
- Title VII of the Civil Rights Act of 1964
- Equal Employment Opportunity Act of 1972
- Equal Pay Act of 1963, as amended by the Education Amendments of 1972
- Age Discrimination in Employment Act
- ORS Chapter 659 and 659A
- The Civil Rights Act (Title VI)
- The Equal Education Opportunities Act of 1974
- And other applicable related Federal and State statutes, rules, regulations or policies.

Policy Regarding Affirmative Action

WOU emphasizes its commitment to the spirit of affirmative action and, by using the available data, has set down goals to correct any under-utilization. WOU intends to use the Affirmative Action Program to provide equal opportunity in employment. A biennial update of availability and utilization serves to insure that the policies and practices of WOU are resulting in progress toward meeting the ultimate goals of equal opportunity. The success of the Affirmative Action Program depends upon the understanding and support of WOU's affirmative action policy, both the intent and procedures involved in its implementation, by the campus community.

WOU's Plan for Affirmative Action includes the following action steps:

- A policy statement.
- Procedures for the internal and external dissemination of information concerning the plan to all concerned individuals and bodies.
- An assignment of responsibilities for implementation of the affirmative action plan.
- A utilization analysis consisting of a workforce analysis, job group analysis, and an availability analysis.
- The identification of problem areas, with the establishment of goals and timetables to overcome these problems.
- The establishment of programs to achieve the goals and objectives of the plan.
- Methods and frequency of monitoring and evaluation reports to identify successes and problems of goal achievement.

- Procedures for handling equal opportunity and sexual harassment complaints.
- Procedures for recruiting, hiring, insuring a harassment-free environment, and making reasonable accommodations for disabled employees.

Implementation of the Plan

The President of WOU has ultimate responsibility for the Affirmative Action Program of the university. By appointment of the President, the Affirmative Action Officer (AAO) is responsible for coordinating the implementation of the program. The Vice President for Finance and Administration, after conferring with the AAO, also has specific responsibility of advising all contractors providing goods/services to the university or the institution's Affirmative Action Program and the responsibility for insuring that such contractors, if not exempt, have appropriate affirmative action programs.

Copies of the entire Affirmative Action Program, with appendices, are available in the Office of Human Resources, the Library, or the Provost's Office. Employees should feel free to become informed of the full details of the Affirmative Action Program, which is only outlined above.

Grievance Procedure for Discrimination Complaints

The university has established a specific procedure to be used in resolving complaints alleging discrimination on the basis of race, national origin, religion, sex, age, disability, marital status, or alleging sexual harassment. The grievance procedure is open to all employees, applicants, and students. Classified employees also have the grievance procedure stated in current CBA for complaints.

See generally CBA Article 19.

Consensual Relationships Statement

The University's Consensual Relationships Policy serves to broadly identify consensual relationships and identify procedures for use by WOU employees and students when they feel that a relationship has moved into potential sexual harassment. A relationship covered by this policy must appear to be consensual, be romantic or sexual in nature, and develop between two individuals, one of whom has power or authority over the other. A romantic or sexual relationship that is entered into by two adults when one has power or authority over the other creates the possibility that the relationship may not be truly consensual, or if consensual, may not permit a later decision by the person with less power or authority to discontinue the relationship out of concern for the possible effect on his/her employment or educational status.

If a romantic or sexual relationship is proven to be non-consensual or becomes non-consensual, it is regarded as potential sexual harassment based on the unwelcome nature of the sexual conduct under the University's Discrimination and Harassment Policy.

Discrimination and Sexual Harassment

WOU is committed to cultivating an educational and work environment in which all individuals are treated with respect and dignity. Each individual has the right to learn and work in an atmosphere that promotes equal education and employment opportunities and prohibits discriminatory practices, including harassment. This policy reaffirms WOU's prohibition against discrimination and harassment, defines and clarifies types of prohibited conduct, and provides an effective complaint procedure to individuals who believe they have been subject to or have observed prohibited conduct based on race, color, religion, national origin, age, sex, gender, marital status, sexual orientation, veteran status, or disability or any other status protected by law.

Gifts and Bequests

WOU from time to time receives gifts and bequests. As a protection to the donor, the staff member receiving the gift, and the university, it is the policy of the university that all such funds or other items of value are to be handled through the WOU Foundation (Foundation). The Foundation, when designated, will act as the trustee of those funds designated for specific purposes and disburse them as specified by the donor.

No funds belonging to any element of the university are to be kept in non-university bank accounts or in cash; and no employee of the university is to solicit or accept funds intended to be handled in this manner. It should be noted that the Foundation, not the university, has 501(C)(3) tax exempt status, and that problems could arise for donors who give directly to an unauthorized fund and then attempt to use those gifts as income tax deductions.

Solicitation of gifts and bequests, and grant requests to corporations and foundations, for whatever purpose, are to be coordinated through the Vice President for University Advancement so that potential donors are not inundated by conflicting and competing requests.

The above requirements are not intended to discourage classified employees who may have an opportunity to secure financial aid for some aspect of the university or its programs. Rather, it is in response to the realities and complexities of federal and state tax laws, directives, and policies; the fiduciary responsibilities of those controlling assets that do not belong to them; and the need for the most effective and efficient approaches to those who are potential donors. The Foundation is most willing to work with any WOU employee to assure that all interests are cared for properly.

Alcohol and Drug Free Policy

The policy on Drug-Free Schools and Communities commits WOU to the education and development of healthy, productive, and responsible individuals through the establishment and enforcement of institutional rules that uphold federal, state, and local laws applicable to alcohol and other drug usage. WOU prohibits illegal use of drugs or alcohol by students, faculty, or staff.

Employee Responsibilities to Adhere to University Regulations

Classified employees are responsible for adhering to university regulations, policies and CBA provisions. An organization can operate effectively and consistently only if it has policies and rules to guide it and its members. This Handbook is an attempt to summarize those regulations pertaining directly to classified employees. As noted where pertinent, additional detail on some matters is also found in the Administrative Rules of the Board of Higher Education, Divisions 20, 21 and 22, and the current CBA. Copies of the policies and current CBA can be found in the President's Office and Office of Human Resources. They can also be found on the university web site under Site Index and the Human Resources web page.

WOU Policy Index:

<http://www2.wou.edu/pls/wou2/policy.woupolicy.main>

2013-2015 SEIU Contract:

<http://www.wou.edu/admin/hr/2013-15%20FINAL%20AGREEMENT-RevisionsFeb13.2014.pdf>

Each classified employee is responsible for knowing the policies, regulations and CBA language referred to in the Handbook and for making every reasonable effort to adhere to them.

Contact the Office of Human Resources regarding any questions, concerns, or clarifications.