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| Western Oregon University Campus Policy & Procedure | Number: 300 |
| Issuing Department: Office Human Resources | Effective Date: May 11, 2004 |
| Subject: Conditions of Employment Unclassified Positions Funded by Gift, Grant or Contract | Revised Date: April 1, 2009 |

POLICY

Unclassified positions that are funded totally by gift, grant, or contract funds will be subject to conditions of employment as listed below. These positions must be described within the gift, grant or contract. The conditions of employment subject to this policy are: vacation, sick leave, tenure, promotion, sabbatical leave and timely notice of nonrenewal or termination of employment.

PURPOSE

To provide clarification of the Administrative Rule provisions governing vacation, sick leave, tenure, promotion, sabbatical leave and timely notice of nonrenewal or termination of employment that apply or are modified in their application to unclassified non-teaching positions funded by gift, grant or contract funds.

PROCEDURES

VACATION LEAVE – ADMINISTRATIVE RULE 580-021-0030 IS MODIFIED AS FOLLOWS:

Eligibility

All persons appointed (or re-appointed) to a 12-month academic position of .50 FTE or more shall be entitled to vacation benefits, hereinafter described, unless specifically exempted by conditions and/or qualifications contained in their Notice of Appointment. New appointments of less than six (6) months duration will not be eligible for vacation benefits.

Vacation Benefits

Vacation benefits shall accrue at the rate of 15 hours for each full (1.00 FTE) month of service, excluding any months when on leave without pay, to a maximum of 180 regular work hours (22.5 work days). Vacation benefits to be earned will be posted to the employee's records at the beginning of the appointment period.

Scheduling Of Vacation

Vacation schedules must be compatible with major work assignments and shall be determined by mutual agreement between the employee and his/her supervisor. Vacation time must be taken during the appointment period in which it is earned.

Unused Vacation

Vacation privileges are not cumulative from year to year. Unused vacation time will be dropped from the employee's records at the end of each appointment period. No payment will be made for unused vacation.

Reporting Of Vacation Used

Each employee shall maintain a monthly time report listing the hours absent for the purpose of vacation leave. This report shall be signed by the employee and submitted to his/her supervisor no later than the tenth calendar day of the following month.

Resignation Or Termination

Resignation or termination prior to the end of an appointment period may result in a claim against the employee for vacation time taken but not yet fully earned. This amount may be deducted from the employee's final paycheck.

SICK LEAVE – ADMINISTRATIVE RULE 580-021-0035 IS MODIFIED AS FOLLOWS:

Eligibility

All persons appointed (or reappointed) to an unclassified non-teaching position of .50 FTE or more shall be entitled to earn and use sick leave benefits, hereinafter described, unless specifically exempted by conditions and/or qualifications contained in their Notice of Appointment. New appointments of less than 30 days duration will not be eligible to earn or use sick leave benefits.

Sick Leave Benefits

Sick leave benefits shall accrue at the rate of eight (8) hours for each full (1.00 FTE) month of service, excluding any months when on leave without pay. Sick leave benefits to be earned will be posted to the employee's records at the beginning of the appointment period.

Use Of Sick Leave

Sick leave may be used for any period of absence from service which is due to the employee's illness, injury, disability resulting from pregnancy, necessity for medical or dental care, exposure to contagious disease, or attendance upon members of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, or another member of the immediate household) where the employee's presence is required because of illness or death in the immediate family of the employee or the employee's spouse. A physician's certificate may be required before allowing an employee to return to work, to certify that the return would not be detrimental to the employee or to others.

Reporting Of Sick Leave Used

Each employee shall maintain a monthly time report listing the hours absent for the purpose of sick leave. This report shall be signed by the employee and submitted to his/her supervisor no later than the tenth calendar day of the following month.

Resignation Or Termination

Resignation or termination prior to the end of an appointment period may result in a claim against the employee for sick leave taken but not fully earned. This amount may be deducted from the employee's final paycheck.

PROMOTION & TENURE - ADMINISTRATIVE RULE 580-021-0100 through 580-021-0140 DO NOT APPLY

SABBATICAL LEAVE – ADMINISTRATIVE RULES 580-021-0200 THROUGH 580-021-0245 DO NOT APPLY

TIMELY NOTICE & TERMINATION– ADMINISTRATIVE RULE 580-021-0305 THROUGH 580-021-0470 IS MODIFIED.

Employees employed by a gift, grant or contract will be given specific dates of employment. The employment contract could end prior to the specified date, if funds become unavailable. Every effort will be made to inform employees in advance of early termination due to lack of funds. The project manager terminate an employees contract for reasons other that lack of funds.

UNPAID FURLOUGH/REDUCTION IN FTE/SALARY REDUCTION – THIRTY-DAY NOTICE

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.

AUTHORITY

In accordance with Administrative Rule 580-021-0045 (Conditions of Employment on Gift, Grant and Contract Funds) sections 580-021-0100 through 580-021-0140 (Promotion & Tenure) and sections 580-021-0200 through 580-021-0245 (Sabbatical Leave) do not apply to unclassified non-teaching appointments funded by gifts, grants or contracts. In addition, sections 580-021-0030 (Vacations), 580-021-0040 (Sick Leave Plan for Academic Personnel) and 580-021-0305 through 580-021-0470 are replaced or modified as indicated in this document.

RESPONSIBILITY

The supervisor or program manager is responsible for accurately conveying these conditions of employment through a contract letter to the employee. The Office of Human Resources can provide assistance in the process. Any waiver of the provisions of this policy must be approved by the President.

A hard copy of this document is always available in the office of Human Resources.