

# University of Oregon

## HUMAN RESOURCES POLICIES and PRACTICES

### Officers of Administration

*This compilation of existing policy and practices for Officers of Administration was created as part of the Officers of Administration Policy Initiative. It is the first step in the project to provide a comprehensive list of policies that govern Officers of Administration employment. As new policies are drafted, or existing ones revised, they will be added to this compilation. Thanks to the initiative steering committee members for their contribution.*

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### **Affirmative Action and Equal Opportunity**

#### Affirmative Action:

UO Policy Statement on Affirmative Action & Equal Opportunity:

<http://policies.uoregon.edu/ch1i.html>

UO Office of Affirmative Action & Equal Opportunity:

<http://aaeo.uoregon.edu/>

#### Disability (ADA) Eligibility/Accommodation Process:

UO Office of Affirmative Action & Equal Opportunity, Interactive ADA Eligibility and Accommodation Process:

<http://aaeo.uoregon.edu/Interactive%20ADA%20Process.pdf>

#### Grievance Procedures:

<http://aaeo.uoregon.edu/booklet.html>

#### Sexual Harassment:

<http://aaeo.uoregon.edu/booklet.html>

## **Benefits**

General:

<http://hr.uoregon.edu/benefits/>

Retirement Plans for OAs:

<http://hr.uoregon.edu/benefits/retirement.html>

Basic Life Insurance:

<http://pebb.das.state.or.us/DAS/PEBB/2009Benefits/BasicLife.shtml>

Short- and Long-term Disability Coverage:

<http://pebb.das.state.or.us/DAS/PEBB/2009Benefits/OptionalInsurance.shtml>

Medical and Dental Coverage:

[http://www.oregon.gov/DAS/PEBB/Links.shtml#Medical\\_Plans](http://www.oregon.gov/DAS/PEBB/Links.shtml#Medical_Plans)

2010 Benefits Update:

<http://www.oregon.gov/sites/DAS/PEBB/StatewidePortalPage.page>

Staff Rates for Tuition:

<http://hr.uoregon.edu/benefits/staffrates.html>

Summary of Work/Family Services:

<http://hr.uoregon.edu/workfamily/>

## **Compensation**

Compensation Administration:

<http://hr.uoregon.edu/oa/compensationadministration.html>

Initial salary setting:

UO Policy 3.400, Officers of Administration, section 7:

<http://policies.uoregon.edu/ch3b1.html>

Salary Increases:

UO Policy 3.120, Merit Increase Factors:

<http://policies.uoregon.edu/ch3l.html>

UO Policy 3.400 Officers of Administration, section 7:

<http://policies.uoregon.edu/ch3b1.html>

Managing Classification and Compensation:

<http://hr.uoregon.edu/oa/academicguide-classification.html>

Overtime:

<http://hr.uoregon.edu/oa/compensationadministration.html>

FLSA Exclusion from Overtime:

<http://hr.uoregon.edu/cc/overtime.html>

<http://www.dol.gov/compliance/laws/comp-flsa.htm>

## **Employee Relations**

Performance Appraisal, receiving one:

<http://hr.uoregon.edu/oa/performanceappraisal.html>

Performance Appraisal, managing employee performance:

<http://hr.uoregon.edu/oa/oa-pa-intro.html>

<http://hr.uoregon.edu/oa/academicguide-feedback.html>

UO policy 3.400, Officers of Administration, section 3:

<http://policies.uoregon.edu/ch3b1.html>,

Performance appraisal formats:

<http://hr.uoregon.edu/oa/oa-pa-intro.html>

Conflicts of Interest:

UO Policy 3.095, Potential Conflicts of Interest:

<http://policies.uoregon.edu/ch3g1.html>

Conflicts of Interest and Abuses of Power: Sexual or Romantic Relationships with Students:

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_571/571\\_004.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_571/571_004.html)

Computer Resources Acceptable Use Policy, Information Services:

[http://is.uoregon.edu/cio/acceptable\\_use.shtml](http://is.uoregon.edu/cio/acceptable_use.shtml)

Prohibited Political Activity:

UO Policy 1.000, Prohibited Political Activities:

<http://policies.uoregon.edu/ch1e.html>

Respectful Work Environment:

<http://hr.uoregon.edu/policy/RespectfulWorkplaceMemo2009.pdf>

Drug-Free Workplace:

<http://hr.uoregon.edu/policy/drug-alcohol-policy.html>

Whistleblower Protection:

[http://arcweb.sos.state.or.us/rules/OARS\\_800/OAR\\_839/839\\_010.html](http://arcweb.sos.state.or.us/rules/OARS_800/OAR_839/839_010.html)

Proscribed Conduct and Discipline:

<http://hr.uoregon.edu/oa/disciplineandproscribedconduct.html>

Grievance process:

General:

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_571/571\\_003.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_571/571_003.html)

Discrimination Based:

<http://aaeo.uoregon.edu/booklet.html>

Written Reprimands:

UO Policy 3.01, Written Reprimands:

<http://policies.uoregon.edu/ch3c.html>

## **Employment**

General Information about Officers of Administration Employment:

<http://hr.uoregon.edu/oa/>

Unclassified Appointments:

HR Officer of Administration Web Site – Types of Appointments:

<http://hr.uoregon.edu/oa/typesofappointments.html>

UO Policy 3.400, Officers of Administration, section 1:

<http://policies.uoregon.edu/ch3b1.html>

UO Appointment Process:

<http://ups.uoregon.edu/>

Reorganizations and Promotions:

UO Policy 3.400, Officers of Administration, section 6:

<http://policies.uoregon.edu/ch3b1.html>

UO Internal Management Directive regarding position recruitment:

