

1                   **REQUIRED CERTIFICATIONS, MATERIALS, AND UNIFORMS**

2 **Section 1.** The University will pay for or reimburse workers for all required training and  
3 certifications pertaining to their employment. These certifications include but are not limited to  
4 CPR, lifeguard certification, driver training, and Oregon food handler's license.

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6 **Section 2. Supplies.** The University will pay for or reimburse workers for required supplies and  
7 equipment, including, but not limited to software, materials, and books a student worker is  
8 required to purchase within ~~fourteen~~ (14) days of the student worker submitting the required  
9 forms.

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11 **Section 3. Clothing.** The University shall provide any required clothing or uniform, or will  
12 reimburse the student worker for any clothing, accessories, uniform, or footwear purchased  
13 because of a dress requirement. Any provided materials listed above shall be in functional and  
14 working order.

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16 **Section 4.** All uniforms provided to student workers shall be available in at least all sizes  
17 XS-2XL. If there are men's and women's uniform differences, both shall have these sizes  
18 available for every student worker.

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20 **Section 5. Resident Assistants.** The University shall pay for each RA to get certified or  
21 recertified in CPR training each academic year. The University shall also conduct courses on  
22 naloxone (narcan) administration, along with basic first aid in the Fall RA training. ~~Resident~~  
23 ~~Assistants may opt out of any element of this section if they so choose. A RA's training under~~  
24 ~~this section shall not be considered in the reemployment process.~~

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26 **Section 6.** Whenever possible, the university shall cover these expenses directly.

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28 **Section 7. Reimbursement.** The reimbursement process shall be posted online and easy to  
29 follow. All reimbursements shall be made within ~~fourteen~~ (14) days of the student worker  
30 submitting the required forms, or by their next paycheck, whichever is sooner. ~~Supervisors shall~~  
31 ~~approve of purchases before they are made. If the reimbursement is later than 10 days, it will~~  
32 ~~acquire 2% interest for every additional day late.~~