Western Oregon University
2015-2016
New Employee Orientation
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Our Organization
Western Oregon University's Preamble and Mission Statement

WOU Preamble

Western Oregon University offers exemplary undergraduate and graduate programs in a supportive and rigorous learning environment. Oregon’s oldest public university, WOU works to ensure the success of students and the advancement of knowledge as a service to Oregon and the region. The University works in partnership with PK-12 schools, community colleges and other institutions of higher education, government, and local and global communities.

WOU Mission

Western Oregon University is a comprehensive public university, operating for the public good, which:

- Provides effective learning opportunities that prepare students for a fulfilling life in a global society;
- Supports an accessible and diverse campus community; and,
- Improves continuously our educational, financial, and environmental sustainability.

Core Themes

Effective Learning - Learning is the primary mission of the university; it is not only what we do, but what we do best. To accomplish this, WOU sets and implements rigorous standards and assessment measures to evaluate the quality of teaching, learning experiences, and student success. We encourage and support distinctive and innovative programs and delivery methods, which respond to the changing needs of students and society. We create an environment in which student success is paramount and a shared responsibility of everyone at the university. WOU supports learning with a coordinated system of academic and non-academic programs, processes, and resources. We ensure that student advising is consistent, accurate, timely, personalized, and collaborative. We encourage greater participation in programs that facilitate understanding and the exchange of people and ideas in international, multicultural, and cross-cultural arenas.

1. Objective: WOU students acquire, analyze, and apply knowledge in a global society
2. Objective: WOU students participate in high impact learning experiences.

Supports Diversity - By providing a multicultural campus community, WOU offers students the knowledge, attitudes, and skills to function effectively within and beyond their cultural boundaries as required in today’s global society. To accomplish this, WOU has developed active communities of learning representing diverse populations and perspectives. We provide access to an array of diverse and inclusive populations to foster a quality workforce and well-educated citizens. WOU has developed and maintained partnerships that broaden our vision, increase our potential, and enhance our professional relationships. These include academic and non-academic programs to promote diversity and meet the needs of all constituencies, especially non-traditional and minority students and staff.

1. Objective: WOU is an institution that is accessible to a diversity of student populations across the campus community.
2. Objective: WOU is an institution that is accessible to minorities across the campus community.

3. Objective: WOU successfully partners with diverse communities outside of campus.

**Sustainable Institution** - WOU understands that the university is a living organism that must maintain its stability and sustainability through good educational, financial, and environmental practices. To accomplish this, WOU has developed a systematic and inclusive approach to improving the campus infrastructure, facilities, and services. We continue to create a working environment that fosters open communication and recognizes individual and collective contributions. WOU ensures the rigorous application of ongoing evaluation to improve all aspects of campus life, assure quality, and make decisions predicated on reliable, valid, peer-reviewed data. We nurture connections with our alumni that engender pride, loyalty, and good will, and we enhance technology strategies and capacities to improve teaching, learning, communication, management, and cooperation.

1. Objective: WOU uses educational practices that continuously improve educational sustainability and are in the best interests of serving the community.

2. Objective: WOU uses business practices that continuously improve financial sustainability and are in the best interests of serving the community.

3. Objective: WOU uses practices that continuously improve its operational sustainability and are in the best interests of serving the community.

**Note:** Updated Strategic Plan under development as part of overall Accreditation process.

**WOU’s Vision**

**Extracted: 2005 - 2010 WOU Strategic Plan**

Our vision is to create a university where: students receive a personalized education in a public university setting. Students from all backgrounds excel in academic programs recognized at state, regional, and national levels. Students enjoy personalized advising, encouragement and direction to guide them to self-discovery, intellectual development, service to their community and timely degree completion. Our campus life supports each student with a challenging curriculum, productive interactions with professors and peers, and enriching collegiate activities. Our alumni are invaluable contributors to society.

Our collaborations with partners in education, business and government agencies provide lasting mutual benefits. Our faculty and staff thrive in an energizing, collaborative and creative climate for academic endeavors. The collegial, supportive environment encourages fearless innovation, professional development and community involvement.

**WOU’s Values**

Western Oregon University’s core values center on its commitment to student success; to that end, we adhere to the following core principles:

**Teaching and learning**

- Teaching by experienced, highly qualified faculty in small, personalized settings
• A broad array of majors and specialty courses in the context of a robust and meaningful liberal arts core curriculum
• Academic experiences that include internships, research and service learning
• Individualized support and advising for all students to foster success in the classroom and beyond
• Graduates prepared to meet the economic and societal needs of the state and the region

Healthy campus community and environment
• Campus life rich with personal and academic opportunities
• Connections with our alumni that engender pride, loyalty and good will
• An atmosphere of collegiality and mutual respect
• Technology strategies and capacities to enhance teaching, learning, communication and campus management

Academic freedom and diversity
• The open expression of thoughts, beliefs and attitudes, both in and out of the classroom setting
• Active communities of learning representing a population of diverse people and perspectives
• Access for traditional and new populations of students to foster a quality workforce and well-educated citizens

Fiscal health, accountability and continuous improvement
• Cost-effectiveness and the pursuit of additional funding sources to enhance the campus and to expand educational opportunities
• Systems in place to facilitate timely graduation and affordable tuition
• Rigorous application of ongoing evaluation to improve all aspects of campus life, assure quality, and make decisions based on data
• Restructured processes and innovative strategies to assure high quality in the face of current fiscal challenges in higher education

WOU’s Strategic Goals
1. Preserve and enhance academic distinction. Build a distinctive, first-choice, comprehensive university that is widely recognized for its high-quality academics; strong programs; high-caliber students, faculty, and staff; and exceptional and diverse learning experiences.
Directions

1-1 Establish rigorous standards and assessment measures for quality of teaching and student learning experiences and success. Implement programs to achieve standards and recognize outcomes.

1-2 Support public relations efforts that create a positive perception of WOU and its programs and enhance academic distinction and expectations, both internally and externally.

1-3 Review and revise Liberal Arts Core Curriculum in coordination with new directions determined by the strategic planning process.

1-4 Reexamine funding priorities and find new avenues of support for academic programs, infrastructure, and scholarships.

1-5 Establish and support exceptional and diverse living and learning communities and experiences.

1-6 Encourage and support distinctive and innovative programs and delivery methods which respond to the changing needs of students and society.

1-7 Establish and support visiting faculty programs.

2. Achieve student centeredness. Create a supportive, personalized and responsive environment that prepares students for continued university, career and life success.

Directions

2-1 Create an environment in which student success is paramount and is a responsibility shared by everyone at WOU.

2-2 Offer and support quality academic programs that are flexible and innovative and are responsive to the needs of a diverse student body and society.

2-3 Support learning with a coordinated system of academic and non-academic programs, processes and resources.

2-4 Ensure that student advising is consistent, accurate, timely, personalized and collaborative.

2-5 Enrich the learning community with engaging experiences, activities and environments that contribute to a successful and fulfilled citizenry.

2-6 Enhance academic knowledge with practical experiences including mentoring, internships, research, service learning and independent studies.

2-7 Implement and support technological applications for personalized and efficient student-centered transactions.
3. **Acquire and keep diverse and distinguished people** Increase the recruitment and retention of outstanding and diverse students, faculty and staff.

   **Directions**
   3-1 Increase access to and availability of financial support for students.
   3-2 Maintain and enhance support mechanisms for students.
   3-3 Advance the means to increase salaries of faculty and staff to competitive levels.
   3-4 Increase flexibility of responsibilities, job assignments, workload and scheduling.
   3-5 Improve support, recognition and reward of quality performance.
   3-6 Develop academic and non-academic programs to promote diversity and meet the needs of all, especially non-traditional and minority students, staff and faculty.
   3-7 Encourage greater participation in and advancement of programs that facilitate understanding and the exchange of people and ideas in international, multicultural and cross-cultural arenas.

4. **Focus on meeting cross-unit needs. Provide an efficient and reliable infrastructure that meets physical, human, technological and financial needs.**

   **Directions**
   4-1 Create an infrastructure that enhances quality of life and encourages social interaction on campus and within the local community.
   4-2 Provide quality facilities to meet the instructional, technological and communication needs of the campus.
   4-3 Provide efficient services by streamlining systems, communications and organizational procedures.
   4-4 Increase cross-disciplinary and inter-institutional cooperation and collaboration.
   4-5 Develop a systematic and inclusive approach to improving the campus infrastructure.

5. **Develop and promote a cooperative internal and external environment. Enhance communication, collaboration and understanding among students, faculty, staff, administration, alumni, and local and global communities.**

   **Directions**
   5-1 Utilize market research and campus-wide participation to develop a public relations plan to promote the goals of the university.
5-2 Establish collaborative partnerships linking community and professional individuals with related campus units.

5-3 Serve as a resource to the surrounding communities, region and state.

5-4 Create a working environment that fosters open communication and recognizes both individual and collective contributions.

**Key Level Response**

**President**

Achieve successful regional and national accreditations in 2007 by both Northwest Commission on Colleges and Universities Accreditation and National Council for Accreditation of Teacher Education (NCATE).

- Improve institutional confidence.
- **Reestablish connections between the President’s Office and the persons at all levels of the university who contribute to our mission.**
  - Bring all to the table for discussions about mission and purpose — reaffirm strategic plan.
  - Strengthen or reestablish contact with alumni and parent groups.
  - Improve public presence in Portland, Salem and Mid-Willamette valley.
- Achieve financial stability.

By June 2007, WOU will have a balanced operating budget with a fund balance of at least 10 percent. Reorganize admissions, retention and enrollment management under the Provost to implement new, aggressive admission and retention goals.

- Increase enrollment by 200 headcount and 100 FTE for 2006-07.
- Improve freshman to sophomore retention rate to 68 percent for 2006-
- Increase giving to reduce targeted E&G costs.
- Improve faculty salaries and successful union negotiations.

**Vice President, Finance & Administration**

- Assure institutional viability.