<http://aaeo.uoregon.edu/management%20directive.html>

Contracts:

General:

<http://hr.uoregon.edu/oa/typesofappointments.html>

Contract Type: UPS, PWAAPPT Overview, Requests to Offer (RTO), Appointment Tab, Contract Type:

<http://ups.uoregon.edu/node/80#ContractType>

Contract Dates: UPS, PWAAPPT Overview, Requests to Offer (RTO), Appointment Tab, Contract Dates:

<http://ups.uoregon.edu/node/80#ContractDates>

Contract Renewal: UPS, Renewal Appointments:

<http://ups.uoregon.edu/node/57>

Timely Notice:

HR Officer of Administration Web Site – Timely Notice:

<http://hr.uoregon.edu/oa/timelynotice.html>

UO Policy 3.400, Officers of Administration, section 8:

<http://policies.uoregon.edu/ch3b1.html>,

Employment of Relatives:

UO Policy 3.000, Nepotism:

<http://policies.uoregon.edu/ch3a.html>

Family Relationships and Employment:

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_571/571\\_004.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_571/571_004.html)

Employment of More than One Member of a Household:

[http://arcweb.sos.state.or.us/rules/OARS\\_500/OAR\\_580/580\\_022.html](http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_022.html)

Work Time and Recordkeeping for OAs Who are Eligible for Overtime:

<http://ups.uoregon.edu/node/59>

## **Governance**

Committees:

<http://hr.uoregon.edu/oa/oaroleingovernance.html>

Officers of Administration Council:

<http://oa.uoregon.edu/home/>

## **Health and Safety**

Adverse or Hazardous Working Conditions:

<http://facilities.uoregon.edu/?q=node/289>

Environmental Health and Safety policies and procedures:

<http://facilities.uoregon.edu/?q=node/293>

Inclement Weather:

<http://hr.uoregon.edu/policy/weather.html>

Leave for Work-Related Injuries:

<http://facilities.uoregon.edu/?q=node/360>

## **Professional Development and Training**

Professional Development:

<http://hr.uoregon.edu/training>

Training Offerings:

<http://hr.uoregon.edu/training/guide2003.html>

Employee Benefit Fund:

<http://hr.uoregon.edu/benefits/ebfpolicy.html>

Professional Development Leave, UO Policy 3.400 Officers of Administration, section 9:

<http://policies.uoregon.edu/ch3b1.html>

Online Handbook for Managerial, Administrative, and Clerical Employees:

<http://ohmac.uoregon>

## **Recruitment and Selection**

Recruitment Instructions and Forms:

<http://hr.uoregon.edu/recruit>

Advertising a Position:

UPS, Appointment Process, Scope of Search:

<http://ups.uoregon.edu/content/scope-search>

Background Checks:

<http://policies.uoregon.edu/ch3ee.html>

Filling Positions:

UPS New Appointments Process:

<http://ups.uoregon.edu/content/new-appointments>

Internal Candidates:

UO Policy 3.12, Internal Candidates for Instructional and Administrative Academic Positions:

<http://policies.uoregon.edu/ch3g.html>

Nonregular and Temporary Appointments:

UO Policy 3.400, Officers of Administration, section 10:

<http://policies.uoregon.edu/ch3b1.html>

<http://ups.uoregon.edu/node/76>

## ***Separation***

Non-renewal of fixed term appointments:

UO Policy 3.400, Officers of Administration, section 8:

<http://policies.uoregon.edu/ch3b1.html>

Termination, for cause:

<http://hr.uoregon.edu/oa/disciplineandproscribedconduct.html>

Termination, not for cause:

<http://hr.uoregon.edu/oa/timelynotice.html>

## ***Time-Off and Leaves***

<http://hr.uoregon.edu/oa/holidaysvacationsickleave.html>

<http://hr.uoregon.edu/policy/>

Holidays:

<http://hr.uoregon.edu/oa/holidaysvacationsickleave.html>

<http://hr.uoregon.edu/policy/holidays-unclassif.html>

Vacation Leave:

<http://hr.uoregon.edu/policy/oar-vacation.html>

<http://hr.uoregon.edu/oa/holidaysvacationsickleave.html>

Vacation Leave Maximum:

<http://hr.uoregon.edu/policy/oa-vac-max.html>

Sick Leave:

<http://hr.uoregon.edu/policy/oa-sick-leave.html>

Jury Duty:

<http://www.leg.state.or.us/ors/010.html>

Military Leave and Leave for Military Families:

<http://hr.uoregon.edu/oa/holidaysvacationsickleave.html>

Family and Medical Leave Act (FMLA) Rights:

<http://hr.uoregon.edu/benefits/fmla.html>

Parental Leave:

<http://hr.uoregon.edu/oa/holidaysvacationsickleave.html>

Professional Development Leave:

<http://hr.uoregon.edu/oa/professionaldevelopmentleave.html>

Unearned Sick Leave Advance:

<http://hr.uoregon.edu/policy/oa-sick-leave.html>

## **Work Life Resources**

Work Life Resources:

<http://hr.uoregon.edu/workfamily/index.html>

<http://hr.uoregon.edu/workfamily>

Family Support:

UO Policy 3.02, Family Support:

<http://policies.uoregon.edu/ch3d.html>

Health and Wellness:

[http://hr.uoregon.edu/workfamily/workandfamily\\_HealthandWellness.html](http://hr.uoregon.edu/workfamily/workandfamily_HealthandWellness.html)

Flexible Work Policy:

Draft in Process

Telecommuting (Update in process):

<http://policies.uoregon.edu/ch3x2.html>