

Conditions of Employment | Unclassified Staff

Last Reviewed: 03/29/2022

PURPOSE

To set forth the Conditions of Employment for those employees appointed to Unclassified, unranked, and fixed-term nine or twelve-month appointments, including those funded on a grant, contract or gift.

APPLICABILITY

Unclassified, unranked, fixed-term appointments of nine or twelve-months, referred to as “Administrators” or “Administrative Staff”, including those paid on a grant, contract or gift.

GENERAL POLICY FOR ADMINISTRATORS OR ADMINISTRATIVE STAFF

The *Conditions of Employment* shall constitute the policy under which administrators and administrative staff members of Western Oregon University are employed. Each notice of appointment for administrators or administrative staff shall incorporate this policy by reference and shall provide that acceptance of the appointment constitutes notice and acceptance that these conditions apply.

AUTHORITY

Fixed-term appointments may be made and are renewable at the discretion of the president of the university or their designee.

APPOINTMENTS

Approvals

Authorization to fill an administrator or administrative staff position must be approved by the president. Appointments then become effective when approved by the appropriate vice president. In extraordinary circumstances, the president may give approval for direct appointment of an administrator or administrative staff.

Twelve-Month Appointments

Twelve-month administrative staff shall receive annually, an appointment for a fiscal year beginning July 1. Appointments and reappointments shall generally be for one fiscal year, unless the president gives special approval for a contract of up to three years or less than one year.

Nine-Month (Academic Year) Appointments

Nine-month administrative staff shall receive annually, an appointment for an academic year, usually nine-months, but may be extended beyond the nine-months. Appointments and reappointments shall generally be for one nine-month period, or a portion thereof, unless the president gives special approval for a contract of up to three years or less than nine-months.

Appointments Dependent On Grant, Gifts or Contracts

Appointments which are dependent for continuation on funding from a specific source other than state appropriations shall so state in the notice of appointment and may terminate when the funding is no longer available.

Dual Appointments

Unclassified, unranked administrators or administrative staff members may hold dual appointments (i.e. employment as an administrator and simultaneous employment as a faculty member). The appointment that is controlling will be identified in writing at the time of employment. Each appointment will be governed by the applicable set of conditions of employment specific to the type of position (i.e. teaching faculty, etc.).

COMPENSATION

Salaries

The president, vice presidents and directors set the salaries for the administrators and administrative staff. Cost-of-living and merit increase when available will be allocated by the president in consultation with the vice presidents and within the limitation of available funds.

Outside Activities and Supplementary Compensation

Policies governing outside activities and supplementary compensation are administered by the university. These policies can be found in the Western Oregon University Staff Handbook, Western Oregon University Website under Policies; the Oregon University System Website and Oregon Administrative Rules.

EMPLOYEE RELATED BENEFITS

Fringe Benefits

Certain fringe benefits are made available to all state employees and are subject to change by the legislature, such as medical, dental and retirement benefits. Changes to such benefits will be made by

the governor and legislature and normally to be effective at the start of the succeeding appointment period or as dictated by policy. Additional benefits may be added to be effective as determined by the legislature, the Board of Higher Education, Oregon Public Universities and/or university president.

Vacation Leave

Nine-month positions, including those with extensions are not eligible to accrue vacation.

Twelve-month positions and those on grants, contract, or gift are eligible to accrue 15 hours of vacation per month, prorated based on FTE.

Eligible employees may request a cash-out up to forty (40) hours of vacation leave each year. The employee will submit the appropriate university form by the last working day of December each year requesting the cash-out. The cash-out will be paid to the employee on their January paycheck. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

Vacation payouts are funded based on how the vacation was accrued, unless otherwise specified by the University. If vacation was accrued from a grant, contract, or gift, the payout will come from the same source unless disallowed by the funder. If disallowed, indirect funds recovered within the employee's unit may be used to fund the vacation payout.