Provide robust information systems, accurate and timely financial budgeting and reporting processes, adoption of prudent fiscal and human resource policies and procedures, and maintain a safe and secure campus.

- Provide customer-oriented services that support and student success, including the following:
  - Adequate and appropriate facilities
  - Safe and secure environment
• Opportunities for work experiences

• **Maintain affordability through prudent budgeting process and accurate and timely financial reporting.**
  
  • Maintain and enhance competitive salary and benefit programs.
  
  • Encourage campus-wide participation in identifying fiscal concerns and problem solving.
  
  • Promote a culture of continuous improvement.

• **Provide cross-campus and community opportunities for facilities planning through involvement in a Master Plan update.**

• **Encourage engagement of Finance and Administration personnel in training activities, committee participation, and provide forums for presentation and discussion of information relevant to the campus community. Maintain and distribute Affirmative Action plan; promote progress in plan goals.**

**Vice President, Academic Affairs & Provost**

• **Support comprehensive and systematic outcomes assessment, continuous reviews and quality improvement processes.**
  
  • Strengthen benchmarking and other measurement processes.
  
  • Develop an effective data management system.
  
  • Secure and sustain accreditations.
  
  • Monitor enrollment to enhance quality and access.

• **Build distinctive and innovative programs, leveraging strengths and opportunities.**
  
  • Review and update curriculum with emphasis on liberal arts core.
  
  • Develop a comprehensive, integrated and coordinated approach to ensure freshman success.
  
  • Foster interdisciplinary collaboration and engagement.
  
  • Develop extended, online and accessible offerings.

• **Support learning processes and procedures**
  
  • Improve advising.
  
  • Promote social engagement, community involvement and citizenship.
  
  • Support student-centered technological applications.

• **Facilitate faculty recruitment and retention**
  
  • Support new faculty orientations and mentoring
  
  • Clarify tenure and promotion
• Enhance faculty governance
• Increase faculty salaries
• Improve faculty life
• Recognize and reward quality performance

• Promote international experiences, especially study abroad, scholarly exchanges, international service and overseas internships.
  • Strengthen international student recruitment, retention and satisfaction.
  • Develop and strengthen international partnerships.

**Vice President, Student Affairs**

• Incorporate assessment measures to validate and improve programs and services.
• Create an environment within the division that values diversity and establishes a welcoming climate for all people.
• Solicit and engage in collaborative activities with other departments on campus and with off-campus constituents.
• Increase the knowledge of the campus community regarding the services and programs provided by the division of student affairs.
• Increase participation by campus community, as appropriate, in the services and programs provided within the division.

**Vice President, Advancement**

• Focus efforts on planning and fund raising for a new computer science/math/business building.
• Link the WOU President with influential supporters using a five-year-out vision.
• Link to the business community through service learning and internships.
• Strengthen alumni program.
• Link students with important community leaders.
• Build visibility of and support for creative and performing arts.
• Continue focused efforts on athletics fund raising.
• Build the WOU Foundation Board.
Classified and Unclassified Employee Resources
What it means to be a Western Oregon University Employee

Western Oregon University aspires to remain a great University, and our success depends on you. It depends on people who innovate and are committed to improving our outcomes responsibly, people who dedicate themselves to satisfying customers, helping partners, and improving the communities in which we do business; people who are accountable for achieving big, bold goals with unwavering integrity, people who are leaders, who appreciate that to be truly great, we must continually strive to do better ourselves and help others improve.

We must expect the best from ourselves because of whom we are as a University, and as individuals, it is as important as our ability to deliver the best educational outcomes. How we manage our business internally—and how we think about and work with customers, partners, governments, vendors and communities—impact our productivity and success. It’s not enough to just do the right things; we have to do them the right way. All WOU employees are entrusted with public assets and with that comes a responsibility to be prudent stewards and to safeguard, preserve and protect these funds and this trust. We take these responsibilities seriously.

**Classified Employees**

Many general employment issues for classified employees are subject to collective bargaining. SEIU represents the classified employees of WOU. General employment issues may be subject to the current Collective Bargaining Agreement (CBA). For more specific language, the current CBA is posted on the Human Resources web site: Employee Relations

**Unclassified Employees**

Unclassified (Professional) employees are subject to policies based on the Oregon Administrative Rules of the Board of Higher Education (OAR), the Administrative Support Council (ASC) by-laws, as well as WOU policies and practices enunciated in memos and directives from various administrative offices. Conditions of Employment are located on the Human Resources web site: Employee Relations
Classified Position Description

☐ New  ☐ Revised

Section 1: Position Information

Class Title:
Class Number:
Position Number:
Working Title:
Work Unit:
Work Location (City-County):
Employee Name:
Effective Date:

Position: ☐ Regular  ☐ Seasonal  ☐ Limited Duration  ☐ Academic Year
☐ Full-Time  ☐ Part-Time  ☐ Intermittent  ☐ Job Share

FSLA: ☐ Exempt – Not eligible for overtime  ☐ Non-Exempt – Eligible for Overtime
Section 2: Program/Position Information

Describe the program in which this job exists. Include program purpose, who's effected, size, and scope. Include relationship to agency mission.

Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .
Section 3: Description of Duties

List major duties. Note the percentage of time that the duties are performed. If this is an existing position, mark “N” for new duties or “R” for revised duties. To comply with the American Disability Act, identify the duty as “essential function” by marking the duty with EF.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
</table>
Section 4: Working Conditions

Describe special working conditions, if any, which are a regular part of this job. Include frequency of exposure to these conditions.

Section 5: Guidelines

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

How are these guidelines used to perform the job?
Section 6: Work Contacts

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
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</thead>
</table>

Section 7: Job Related Decision Making

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Section 8: Review of Work

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?
Which of the following leadwork/coordination activities does this job perform?

- Trains Employees
- Directs Work Procedures
- Provides Informal Work Review to Supervisor
- Assigns Work
- Reviews Work

What percentage of time does this position perform these duties? %

For how many employees?

Section 10: Additional Job-Related Information

Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Section 11: Organizational Chart
Complete the chart below:

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Name &amp; Title</th>
<th>Supervisor</th>
<th>Name &amp; Title</th>
<th>Names &amp; titles of those for whom this employee provides leadwork</th>
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<thead>
<tr>
<th>Employee</th>
<th>Name &amp; Title</th>
<th>Name and Title of other employees reporting to the same supervisor</th>
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<tr>
<th>Supervisor - Print Name Here</th>
<th>Supervisor – Sign Here</th>
<th>Date</th>
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<tbody>
<tr>
<td>Reviewer – Print Name Here</td>
<td>Reviewer – Sign Here</td>
<td>Date</td>
</tr>
<tr>
<td>Employee - Print Name Here</td>
<td>Employee – Sign Here</td>
<td>Date</td>
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</tbody>
</table>
Unclassified Professional Staff

Position Description

Initial Date:  
Revised Date:  

Purpose of the Position Description

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management’s expectations
- To provide a base for managing performance

Position Status

Incumbent’s Name:  
Position Title:  
Position Number:  

Department/Division:  

Type of Appointment:  12 mo.  9 mo.  Other  
Contract Period:  to  

Supervisor:  

Program Information
A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission.

B. Describe the purpose of this position and how it functions within this program.

### Position Information and Qualifications

A. **Description of Duties/Responsibilities:**
   List major duties assigned to the position. Note the percentage of time each listed duty is performed. Place an asterisk (*) by each duty that represents an essential function.

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<tr>
<th>Percent of Time</th>
<th>Duties</th>
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B. **Required Qualifications:**
   List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

C. **Preferred Qualifications:**
   Describe preferred education, experience, skills, licenses, certificates, and other qualification for this position.

D. **Knowledge Areas:**
   List the major areas of knowledge that are required to perform the duties of this position.

D. **Budget Authority:**
   Indicate the level of the position’s responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.
Develops, monitors*, and controls* $____________

Delegated authority to monitor budget $____________

Limited approval authority for purchase $____________

Purchase only with higher level approval $____________

*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.

E. Supervisory Authority:
If this position has the authority to act or effectively recommend action affecting employees in the follow areas, check all that apply.

__ Hire  __ Transfer  __ Discipline  __ Dismiss  __ Layoff  __ Promote
__ Assign work  __ Recommend salary adjustments  __ Approve requests (i.e. leave)
__ Respond to complaints/grievances  __ Conduct performance assessments
__ Give direction

F. Positions supervised:

   Number of Teaching Faculty ____  Total FTE: _____
   Number of Classified Staff ____  Total FTE: _____
   Number of Unclassified Staff ____  Total FTE: _____
   Student Employees (average per term) ____  Total FTE: _____
   Other (specify) _________  Total FTE: _____

G. Decision-Making Authority:
Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department/university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

H. Additional Information:
List any additional information that would help describe the nature of the position. Attach appropriate Organizational Chart.
Western Oregon University reserves the right to change this position description at any time.
REPORT OF PERFORMANCE APPRAISAL

Name of Employee: ___________________________ University ID Number: ___________________________

Class Number and Title: ___________________________ Work Unit: ___________________________

Report Period From: ______ To: ______ Rating for (check one) Trial Service Annual

1 EVALUATION OF WORK PERFORMED: Evaluate employee’s performance during the appraisal period of the duties listed on the position description. Completion of this section is mandatory.

2 BEHAVIORAL FACTORS EVALUATION:

3 EMPLOYEE DEVELOPMENT EXPERIENCES: Evaluate the results of employee development experiences during the appraisal period for increasing effectiveness in present position or for future development.

4 DEFICIENT PERFORMANCE: Describe employee’s failure to overcome performance or conduct during the appraisal period.

Employee Date Supervisor Date

Reviewer Date

Appointing Authority Date

Employee’s signature is required only to indicate that the employee has read the performance appraisal.
Unclassified Professional Staff Performance Appraisal

NAME: ____________________________  V# ____________________________
POSITION: _________________________
EVALUATOR: _______________________
REVIEW PERIOD: __________________

This form is to be used in preparation of performance appraisals for unclassified professional employees. Comments should be made about each of the general categories listed. The list of suggested indicators attached services as examples of the kind of measurements, which can be used to assess that aspect of performance. The numerical ratings given are intended to reflect the supervisor’s overall assessment of performance in a category. The ratings are also intended to be reflective of the accomplishment of goals and objectives during the appraisal period.

