

Payment Plans for Classified Employees

Please place your initials next to the appropriate payment plan for your position.

| | Full Time, Classified Employees (CA) | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----|------|-----|-----|-----|-----|-----|-----|------|-----|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| <p>Classified employees who are hired full-time are paid once per month, on the last business day of the month. They are paid on a salaried basis, and must work at least 40 hours a week to receive their full salary. These employees are paid via a “forecast” pay method. Thus any leave-without-pay taken, or any overtime worked throughout the month, will be reflected on the next month’s paycheck. This method is in collaboration with the Collective Bargaining Agreement. Classified employees are paid according to a 173.33 hour per month work schedule, or 2,080 hours per calendar year. For months that are shorter (e.g. February), this may be reflected in a smaller payment on March’s pay if the full 173.33 hours of work were not met. Hours must be recorded on a classified timesheet issued by Human Resources and returned by the first of the following month. For a timesheet to be valid, an employee signature and a supervisor signature are required.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| | Part-Time, Classified Employees (CE) | | | | | | | | | | | | | | | | | | | | | | |
| <p>Part-time classified employees are paid hourly. Hours are recorded on a mid-month to mid-month basis with payment once per month, on the last business day of the month. Their timesheet begins on the 16th of the month and goes through the 15th of the following month. Payment during that following month should reflect those hours worked (i.e. all hours worked from April 16th through May 15th are reflected on the May 31st paycheck). All hours must be recorded on a classified timesheet issued by Human Resources and returned on the next business day after timesheet completion. For a timesheet to be valid, an employee signature and a supervisor signature are required.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| | Classified Employees on a 9-Month Contract (CA) | | | | | | | | | | | | | | | | | | | | | | |
| <p>Classified employees who are hired to work during the academic year (9 months) are paid on the last business day of the month according to the pay plan below. These employees are paid via a “forecast” pay method. Thus any leave-without-pay taken, or any overtime worked throughout the month, will be reflected on the next month’s paycheck. This method is in collaboration with the Collective Bargaining Agreement. Hours must be recorded on a classified timesheet issued by Human Resources and returned by the first of the following month. For a timesheet to be valid, an employee signature and a supervisor signature are required.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Academic Year Pay Plan: This plan entitles the employee to receive 1/9 of their annual salary through the months of October to May, with employees receiving only 1/18 of their annual salary for June and September. This is due to the employee’s work schedule not requiring a full month of work.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Payment Schedule- First paycheck end of September</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th>Mo</th> <th>Sept</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>June</th> </tr> </thead> <tbody> <tr> <td>Pay</td> <td>1/18</td> <td>1/9</td> <td>1/9</td> <td>1/9</td> <td>1/9</td> <td>1/9</td> <td>1/9</td> <td>1/9</td> <td>1/9</td> <td>1/18</td> </tr> </tbody> </table> | | Mo | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Pay | 1/18 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/18 |
| Mo | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | | | | | | | | | | | | | |
| Pay | 1/18 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/9 | 1/18 | | | | | | | | | | | | | |
| | Temporary Support Staff (TS) | | | | | | | | | | | | | | | | | | | | | | |
| <p>Temporary support staff are paid in accordance to the hours recorded on their timesheet. Hours are recorded on a mid-month to mid-month basis with payment once per month, on the last business day of the month. Their timesheet begins on the 10th of the month and goes through the 11th of the following month. Payment at the end of the month should reflect those hours worked (i.e. all hours worked from April 10th through May 11th are reflected on the May 31st paycheck). All hours must be recorded on a timesheet issued by your department and returned on the next business day after their timesheet has been completed. For a timesheet to be valid, an employee signature and a supervisor signature are required.</p> <p>*Temporary support staff MUST complete the Conditions of Temporary Employment Form on the reverse.</p> | | | | | | | | | | | | | | | | | | | | | | | |

I have read and understood the payment plan appropriate for my position:

Signature

Date

Printed Name

ID #

(See reverse for Conditions of Temporary Employment Form)



Conditions of Temporary Employment

Section A: Name & Hiring Department

Employee's Name

Hiring Department

Section B: Benefits Eligibility

As a temporary employee you are not eligible for:

- Regular status
- State medical, dental, or insurance benefits
- Regularly scheduled salary increases
- Agency promotional exam opportunities
- Layoff rights
- Vacation leave
- Sick leave with pay
- Personal leave
- Holiday pay
- Position reclassification or transfer rights
- Service credits or seniority
- Staff tuition fee reduction

You are eligible for:

- Public Employee Retirement System benefits after six months of employment (if 600 hours are worked in a calendar year.)
- Applying the experience gained as a temporary employee toward the minimum experience requirement of state job classifications

Since you are not eligible for vacation, sick leave, personal leave, or holiday pay, any time away from your job must, unless otherwise provided by WOU policy, be taken as leave-without-pay.

Section C: Position Information

You have been hired as a temporary employee at Western Oregon University. This appointment is effective _____ and is expected to end on _____.

Your supervisor will notify you if your termination date is earlier than the above date. This appointment shall not effective in any event after _____. Your appointment may be terminated at any time at the discretion of the appointing authority.

Your temporary appointment in no way assures or implies an appointment to any regular, limited duration or academic year position with Western Oregon University.

Employee Signature

Date

Supervisor Signature

Date