Sick Leave

Nine and twelve-month positions are eligible to accrue eight hours of sick leave per month, prorated based on FTE. Sick leave is non-compensable (not eligible to be paid out).

Bereavement Leave

Unclassified employees shall be eligible for a maximum of four (4) work days of paid bereavement leave within the two weeks provided under Oregon Family Medical Leave (OFLA), prorated for part time employees. The employee may use their own accrued paid leave for the remainder of the two weeks provided under OFLA.

Bereavement Leave under OFLA (but not FMLA) which is protected unpaid leave to make funeral arrangements, attend the funeral or to grieve a family member who has passed away. This leave is limited to two weeks and must be completed within 60 days of the date when the employee learned of the death. Bereavement leave will count toward the total amount of OFLA eligible leave.

DUTIES AND RESPONSIBILITIES

Assignment of Duties

Duties and responsibilities of an administrator or administrative staff member shall consist of those assigned by the appropriate vice president and/or relevant supervisor. All duties and responsibilities shall be carried out under the direction of the relevant supervisor, who may alter or amend assigned duties at any time.

Unpaid Furlough/Reduction in FTE/Salary Reduction

Administrators or administrative staff may be required to take unpaid furlough, a reduction in FTE (full-time equivalent), or a reduction in salary during their contract period. The president, appropriate vice president and relevant supervisor will determine, because of significant financial or budget considerations, the necessity to implement a furlough, reduction in FTE, or reduction in salary process. Thirty-day notice will be given prior to the first day of implementation.

Service

Unclassified staff who wish to engage in service must seek permission from their supervisor. Unclassified staff who are funded entirely from a grant or contract are not permitted to provide service to the university outside of the scope of activities specified in the grant or contract. These staff who wish to engage in service outside of their grant or contract must seek permission from their supervisor to determine if they may adjust the percent of time on the grant or contract to accommodate the time devoted to the additional service to the university.

Evaluation

Performance of assigned duties by administrators or administrative staff shall be subject to annual evaluations by the appropriate vice president and/or relevant supervisor, and performance shall be considered in decisions relating to compensation, retention or termination, or a decision not to reappoint.

REAPPOINTMENT

Continued Employment

The awarding of an administrative appointment carries no university commitment to continued appointment beyond the stipulated contract period.

Notification of Renewal or Non-renewal

Administrators and administrative staff shall be given a 90-day written notification of renewal or non-renewal of his/her appointment.

Providing notification of non-renewal less than 90-days prior to the end date of the current appointment will not result in automatic renewal of appointment. If notice of non-renewal is given less than 90-days prior to the end of an administrative staff member's current appointment period, the staff member shall be entitled to continuation of salary for 90-days from the date of notification under the conditions specified in the following paragraph.

During the period between notifying an administrator of non-renewal and the end of the appointment period, the administrative staff member may:

- continue to work in the current position
- be assigned to work in another position (any such reassignment must be approved by the responsible vice president)
- voluntarily resign in lieu of non-renewal

In addition, the administrator or administrative staff member will be given a flexible work schedule as needed for a job search.

The administrative staff member is not entitled to a hearing upon a decision of non-renewal. An administrative staff member whose appointment is not renewed shall not be entitled to a statement of reasons for that action.

TERMINATION

Reasons for Termination During the Appointment Period

Not for Cause

Administrators or administrative staff may be removed by the president only for financial exigency (university-wide); retrenchment (university-wide); or significant organizational restructuring (department/unit), which is determined by the president, appropriate vice president and relevant supervisor to be necessary because of significant financial or budget considerations that must be addressed immediately. An administrator or administrative staff member who is released not for cause before the end of their appointment period will receive a written notice of not less than 90-days. The decision will be final and cannot be grieved.

For Cause

Reasons for dismissal may include, but are not limited to, incompetence or dishonesty in professional activities, and neglect of properly assigned duties. Employees terminated for cause have access to the grievance procedure.

Note

This communication is only a summary of key conditions of employment for unclassified staff. Additional questions should be directed to Human Resources at 503-838-8490.