**Performance Factors** (Circle appropriate number for each factor)

<table>
<thead>
<tr>
<th>Rating</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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</thead>
</table>

**Position Knowledge**

5 4 3 2 1

Comments: __________________________________________________________
__________________________________________________________
__________________________________________________________

**Professionalism**

5 4 3 2 1

Comments: __________________________________________________________
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<th>Category</th>
<th>5</th>
<th>4</th>
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<tr>
<td><strong>Program Management/Problem Solving &amp; Organizational Skills</strong></td>
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<td><strong>Human Resource Management &amp; Team Interaction</strong></td>
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<td>Comments:</td>
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<tr>
<td><strong>Communication</strong></td>
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<td><strong>Financial Management &amp; Control</strong></td>
<td>5</td>
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<tr>
<td>Comments:</td>
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<tr>
<td><strong>Service to the University</strong></td>
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<td>4</td>
<td>3</td>
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<td>Comments:</td>
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Professional Development & Continuing Growth

Comments: ____________________________________________
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General Comments

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________________________________________________________________________

_____________________________________________  __________________________
Supervisor Signature                        Date

_____________________________________________  __________________________
Employee Signature                          Date

(Signature does not imply agreement)
EXAMPLES OF PERFORMANCE INDICATORS FOR EACH CATEGOR Y

**Position Knowledge**
- Possesses general and specialized knowledge expected for the position
- Is sufficiently well informed and educated to perform at the level expected for the position
- Understands relation of tasks to unit goals and University’s mission
- Keeps current on trends and remains knowledgeable in their professional field
- Is knowledgeable of legal mandates and policies pertinent to the position
- Anticipates program needs
- Analyzes issues thoroughly

**Professionalism**
- Actively supports the goals and mission of both their unit and the University
- Demonstrates commitment and concern for the institution, students, and colleagues
- Participates in committee and other leadership roles, on and off campus
- Willing to accept new tasks and assignments
- Encourages creativity in others
- Willing to take risks
- Copes with stress of change in a reasonable and effective manner
- Copes effectively with undesirable situations
- Exhibits self-direction and initiative
- Resolves issues and questions appropriately
- Develops and/or contributes to new programs or program improvements
- Maintains standards of professional ethics
- Exhibits interest and enthusiasm toward work

**Program Management/Problem Solving & Organizational Skills**
- Produces quality work in appropriate quantity
- Plans and organizes work appropriately
- Establishes meaningful priorities
- Appropriately delegates tasks to others
- Meets critical deadlines and adapts to changes in deadlines
- Keeps supervisor appropriately informed
- Implements effective courses of action
- Uses program/department evaluation results to improve operations
- Clearly identifies the goals and objectives of the program and evaluates progress
- Efficiently collects, analyzes, and processes accurate and reliable data
- Expresses program evaluation results clearly and concisely
- Provides program evaluation results to others as required
- Organizes, plans, and forecasts work skillfully to meet position needs
- Analyzes problems skillfully
- Uses logic and good judgment to reach solutions

**Human Resource Management & Team Interaction**
- Prepares timely and thorough performance appraisals for staff
- Contributes effectively to group actions
- Is personally responsible, steadfast and can be called upon to meet challenges
- Assists in determining the needs of the work place; helps to meet goals
- Coordinates own work with others, seeks opinions, values working relationships
- Is regularly attentive to safety and health regulations
- Maintains a professional and cooperative attitude with colleagues
- Applies effective supervisory skills
- Functions within collective bargaining agreements with employee organizations
- Prevents or settles grievances at lowest level without setting an improper precedent
- Utilizes knowledge of Affirmative Action Plan, Equal Opportunity Act and Title IX regulations
- Establishes rapport with students and strives to develop positive relations
- Works effectively with students to promote growth and maturation
- Exhibits understanding of the social, emotional, and physical problems that some students face
Works cooperatively with faculty, staff, and students
Provides support and guidance to students and staff
Functions effectively with members of different ethnic groups and individuals with disabilities
Actively works to resolve interpersonal conflicts
Maintains a healthy and productive work environment for staff
Models effective human relations skills
Effectively deals with information of a sensitive or confidential nature
Develops and maintains appropriate working relationships with outside entities
Provides leadership for staff and students
Promotes independence for students and staff members
Makes careful retention decisions about employees
Is responsive to employee requests for additional training, when appropriate
Makes performance appraisal a joint project with employees
Complies with University policies and procedures in areas governing employee relations, i.e. sexual and racial harassment

Communication
Communicates knowledge clearly, accurately and thoroughly
Listens attentively and responds thoughtfully
Organizes and expresses thoughts clearly and concisely orally and in writing
Maintains appropriate records and is punctual in submitting forms, reports, etc.
Uses appropriate communications channels
Keeps supervisor informed about actual or potentially sensitive issues
Maintains appropriate/effective communication with supervisor and subordinates
Exhibits ability to communicate on different levels and in different situations (with students, faculty, staff, in a committee meeting, a workshop or classroom)
Asks questions when unclear about assignments or projects
Makes clear oral presentations
Gives clear, concise instructions/directions
Prepares written materials which are accurate and understandable

Financial Management & Control
Manages budget within established guidelines
Plans in advance for efficient use of resources
Uses accurate and reliable data and information
Applies Federal, State, and University budget and general accounting procedures relevant to position area
Trains staff on appropriate budget and fiscal matters
Projects and quantifies future needs accurately
Submits budget and financial documents on time
Uses an effective system for monitoring expenses and staying within budget
Ensures that budget adjustments are well documented and justifiable
Promptly reports any anticipated budgetary problems to the appropriate person
Makes wise use of resources

Service to the University
Regularly seeks to provide quality service to achieve customer satisfaction
Serves on committees
Participates in university governance
Gets involved in campus or community activities
Volunteers to serve campus or community

Professional Development & Continuing Growth
Takes advantage of professional growth opportunities
Seeks new knowledge, applies it to the position and shares it with others
Remains competent and knowledgeable in their professional field
Human Resources
Benefits Information

PEBB Benefits

Western Oregon University, through the Public Employees Benefit Board, more commonly known as PEBB, offers a comprehensive benefit plan for employees including medical, dental, vision, life insurance and other optional benefits. PEBB's Summary Plan Description and our quick benefits overview contain useful information regarding the benefits package provided at WOU. Please feel free to contact us if you have questions about benefits or any information provided on this site. To view your current benefit information or to enroll in benefits as a new employee please access the PEBB Benefits Member Module. If there is any information that you would like to see available on the benefits page, your suggestions are always welcome, just drop us an e-mail.

Staff Fee Benefits

Who participates? Oregon Public Universities- Eastern Oregon University, Oregon Tech., Southern Oregon University, Western Oregon University - along with Oregon State University, Portland State University, and the University of Oregon offers an employee benefit to eligible employees appointed at half-time or more (not including temporary classified employees, graduate assistants, or other student employees) the option to register for class work at reduced tuition rates.

Retirement

Western Oregon University is committed to providing not only providing the best working conditions for our employees, but a strong retirement for our employees as well.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program.

Contact: Office of Human Resources 503-838-8963 or E-mail: mercerh@wou.edu
Benefits - Wellness
Wolf Web

The Wolf Web for employees is a secure way (the information is encrypted) for you to see your personal information and payroll data that is kept in the University’s Human Resources Information System.

You can access information about your paycheck, payroll address, benefits and deductions, and W-4 at any time. You and only you will have access to your information.

How Do I Use It?

• Log on to the WOU Portal
• Select the Wolf Web Icon

Additional options:

• Go to www.wou.edu/wolfweb
• Input username and password

(NOTE: If you have not accessed the Wolf Web in the past and/or have questions or concerns, you may call Human Resources at 503-838-8490 for assistance.)

What if I am having problems using Wolf Web for Employee?

• You can e-mail us anytime at hr@wou.edu.
• For assistance with logging on and/or questions regarding the information displayed, call Human Resources at x88490.
Put Weight Watchers® to work for you!

Your Benefit Board offers Weight Watchers to help you reach your weight-loss goals and improve your overall health.

In 2012, PEBB principal subscribers and their covered spouses or domestic partners can enroll in Weight Watchers at NO COST.

1. Call Weight Watchers

- Please call 1-866-454-2144 for more information. If you live in Lane, Douglas, Coos, Curry, Josephine, Jackson or Klamath County, call 1-800-651-6000.

2. Select the Weight Watchers offering that suits you best

- **Weight Watchers At Work meetings**†
  At Work meetings bring the Weight Watchers experience right to your workplace where a trained Leader facilitates weekly meetings, and you can benefit from the proven advantage of group support from co-workers.

- **Weight Watchers Local Meeting vouchers***
  Local Meeting vouchers offer the flexibility of attending Weight Watchers meetings in your community when and where it suits you best.

Learn how to enroll in Weight Watchers At Work or Local Meetings: click here.

- **Weight Watchers Online**
  You can follow the Weight Watchers plan step-by-step online, with interactive tools and resources like a Weight Tracker, progress charts, restaurant guides and much more. It is available in two versions specifically designed for men or women.

Learn how to subscribe to Weight Watchers Online: click here.

3. Participate in up to four no-cost series per year

- Your PEBB benefit covers up to four 13-week series per calendar year. You can enroll in the first series simply by calling Weight Watchers. Proof of participation in at least 10 of the 13 weeks is required to participate in each subsequent series.

- No-cost Weight Watchers benefit is available to principal subscribers in a PEBB medical plan and their covered spouses or domestic partners. Dependents are not eligible for the no-cost offering however they may take advantage of PEBB’s special Weight Watchers pricing. Please call 1-866-454-2144 for more information. If you live in Lane, Douglas, Coos, Curry, Josephine, Jackson or Klamath County, call 1-800-651-6000.

Have any questions?

Click here to access a listing of Weight Watchers FAQs.

† Minimum enrollment required.
* Available only in participating areas in the U.S.
Weight Watchers Meetings

To enroll in your first Weight Watchers meeting series:

1. Call Weight Watchers at 1-866-454-2144.
2. Give them your name and ID number as shown on your medical insurance card.
3. Choose either Local Meeting vouchers or At Work meetings.
4. Weight Watchers will mail you a pass to attend Local Meetings or At Work Meetings if available.

If you live in Lane, Douglas, Coos, Curry, Josephine, Jackson or Klamath County call 1-800-651-6000 to request your initial At Work or Local meeting vouchers.

To enroll in subsequent Weight Watchers meeting series:

1. Show the meeting Receptionist or meeting Leader your weight record, as proof that you have attended at least 10 of 13 meetings.
2. Obtain a special single-use Weight Watchers meeting series renewal certificate with a code valid for one renewal from the Receptionist or Leader.
3. Call 1-866-454-2144. Give Weight Watchers customer service representative your name and ID number as shown on your medical insurance card, and the code from your renewal certificate. If you live in Lane, Douglas, Coos, Curry, Josephine, Jackson or Klamath County call 1-800-651-6000. They will mail you a pass for the next series of meetings.

Interested in starting a new At Work meeting series?

If you have at least 15 co-workers interested in starting an At Work meeting call 1-800-8-AT-WORK to talk to your local At Work manager about setting up a meeting. If you live in Lane, Douglas, Coos, Curry, Josephine, Jackson or Klamath County, call 1-800-651-6000 and talk to Bonnie Nibblett.
To begin your Weight Watchers Online subscription:

1. Call Weight Watchers at 1-866-454-2144 to request your 14-digit Online promotion code. Give them your name and ID number as shown on your medical insurance card.

2. Visit the Weight Watchers Online sign up page by clicking this link.

3. Go to Enter promotion code. Enter your promotion code and click “Apply code” to get the special subscription for PEBB.

4. Select 3 Month savings plan.
   Note: You will be required to provide a credit card number to activate your subscription. Download and save a copy of your Weight Tracker summary (required for renewal) and cancel your subscription before the end of your 3 month plan. Your credit card will be charged unless you cancel before the 3 month plan ends.

5. Follow remaining sign-up instructions to set up your account.

To renew your Weight Watchers Online subscription:

To renew your online subscription at no cost, you must cancel before the end of your 3 month plan. Before cancelling, you need to download a copy of your Weight Tracker summary to show that you have participated Online for at least 10 weeks. You will also need to complete the Participation Form, found here.

- Either fax or email your Weight Tracker and Participation Form to 1-888-598-7704 or PEBBWeightWatchersRenewal@callTSC.com. You will receive a new access code via phone or email within 5-7 business days.
- When you receive your new access code, call 1-866-454-2144. Provide your name and ID number as shown on your medical insurance card, and the access code received. You will then receive a new 14-digit promotion code to renew your Weight Watchers Online subscription.

NOTE: If you do not cancel before the end of your 3 month plan, your subscription will be automatically renewed at the standard monthly rate (currently $16.95) and your card will be charged until you cancel. You can cancel your subscription on the Weight Watchers website, by e-mail, or by U.S. mail; please see www.weightwatchers.com/cancel for details. Void where prohibited. This offer cannot be transferred, combined with other offers, or redeemed for cash.
Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential counseling and referral service that is provided to WOU employees as a pre-paid benefit. Three referral/counseling visits are available at no charge to WOU employees, household members, and dependents per year to help with personal or job-related issues. This service is completely confidential and operates separately from the University. If you’re struggling with a work or family issue, free confidential help is just a call away 1-800-433-2320

You and your eligible dependents can receive help on issues such as:

<table>
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<tr>
<th>• Marital / Family</th>
<th>• Conflict Resolution</th>
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<td>• Elder Care</td>
<td>• Depression / Anxiety</td>
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<tr>
<td>• Career Counseling</td>
<td>• Financial and Legal</td>
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<td>• Divorce Adjustment</td>
<td>• Crisis Intervention</td>
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<tr>
<td>• Child Care / Parenting</td>
<td>• Relationship Issues</td>
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<tr>
<td>• Domestic Violence</td>
<td>• Habit Control</td>
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<tr>
<td>• Alcohol and Chemical Dependency Issues</td>
<td>• Management / Employee Issues</td>
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<td>• Job Related Problems</td>
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</table>

PEBB contracts with Cascade Centers, Inc., to offer EAP services to agencies and employees. See the list of agencies and numbers of contracted, confidential counseling sessions per issue.

**Here are just a few of the services available to you:**

**The Line 1-800-433-2320**

The Line at Cascade Centers is there to help you and your dependents:

- Determine the best course of action to resolve personal, family and relationship issues
- Make good decisions.

**The Line can also help you:**

- Find a counselor in your area
- Locate community resources
- Schedule an appointment.

**Your call is...**

- Answered by a mental health professional (no recordings)
- Anonymous and completely confidential

**Free Legal and Financial Advice**

Through Cascade, you can have an initial, free 30-minute office or phone consultation with an attorney or CPA on a legal or financial issue (up to three per year). And if the issue needs further attention, you can hire the professional at 25 percent off of his or her normal hourly rate.

**Homeownership Savings**

This is a no cost, no obligation program where you can receive free consultation on using this service and also take advantage of substantial savings. You can save up to 50% off closing costs when...
buying, selling or refinancing a home. Get discounts on lender fees, real estate commissions, home inspection and moving services nationwide. Call (866) 505-3244. Or, you can sign up online.

Child & Elder Care Resources

Cascade Center will round up information and resources for you on any child or elder care issue. Examples include infant-to-college-age resources on education, childcare, parenting and adoption. For elders, examples include such issues as housing, alternative living, home health, community services, legal concerns and access to medical care.

Identity Theft Recovery

Where do you turn if you think someone has stolen your identity? Turn to the Cascade EAP. They'll provide unlimited phone consultation for identity theft recovery. They'll help you manage and contact credit, ATM and other banking accounts. They'll also help you in resolving credit problems that can result. And, they'll be a free referral resource for access to consumer hotlines, government resources and Identity Theft Insurance providers.

Crisis Counseling

A personal or family crisis can turn your world upside down in a second. And crises can come up at any time. That's why Cascade Centers offers crisis counseling 24-hours a day, seven days a week. The service is available to you and all your eligible dependents, even if they live outside the state. Just call (800) 433-2320.

Help for Busy People

The Cascade EAP offers information and resources to help today's busy people keep their minds on work. Call Cascade to find resources to make your life easier. Just call 1-800-433-2320
Tobacco Cessation Benefit for All PEBB Members & Dependents

All PEBB members -- employees and their eligible dependents 18 or older -- have access to PEBB’s tobacco cessation benefit program, operated by Free & Clear.

Without help, it’s really hard to quit. Quitting is a process, and it’s very personal. The Free & Clear Quit for Life program is an award-winning, science-based program that gives members personalized, professional support every step of the way.

This pilot program includes:

• Five phone-based treatment sessions scheduled at your convenience and with treatment designed around your quitting goals and challenges
• Unlimited toll-free access to tobacco treatment specialists for the duration of your treatment
• Recommendations on medication covered by PEBB plans (if appropriate)
• Delivery of free nicotine replacement products, such as the patch, for eight weeks if appropriate
• A Quit Kit of materials designed to help you quit tobacco through active self-management.

If you or a dependent wants to quit using tobacco, you can access Free & Clear by calling the Oregon Tobacco Quit Line:

English 1-800-292-2336
TTY: (877) 777-6534

Be sure to tell the counselor who answers that you are a PEBB member. To enroll online or for more information, support and encouragement, visit PEBB’s Free & Clear Web site. You’ll be glad you did.
Taking Classes at WOU

There are two ways to take classes at Western Oregon University:

Option 1 - You can apply and be formally admitted to the university as a student,

If you want to be admitted to the University and receive a degree, you must fill out the appropriate application: Undergraduate or Post-Baccalaureate/Graduate; You must pay the application fee, and provide Official Transcripts from your high school if you are starting out as a freshman or if you are a transfer student or graduate student, transcripts from all the college/universities you have attended.

-or-

Option 2 - You can take classes on a term-by-term basis as a non-admitted students

If you are not pursuing a degree at WOU and just want to take a class or two a term: Or if you need a class to finish a degree at another institution. Fill out a Petition to Take Classes as a Non-Admitted. You’ll find this form in the Office of Admissions, AP 408.

You must fill out a Petition to Take Classes as a Non-Admitted each term.

Final Notes:

Courses taken under either option are transferable. Acceptance of coursework taken at WOU by another college or university is determined by that college or university. If you are unsure of what grade option: A-F or Pass/No Credit will transfer to another university check with that university before you take the class here.

To receive reduced tuition, you must complete the staff fee privilege form for each term you take classes.
PETITION TO ENROLL AS A NON-ADMITTED STUDENT

Please read second page before completing this petition.

Last Name: _____________________  First Name: ______________________  M.I.: ____________  __Male  __Female  __Other

Social Security Number: __________________________  E-mail: __________________________

Permanent Address: __________________________  Mailing Address: __________________________

City: _____________________  State: _______  Zip: _______  City: _____________________  State: _______  Zip: _______

Home/Cell: _____________________  Work Phone: _____________________

Are you currently employed by WOU?  __Yes  __No

Date of Birth: _____________________  Place of Birth: _____________________  Country of Citizenship: _____________________

Immigrant/Permanent Resident #: _____________________  Start date of current Oregon residency: __________ (Month/Year)

Amount you support yourself:  __100%  __75%  __50%  __25%  __10%  __None

Have you ever enrolled at WOU?  __________ (Term/Year)

Previous name(s) used at WOU: _____________________

Do you hold a baccalaureate degree?  __Yes  __No

If yes, from: _____________________

What level of coursework do you plan to take?  __Undergraduate  __Second Bachelor’s  __Graduate

* A photocopy of your residency documentation needs to be submitted to the Admissions Office

To comply with federal statistical reporting requirements, Western Oregon University must ask for the following demographic information. We encourage you to provide the information, but doing so is entirely voluntary, and your application will receive the same consideration whether or not you do. Please answer both questions:

1. Are you Hispanic or Latino?  __Yes  __No

2. What is your race? Please choose one or more:

   __American Indian or Alaska Native  __Asian  __Black or African American

   __Native Hawaiian or Pacific Islander  __White (Original peoples of Europe, the Middle East, or North Africa)

STUDENT AGREEMENT

I, the undersigned, understand and agree that:

1. I have not been formally admitted to Western Oregon University;

2. I am being allowed to register for classes as a non-admitted student for the current academic term only;

3. I am limited to eight (8) or fewer credits per term;

4. I must make formal application and be fully admitted to the university by satisfying all admission requirements in order to register for classes for subsequent terms; and

5. I have read and understand the additional information on the second page of this form.

By typing your name below, you agree that this is valid as your signature.

Student Name: ___________________________________________  Date: __________________________

ADMISSIONS OFFICE APPROVAL

Western Oregon University agrees:

1. To waive the following regular requirements: a) $50 application fee and b) Housing requirements

   - A $20 fee will be applied for this application.

2. To permit the student to undertake regular courses (within the aforementioned limits) and to record them in the standard manner; and

3. To waive placement examinations.

Admissions Office Signature: ___________________________________________  Date: __________________________
Non-Admitted Student Application

Instructions and Procedures

A non-admitted student is a person who feels academically qualified to enroll for classes at WOU but does not desire to be admitted to the university. The non-admitted status is specifically designed for the person who desires to take a very limited number of courses generally for purposes other than obtaining a degree or teaching certificate at Western Oregon University. Non-Admit status is not available to students who have been suspended because of academic deficiency.

The category of Non-Admitted Student is restricted to students who find themselves in the following circumstances:

1. Members of the Western Oregon University staff, approved for enrollment as a non-admitted student on a term-by-term basis;
2. High school students approved to take university-level courses at WOU;
3. Students enrolled in coursework through the Division of Extended Programs;
4. Students receiving special approval from the Office of the Provost to take undergraduate-level courses on a term-by-term basis; or
5. Students taking graduate-level courses who do not plan on earning a degree or teaching certificate from WOU.

All other students must seek and receive approval to enroll through established admissions procedures.

A Non-Admitted Student is required to abide by all the rules and regulations of the university listed in the catalog and Schedule of Classes except those specifically excluded on this petition. Registration deadlines and late fees apply.

Limitations placed upon a non-admitted student are:

1. The student is limited to eight (8) or fewer credits per term.
2. The non-admit petition is good for one academic term only. Enrollment for subsequent terms will require re-petitioning.
3. WOU will not evaluate or hold records (other than the posting of grades) in preparation for degrees or teaching certificates. These academic services are limited to fully-admitted, degree-seeking students only.

Grades and credits will be recorded in the normal manner. Such credits have the same transferability and validity as credits earned by admitted students. Credits earned by a non-admitted student subsequently may be accepted into a formal program upon later admission to the university. A maximum number of fifteen (15) graduate credits earned as a non-admit student can be applied to a graduate degree or license program.
Note: Students interested in pursuing a degree program must apply for formal admission to the university.

Course Credit Level:

Students enrolled as undergraduates may not take courses for graduate credit. Undergraduates may not enroll in courses numbered 500 or higher. Conversely, graduate-level students may not take courses for graduate credit unless that course has been properly designated as such.

Course Number System: 100-299: Lower Division

- 300-499: Upper Division
- 500-599: Graduate courses with undergraduate equivalents

600+: Courses open to graduate students only and offered only for graduate credit (no undergraduate credit is available)

Any questions should be referred to: Office of Admissions
Western Oregon University
Monmouth, OR 97361
503-838-8311 V/TTY

Note: Many types of financial aid (including Veterans Administration benefits) are not payable to students attending as non-admitted students.
# ADD/DROP REQUEST

**Term/Year**

**Last Name**

**First Name**

**Middle Name**

**Other Name(s)**

**Street Address**

**City**

**State**

**Zip Code**

**WOU E-mail Address Only**

**Phone Number**

**Message OR Cell Phone**

## ADD

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<th>CRN</th>
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## DROP

Note: To drop ALL classes a cancellation or withdrawal form is REQUIRED. Check with the Registrar’s Office.

## TOTAL CREDITS

( Including Courses Audited)

OVERLOAD APPROVAL FORM REQUIRED IF TOTAL CREDITS EXCEED 18 (Undergraduates) or 16 (Graduates)

**SIGNATURE**

**DATE**

Please see the Academic Calendar in the Course Catalog for tuition and payment deadlines. More information is also available at wou.edu/provost/registrar.

Office of the Registrar · 345 Monmouth Ave. N. · Monmouth, Oregon 97361 · 503-838-8327 · Fax: 503-838-9696 · www.wou.edu
Oregon Public Universities Staff/Family Fee Privileges – Questions and Answers

These frequently asked questions, combined with the information located on the Staff Fee Privileges Approval Forms, will answer most questions about the Staff Fee Privileges Benefit available to eligible Oregon Public University staff and family members. For your convenience, there is an online “updateable” Approval Form at the following web address:

http://www.ous.edu/departments/human-resources/employee-benefits/staff-fee-privileges

For additional information, contact your campus Human Resources Office.

• Approval Forms for family members should be submitted to the employee’s Human Resources office two weeks prior to the start of classes.

• Staff may submit their Approval Forms up to two days prior to the start of classes.

Employees are eligible to use or transfer the benefit if employment begins on or before the first day of the term. Human Resources offices will send all approved staff fee forms to the campus enrollment offices before the first day of classes.

The universities reserve the right to deny staff fee rates for late submission of approval forms. If the form is submitted after the deadline specified above, it may be approved at the discretion of the both the employing and enrolling campuses; employees with approved late submissions will be responsible for accrued interest and billing charges. Denials may be appealed to the university.

Employee Use of Staff Privileges

What are Staff Fee Privileges and who is eligible to use them?

Oregon Public University employees appointed at half time (.5 FTE) or more (not including temporary employees, graduate assistants, and other student employees) may register for courses.

The reduced tuition benefit may be transferred to eligible family members including a spouse or domestic partner and their qualifying dependents. Employees and family members may register for a maximum of twelve (12) credit hours per term. Course enrollments must be approved by an employee’s supervisor or manager and may not take precedence over the performance of an employee’s duties.

Are staff members required to submit Staff Fee Approval Forms prior to the first day of classes when taking classes themselves?

Yes. The expected number of enrollments by staff and eligible family members each term requires a cutoff date to adequately complete processing. The deadline for staff members to submit Staff Fee Approval Forms is two days prior to the start of classes.
I am a faculty ranked employee of the Oregon Public Universities. May I use the Staff Fee Benefit to pursue an advanced degree at the campus where I am employed?

Yes. Per Oregon Administrative Rule 580-020-0005, employees who hold a faculty rank (instructor, senior instructor, research assistant, research associate, lecturer, assistant professor, professor), are required, every term, to obtain signed approval from the Graduate School Dean if seeking to pursue an advanced degree at the campus where employed. This approval process must be completed before submitting the Staff Fees Approval Form to your campus Human Resources Department.

Note: Chancellor’s Office employees are exempt from this approval requirement per Oregon Revised Statute 351.070, Definition of Unclassified Service.

Must I get my department's approval to use Staff Fee Privileges?

Yes. Your department or supervisor must approve your use of Staff Fee Privileges to ensure that your department and job duties will not be affected by the number of credit hours you request.

What is the staff fee rate for tuition?

The staff fee rate is 30% of resident undergraduate tuition. Semester rates, where applicable, are calculated on adjusted term rates, rounded to the nearest dollar. At campuses where an undergraduate differential tuition structure is in effect, the staff fee rate will be assessed at the “regular” (not differential) resident undergraduate tuition rate for both undergraduate and graduate students.

As an employee using the staff rate, do I have to pay the same fees other students pay?

Staff members are not assessed Application, Health Services, Building and Incidental fees, and are therefore not eligible for services covered by these fees. No breakage or other deposit is required when registering for classes, however; employees are required to pay any applicable course fees, lab fees, payment deadline fees, registration fees, etc. A one-time Matriculation fee also applies to employees admitted into a program. Fees assigned to participating self-support programs are paid by employees unless waived by the university.

If I take a combination of graduate and undergraduate level courses, how is the staff fee determined?

To provide the highest value for Staff Fee Privileges, graduate level courses are offset by the staff rate first, before the staff fee rate is applied to undergraduate courses.

If I use Staff Fee Privileges, may I also audit courses?

Yes. Staff members may audit courses in addition to using Staff Fee Privileges. Tuition and Mandatory Fees (Programmatic, Universal, Building, Health, Incidental) are not assessed to courses audited by employees. However, any applicable course, lab or material fees associated with auditing for-credit classes will be assessed by the institution and is the responsibility of the employee or family member.

Employees or family members may audit classes on a space-available basis and are required to obtain the instructor’s consent. Courses approved for audit by the instructor confer no credit to the student.
Institutions are required to maintain a record of the courses audited and staff members must indicate any audited courses being taken on the Staff Fees Privileges Approval Form each term.

**Are there any programs or classes excluded from the Staff Fee Benefit?**

Yes. There are certain programs / classes that are excluded. For a comprehensive list of classes / programs not eligible for the reduced tuition benefit, please go to the Exclude Programs by Campus listing. This document is located at:

http://www.ous.edu/departments/human-resources/employee-benefits/staff-fee-privileges

**What happens to the reduced tuition benefit if my employment with the Oregon Public University is terminated even though I was approved to receive the benefit before termination?**

In the event your employment terminates before the beginning of the next term (even if the campus Human Resources Department has approved your request), the reduced tuition benefit is no longer available for your use and you will be assessed the full tuition amount if you continue to take classes.

The above policy also applies if you have transferred your staff tuition to your spouse, dependents, spouse’s dependents, domestic partners and/or dependents of domestic partners. However, you are eligible for the reduced tuition benefit in the term for which you were approved if you are employed on or after the first day of the single term.

**What are the potential tax implications on the tuition benefit I received after my termination of employment with the Oregon Public University?**

You are still responsible for the income tax liability on the difference between the reduced tuition benefit received and the full-cost of tuition. The university will send you a letter requesting a tax payment if you have:

a) Exceeded the IRS annual limit of $5,250.00 for taking graduate courses
b) Transferred the staff fee to family members taking graduate courses
c) Transferred the staff fee to domestic partners and/or dependents of domestic partners who take either undergraduate or graduate courses.

**I am an Oregon Public University retiree who is taking for-credit classes. Is there a tax liability for the reduced tuition benefit I receive?**

Retirees are not taxed on tuition reductions when taking for-credit undergraduate courses or graduate courses taken to complete an undergraduate degree. Retirees are taxed on tuition reductions associated with for-credit graduate courses if the aggregate reduction for the class course work in a calendar year exceeds $5,250.

**I see that the Oregon Health and Sciences University (OHSU) is an affiliate of the Oregon Public Universities. As an OHSU employee, am I eligible to use the OUS reduced tuition rates?**

No. In fall 2003, Oregon Health Sciences University stopped participating in the OUS Staff Fee Privileges Benefit Program and implemented its own reduced tuition program for OHSU employees. Additionally,
OUS employees are not eligible to use the OUS staff fee benefit for classes or programs offered by Oregon Health Sciences on Oregon University System campuses. OHSU Employee Tuition Benefit
Program information: please go to:

http://www.ohsu.edu/hr/docs/tuition_benefits_details.pdf.

May I use the staff fee benefit at more than one Oregon Public University campus during the term I have been approved for reduced tuition?

No. The benefit may be used at any Oregon Public University institution, however; the Concurrent Enrollment policy was eliminated January 1, 2004.

Transferring Staff Fee Privileges to a Family Member

Who qualifies as a “dependent” for purposes of receiving transferred staff fees?

Staff Fee Privileges are transferable to eligible dependents of the employee, spouse, or domestic partner as defined in Internal Revenue Code Section 152. IRC Section 152 describes two types of dependents, a “qualifying child” and “qualifying relative.”

a) Qualifying child criteria: 23 years or younger; student; not disabled; lived w/parent (guardian) at least 6 months of the year; or financially supported by parent (guardian) and is a dependent for tax purposes.

b) Qualifying relative criteria: 24 years or older; student; not disabled; lived w/parent (guardian) at least 6 months of the year; or financially supported by parent (guardian) and is a dependent for tax purposes.

The Internal Revenue Service Code Section 152 and the Oregon Public University generally defines a dependent child, or “qualifying child,” as a son, stepson, daughter, or stepdaughter of the taxpayer (employee, spouse or domestic partner). Additionally, the criteria for “qualifying relative” applies to a child over age 23, as well as a dependent brother, sister, niece or nephew of the employee, spouse or domestic partner so long as they meet the IRS conditions for tax purposes as listed above.

Please consult an Oregon tax professional if you have any questions regarding whether or not your dependent meets the IRS qualifications. Note: A disabled “qualifying child” or “qualifying relative” who is a dependent for tax purposes of the employee, spouse or domestic partner, at any age, is eligible to receive the staff fee benefit.

How does Oregon Public University define an eligible family member?

Per the Oregon Department of Justice and OUS, an eligible family member is defined as a spouse, dependent child of the employee or spouse, domestic partner or dependent child of a domestic partner and dependent qualifying relative (i.e., child over age 23, as well as brother, sister, niece, or nephew of employee taxpayer).

What is the staff rate for tuition benefits available to a family member?

A qualified family member may take up to twelve (12) credit hours per term at the staff instructional fee (tuition) rate. At Eastern Oregon University, Portland State University, Southern Oregon University and
Western Oregon University; the family member staff fee rate is 30% of regular (not differential) resident undergraduate tuition for both undergraduate and graduate students.

Instruction rates vary by teaching institution and should be confirmed with the institution where classes will be taken. Note: There is no tuition plateau available to family members using the staff fee rate.

**How does the university determine whether my family member is eligible for the staff tuition rate?**

You must certify that your family member is eligible on the Staff Fees Approval Form. For example, with regard to a spouse, you certify that you are legally married; for a domestic partner, you complete and submit an Affidavit of Domestic Partnership with the Approval Form or obtain a “Certificate of Domestic Partnership.” For a dependent child, you certify that the child or qualifying relative is your dependent, or the dependent of your spouse or domestic partner, for tax purposes. Note: You may be required to submit a copy of your last year’s tax return if asked to do so by the campus where you’re employed.

**I have a stepson and I personally have no custodial rights, but my wife does and we list him as a dependent on our taxes. Does he qualify?**

Yes. As long as your stepson qualifies as your dependent child for tax purposes, the child is your dependent and considered eligible for purposes of this program.

**Is my child eligible to use the Staff Fee Privileges to enroll in university classes while still in high school?**

Yes. If your dependent child meets the enrollment requirements of the university where classes are taken, he or she may use the reduced tuition up to the maximum of 12 credit hours per term.

**May I transfer my benefit to more than one family member during a given term?**

No. Staff fee benefits may not be subdivided among family members during a term.

**If I allow a family member to use my staff rate, may I also use it the same term?**

No. A maximum of twelve (12) hours per term may be used, and the benefit may not be subdivided between the employee and family members during a term.

**If I transfer my staff rate to one of my family members for one term, can I use it myself the next term?**

Yes. You will need to complete a new approval form each term or semester and may change the qualified recipient each term or semester.

**May I transfer my benefit to a family member to use at another Oregon University System institution? If yes, which form do I use and where can I get the form?**

Your family member may use your staff fee privilege at any of the OUS universities with the exception of Oregon Health Sciences University. The same approval form is used by all Oregon University System campuses and can be printed directly from the OUS website at:
My spouse and I both work for the Oregon University System. May we combine our staff fee privilege so our child would receive 24 credit hours at the staff tuition rate?

No. An employee or transferee may use staff fee benefits only once per academic term, limited to twelve (12) academic credit hours per term.

My son and I both work for the Oregon Public University. May I transfer my staff fee privilege to him, so he can transfer his staff fee privilege to his own dependent child?

No. An employee or transferee may use the staff fee privileges only once per academic term or semester, limited to twelve (12) academic credits per term.

If I transfer my staff fee privileges, will it affect financial aid for my family member?

Yes. The value of the reduced tuition is considered a resource available to the family member and is added into the calculations for determining the total financial aid package. It may affect the type of award or amount of award given. Contact the campus financial aid office for more information.

Do staff rates apply if the person enrolling in classes has not met residency requirements?

Yes. Oregon Public University employees who work at least half-time as well as their eligible family members, may enroll at the campus where courses are taken at the resident undergraduate rate. Staff fee privileges are not affected by residency.

Must family members pay all of the student fees?

Yes. Staff fee privileges reduce only tuition amounts for family members. Except for courses taken on audit status, all applicable student fees are charged to eligible family members using the transferred benefit.

May staff fee privileges be used for "on-line" classes?

Yes. Generally, on-line courses are treated the same as other classes. How a class is delivered is not a question that determines whether specific classes are included or excluded within a given program. However, certain Distance Education classes as well as other classes excluded from the reduced tuition benefit are identified on the list of excluded programs at the following URL: http://www.ous.edu/departments/human-resources/employee-benefits/staff-fee-privileges

May a family member audit courses?

Yes. Eligible family members may audit courses in addition to using transferred staff fee privileges during a term. Only one person in a family, including the staff member, may audit or use staff fee privileges during a term or semester. Because universities track workload for audited courses, family members must provide a completed Staff Fee Privileges Approval form to the campus Human Resources Office in order to audit classes. Space availability and the instructor’s approval are required just as they are for staff members.
Are fees assessed to staff or family members/domestic partners who audit courses?

No. There are no fees assessed to audit a course. See information on fees applicable to family member who is auditing for-credit courses in section 1(8), above.

For a non-resident, how are staff fees calculated?

Staff fee rates for up to 12 credit hours per term are based on resident undergraduate rates for eligible, non-resident family members. A non-resident qualified family member or same-sex domestic partner enrolled for more than twelve (12) credits per term or semester pays the campus non-resident rates for credits in excess of the allowable credit hours.

As an employee, do I have to complete a form each term or semester to request that my staff rate for tuition benefit be transferred to a family member?

Yes. The Staff Fee Privileges Approval Form for Staff and Family Members must be completed each term. You can print the form directly from:

http://www.ous.edu/departments/human-resources/employee-benefits/staff-fee-privileges

Family members’ completed approval forms must be submitted to Human Resources at least two (2) weeks before the first day of classes to ensure enrollment offices have them prior to the start of each term. When enrolling for undergraduate courses, the approval form may be turned in before a family member officially registers for classes.

Must I get my department's approval to transfer my staff fee privileges to my family member?

No. You do not need department or supervisor approval to transfer staff fee privileges.

I am an employee who is legally separated from my spouse. Is my spouse still eligible to use the staff fee benefit?

Yes. Although you and your spouse are legally separated, your spouse is still eligible to receive the reduced tuition benefit. Please note that when you, as the employee, sign the family transfer approval form and submit it to your campus Human Resources Department each term, the benefit cannot be revoked after the first day of classes.

Are there any exceptions to the requirement to have the completed application for Staff Fee Privileges before the first day of classes?

Staff members and their family members are required to adhere to the enrollment deadlines when they are applying to host institutions (campuses other than the employing institution). The rules of their employing (home) institution apply when classes are taken at the employee’s home institution. The universities reserve the right to deny staff fee rates for late submission of approval forms. Denials may be appealed to the university where classes are taken.
**Domestic Partner Questions**

**I am transferring my staff fee privileges to my domestic partner. How does withholding work in this case?**

The dollar value of the tuition reduction is reported to your employing university, and taxes are withheld based on this “imputed income.” You do not see the tuition reduction as an increase in your paycheck; the tax withholding for the value of the benefit is all that is shown. State and federal income taxes, plus Social Security withholding, is taken on the value of the benefit for both undergraduate and graduate tuition for your domestic partner and dependents of domestic partners.

Same-sex domestic partners who take undergraduate classes are not subject to Oregon income tax on the imputed value of the benefit.

The Oregon Public University will provide the amount of the imputed income withheld on the employee’s W-2 form. The employee is advised to seek tax advice regarding how to claim the associated Oregon income reduction.

**Are my domestic partner’s children eligible to take classes at staff rates?**

Yes. Your domestic partner’s children are eligible if they are considered your domestic partner’s dependents for tax purposes. You will pay state and federal withholding on the imputed value of the tuition benefit for both undergraduate and graduate tuition for a dependent child who is the natural or adopted child of your domestic partner. However, if your domestic partner’s child is also your child, or if you have adopted the child and are able to claim the child as a dependent on your tax return the tuition benefit is not taxed.
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WOU endorses the policy framework adopted by the Oregon State Board of Higher Education on September 9, 2005. The university has established a Committee for the Prevention of Sexual Harassment and Improper Consensual Relationships (“Committee”) which is charged with the responsibility and authority to:

- Evaluate and recommend training and communication programs
- Evaluate and recommend policies and procedures
- Build campus resources
- Assess campus attitudes in support of a university culture that does not tolerate sexual harassment.

**PURPOSE**

Western Oregon University is committed to cultivating an educational and work environment in which all individuals are treated with respect and dignity. Each individual has the right to learn and work in an atmosphere that promotes equal educational and employment opportunities and prohibits discriminatory practices, including harassment. Western Oregon University expects relationships across campus will be free from bias, prejudice and harassment. This policy statement is intended to: (a) reaffirm Western Oregon University's prohibition against discrimination and harassment, (b) clarify types of prohibited conduct, and (c) provide an effective complaint procedure to individuals who believe they have been subject to or have observed prohibited conduct.

**POLICY**

It is the policy of Western Oregon University to provide a campus environment free from discrimination and harassment on the basis of race, color, religion, national origin, age, sex, gender, marital status, sexual orientation, veteran status or disability or any other status protected under law.

**Discrimination.** Discrimination, for the purposes of this policy, is defined as any act or practice, in form or operation, whether intended or unintended, that unreasonably differentiates among persons on the basis of race, color, religion, national origin, age, sex, gender, marital status, sexual orientation, veteran status or disability or any other status protected under law.
**Harassment.** Harassment, for the purposes of this policy, is defined as conduct that creates an intimidating, hostile, or degrading environment that would interfere with the work or academic performance of a reasonable person of the complainant’s protected status.

**Sexual Harassment.** Sexual harassment is a form of discriminatory harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical behavior of a sexual nature when directed toward an individual because of that individual's sex when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, grade, or used as the basis for any employment or academic decision; or
- b. Such conduct is unwelcome and has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive work or academic environment.

**Examples of Prohibited Conduct.** The following are examples of conduct that may be prohibited under this policy. This list is representative and is not exhaustive:

- a. Unwelcome touching or physical closeness of a personal nature, which can include leaning over, cornering, or pinching.
- b. Sexual innuendos, teasing and other sexual talk such as jokes, intimate inquiries, persistent and unwanted courting, and sexist put-downs or insults.
- c. Derogatory remarks, slurs or jokes about an individual’s race, color, religion, national origin, age, sex, gender, marital status, sexual orientation, veteran status, disability, or any other status protected by law.

This policy shall be applied in a manner that protects academic freedom and freedom of expression within the university. Nothing in this policy shall be construed to limit the expression of ideas, however controversial, that can reasonably be demonstrated to service legitimate education purposes.

**Penalties.** Conduct in violation of this policy will not be tolerated. For employees, prohibited conduct may result in disciplinary action, up to and including dismissal. For students, prohibited conduct may result in disciplinary action under Western Oregon University's Code of Student Responsibility (Oregon Administrative Rules Chapter 574, Division 31). Managers and supervisors who know or should know of conduct in violation of this policy, and who fail to report it, or fail to take prompt, appropriate corrective action, are subject to disciplinary action, up to and including dismissal.
NON-RETALIATION
This policy prohibits retaliation against individuals who complain about prohibited conduct or otherwise participate in the process under this policy. Any student or employee found to have engaged in retaliatory action or conduct will be subject to discipline, up to and including dismissal.

PROCEDURES

Complaints. An effective and clear complaint procedure is a critical element of Western Oregon University's policy against discrimination and harassment. The complaint procedure is open to all employees, applicants and students, except as collective bargaining agreements with the Service Employees International Union and the Federation of Teachers take precedence (reference Administrative Rules OAR 580-015-0010 et seq.) to address, investigate, and remedy allegations of discrimination or harassment.

Use of an informal process is encouraged as the first step in resolving a discrimination or harassment complaint. The complainant should contact the respondent (who may be a person, office or organization) responsible for the policy, practice or act considered discriminatory or harassing within five days of the alleged act. The complainant may also seek guidance from an individual designated as a Resource Guide by the university for assistance. If a resolution is not reached, or the complainant chooses, a formal discrimination or harassment complaint can be filed.

A formal complaint of discrimination or harassment must be filed orally or in writing within 12 months of the alleged discriminatory or harassing act. If the complaint is received orally, the Director of Human Resources/Affirmative Action Officer will convert it to written form. The written form will contain the following information:

1. Complainant's name, address, status, and telephone number;
2. The date of the alleged act of discrimination or harassment and a detailed description;
3. An outline of the attempts to resolve the complaint, including the name of the person responsible for the alleged discriminatory or harassing act and the date(s) of the attempts, if any, at resolution;
4. All information pertinent to the complaint;
5. Resolution proposed by the complainant;
6. Complainant's signature.

Copies of the written complaint will be given to the complainant, the respondent (the person responsible for the alleged discriminatory or harassing act), the appropriate dean or director, the appropriate vice president and the Chancellor's Office. The Director of Human Resources/Affirmative Action Officer will then investigate the complaint, and develop a recommended course of action. The recommendation will be forwarded to the
appropriate dean or director and vice president for a final decision on the course of action to be taken.

The complainant will receive a final written decision from the Director of Human Resources/Affirmative Action Officer within 30 days after the receipt of the complaint unless a 30-day extension is requested. The respondent, the appropriate vice president and the Director of Human Resources/Affirmative Action Officer shall also be noticed of the final decision.

The decision can be appealed to the president of the university.

Third parties. All contractors and contractors’ employees are required to adhere to Western Oregon University’s policy prohibiting discrimination and sexual harassment in their interactions with members of the campus community.

Training. Human Resources will offer ongoing training/awareness sessions.

Records. The Affirmative Action Officer shall maintain records showing for each academic year:
• The number of formal complaints of discrimination or sexual harassment;
• The number or percentage of those complaints in which discrimination or sexual harassment was found to have occurred;
• The sanction imposed (to the extent consistent with restrictions on disclosure of records);
and
• Training records and policies sign-off log.

Assessment. Every four years, the “Committee” shall oversee a study designed to measure the effectiveness of the policy as perceived by students and employees and report those findings to the Board of Higher Education.

AUTHORITY
Oregon Revised Statute Chapter 351, Division 10; Oregon Administrative Rules, Chapter 580, Division 15 and 22; and relevant and applicable collective bargaining agreements.

RESPONSIBILITY
The Director of Human Resources/Affirmative Action Officer is responsible for the implementation and execution of this policy.

ADDITIONAL RIGHTS
Nothing in this policy precludes any person from filing a complaint with the Oregon Bureau of Labor and Industries, the Equal Employment Opportunity Commission, or a court of competent
jurisdiction.

HISTORY
The Sexual Harassment policy was originally adopted as a separate policy on September 22, 1995.

The Harassment-Free/Violence-Free Workplace policy was originally adopted as a separate policy on June 17, 1999. Prior to 1995, the WOU Affirmative Action Plan included reference to discrimination, harassment and sexual harassment.

The Sexual Harassment policy was revised February 1, 1998.

The revised Discrimination and Harassment policy was approved on January 4, 2005.

The current revision of the Discrimination and Harassment policy was reviewed, comments were submitted and a recommendation for approval was made by the:
Faculty Senate – April 11, 2006
Staff Senate – March 10, 2006
Student Senate – March 7, 2006

(The WOU website, wou.edu/sexualharassment, addresses and disseminates the policy, and provides additional resources and guidance on this topic.)

| Date of next review: April 2009 |

Alternate formats of this policy are available from the Office of Human Resources.
PURPOSE

To broadly identify consensual relationships and identify procedures for use by university employees and students when they feel that a relationship has moved into potential sexual harassment.

To be covered by this statement, a relationship must:

1. Appear to be consensual, and
2. Be romantic or sexual in nature, and
3. Develop between two individuals, one of whom has power or authority over the other.

A romantic or sexual relationship that is entered into by two adults when one of the participants has power or authority over the other creates the possibility that the relationship may not be truly consensual, or if consensual, may not permit a later decision by the person with less power to discontinue the relationship out of concern for the possible effect on his/her employment or educational status.

If the relationship is proven to be non-consensual or becomes non-consensual, it should be regarded as potential sexual harassment based on the unwelcome nature of the sexual conduct. Relationships that are not consensual are prohibited under the University's Discrimination and Harassment policy.

For example, consenting relationships that may result in complaints of sexual harassment or sexual favoritism and that create a conflict of interest include those between:

- A faculty member and a student who is enrolled in the faculty member's course, who is enrolled in a program for which a course taught by the faculty member is a requirement, who is an advisee of the faculty member, or whose academic work is being supervised by the faculty member.

- A university employee and a student if the university employee is in a position to evaluate or otherwise influence the student's education, employment, housing, or participation in athletics or any other university activity (for example, university
employee includes: graduate assistants, administrators, coaches, advisors, program directors, counselors, health center staff, and residential life staff).

- A supervisor and an employee under the person's supervision; a division department chair/ head and a faculty member in the same division department; an administrator and an employee in an office department under that administrator's direction.

- A tenured faculty member and an untenured faculty member if the tenured personal participates in peer recommendations about the untenured person.

- Not subject to the sexual harassment policy: consensual relationships between two co-workers, two university employees in different departments, two students, or a university employee and a student between whom no professional power differential exists.

**POLICY**

A romantic or sexual relationship between a university employee and student or between a supervisor and subordinate employee raises serious ethical concerns and can create an unacceptable educational or working environment. The respect and trust accorded a university employee by a student, as well as the power exercised by a university employee in his/her academic or evaluative role, greatly diminish the student's or subordinate's actual freedom of choice should sexual favors be requested. Therefore, university employees are warned against the possible costs of participating in even an apparently consenting relationship.

The university views a romantic or sexual relationship between a university employee and student to be unethical if the employee has any professional responsibility for the student. Likewise, a romantic or sexual relationship between a supervisor and student or subordinate employee whose work is being supervised by that university employee is considered unethical.

**NON-RETAIATION**

This policy prohibits retaliation against individuals who report concerns about consensual relationships or otherwise participate in the process under this policy. Any student or employee found to have engaged in retaliatory action or conduct will be subject to discipline, up to and including dismissal.

**PROCEDURES**

A university employee who enters into a consensual relationship with a student or another employee with whom they have an academic or evaluative relationship must:

- Disclose the relationship to his or her supervisor (division chair, dean, director, vice president, president), and
Terminate any situation of authority when the consensual relationship develops or exists.

**Training.** Human Resources will offer ongoing training/awareness sessions and other means of notifying and encouraging employees and students about where they can express concerns regarding actual or potential conflicts of interest resulting from consensual relationships.

**AUTHORITY**

Policy authority of the President in OAR 580-022-0045; American Association of University Professors (AAUP) Statement of Professional Ethics; Western Oregon University Code of Ethics; ORS 352.

**RESPONSIBILITY**

The Director of Human Resources/Affirmative Action Officer is responsible for the implementation, monitoring and execution of this policy.

Nothing in this process precludes any person from filing a formal grievance in accordance with our collective bargaining agreements or with the Oregon Bureau of Labor and Industries or the Equal Employment Opportunity Commission, or a court of competent jurisdiction.

**HISTORY**

The Consensual Relationships policy was originally adopted as a separate policy on September 22, 1995. Prior to 1995, the WOU Affirmative Action Plan included reference to consensual relationships.

The Consensual Relationships policy was revised February 1, 1998.

The revised Consensual Relationships policy was approved on January 28, 2005.

The current revision of the Consensual Relationships policy was reviewed, comments were submitted and a recommendation for approval was made by the:

- Faculty Senate – April 11, 2006
- Staff Senate – March 10, 2006
- Student Senate – March 7, 2006

(The WOU website, [wou.edu/sexualharassment](http://wou.edu/sexualharassment), addresses and disseminates the policy, and provides additional resources and guidance on this topic.)

**Date of next review: April 2009**

Alternate formats of this policy are available from the Office of Human Resources.
PURPOSE
The purpose of this policy is to comply with mandatory affirmative action efforts placed on institutions of higher education and to reinforce Western Oregon University's dedication to have a campus free of discrimination.

POLICY
Western Oregon University is dedicated to providing an open learning and working environment for all its citizens. Western is strongly committed to Affirmative Action and Equal Employment Opportunity both in policy and in spirit. The university will not tolerate harassment against any member of the campus community.

PROCEDURES
Follow the procedures outlined in the Procedures for Discrimination or Harassment Complaints found in the Affirmative Action Plan, New Employee Orientation Packet, or obtain a copy in the Affirmative Action Office.

AUTHORITY
Western is in accordance with Executive Order 11246 (as amended 11375) for Affirmative Action (AA), the Civil Rights Act of 1964 (Title VII) for Equal Employment Opportunity (EEO) and Oregon Revised Statutes 243.305 for both AA and EEO. Additionally, the following laws pertain: Equal Pay Act of 1963, Education Amendments of 1972 (Title IX), Americans with Disabilities Act and the Rehabilitation Act of 1973, Age Discrimination in Employment Act of 1967, and ORS 243.315, 279.053 and 352.380.

RESPONSIBILITY
Responsibility is placed upon administrative personnel to create and maintain an environment free of harassment be it based on race, color, sex, marital status, religion, national origin, age, mental or physical disability, or any reason prohibited by federal or state law.
PURPOSE

The purpose of this policy is to provide a safe working environment through hazard communication to our employees regarding chemicals and also to promote safety in the workplace through information, education, and department, supervisor and employee accountability as required by Oregon Occupational Safety and Health Administration (OSHA) regulations and Oregon law.

POLICY

It is the policy of Western Oregon University to comply with Hazard Communication Procedures pursuant to OAR 437-155-015/1926.59(e) Federal "Right to Know" Law. This policy is designed to identify, educate, and establish a procedure for chemical hazards employees face in the workplace. Hazard Communication includes chemical hazards, labels, warnings, training, chemical lists identified as hazardous and safety precautions.

DEFINITIONS

1. Hazardous Communication: Comprehensively address the issue of evaluating and communicating chemical hazards to employees on container labeling, material safety data sheets and employee training.
2. Hazardous chemical: Any chemical which is a physical hazard (combustible, explosive, flammable, unstable, water reactive, etc.) or health hazard (carcinogens, toxic, irritants, corrosives, sensitizers, etc.).
3. Material Safety Data Sheet (MSDS): A written or printed material containing information known about a chemical. MSDS's must list the physical and chemical characteristics and health hazards including signs and symptoms of exposure; any applicable exposure limits; the date of preparation of the MSDS; appropriate emergency and first aid procedures; known control measures; applicable precautions for safe use and handling, including appropriate personal protective equipment; and the name of the chemical manufacturer, importer, distributor, or other party responsible for preparing or distributing the MSDS.
4. Labels: Written, printed, or graphic material displayed on, or affixed to containers of hazardous chemicals. Labels must contain appropriate hazard warnings and identify the chemical as it appears on the MSDS.

5. Non-Hazardous Chemicals: The following products are exempt from the Hazardous Communication Policy:
   - Tobacco and tobacco products;
   - Wood or wood products, wood dust and chemicals used in wood products;
   - Articles which do not release or otherwise result in exposure to a hazardous chemical under normal use;
   - Foods, drugs, and cosmetics intended for personal consumption or use by employees in the workplace;
   - Consumer products which are used in the same manner as a consumer would use the product (similar concentrations, packaged quantity, duration, and frequency of use).

PROcedures

1. Container Labeling (Requirements):
   A. Purpose: The purpose of container labeling is to provide employees with an immediate warning about hazards of a material they may use and to direct the chemical handler to the appropriate MSDS.
   B. A container is any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or similar.
   C. Labeling of all containers must include:
      - Clear listing of the contents;
      - Any and all appropriate hazard warnings;
      - The manufacturer's name and address.
   D. Secondary containers or portable containers intended for immediate use are not required to be labeled if the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container during the work shift in which it was transferred.
   If secondary containers are to be used for extended use, the containers are to be labeled with an extra copy of the original manufacturer's label or with physical plant stores generic labels which have identification and hazard warning blocks.
   E. No container will be released or be in use until it meets the above requirements.

2. Material Safety Data Sheets (MSDS):
   A. MSDS are the primary means of conveying information concerning chemical hazards to employers and employees.
   B. The companies introducing the chemicals to the workplace are required to prepare the MSDS for the materials used by Western Oregon University.
   C. Each person in charge of a department or area is required to have:
      - MSDS for each hazardous chemical present in their workplace;
      - MSDS for all hazardous chemicals brought into the workplace by
requesting them from the suppliers as necessary;
- MSDS maintained for future reference;
- MSDS readily available to employees, their representatives and OR-OSHA;
- A secondary copy of each MSDS maintained with Campus Public Safety.

D. MSDS retention by Physical Plant will be 30 years from date of use.
E. If MSDS are not available or new chemicals in use do not have MSDS, and attempts to obtain MSDS have failed, contact the Occupational/Environmental Safety Manager immediately.

3. Material Safety Data Sheets Content:
   Twelve different informative items are required in each MSDS. If some of the information is unknown or not applicable, it must be stated. The twelve required items include:
   - Identity of chemicals presenting physical or health hazards. Trade secret provisions may be exempted;
   - Physical and Chemical characteristics such as vapor pressure, flash point, and chemical stability;
   - Physical Hazards such as reactivity, explosiveness, and fire potential;
   - Health Hazards including signs and symptoms of illness, and medical conditions which might be aggravated by exposure;
   - Primary routes of chemical entry into the body;
   - Permissible exposure limits published and/or recommended for the chemical;
   - Whether or not the chemical is listed as a carcinogen;
   - Precautions necessary for safe use;
   - Control measures known including engineering, work practices, and personal protective equipment necessary to protect against the hazards;
   - Emergency and first aid procedures;
   - Date of MSDS preparation or the date of the last change in contents;
   - Name, address, and phone number of the person responsible for the MSDS.

4. Employee Information and Training:
   A. All new employees will initially be trained on “Hazard Communication Right To Know” at New Employee Orientation.
   B. Departments must provide employees, contractors, and others with documented awareness training information prior to working with chemicals:
      - Use and location of hazardous chemicals in their area;
      - Requirements and location of this policy;
      - List and location of hazardous chemicals;
      - List and location of MSDS.
C. Departments are required to train employees, contractors, and others on:
   • Type of Hazard Communication labeling system;
   • How to obtain, read, and use MSDS and to obtain appropriate hazard information;
   • Physical and health effects of the hazardous chemicals;
   • Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
   • How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment;
   • Steps taken to reduce or prevent exposure to these chemicals;
   • Safety emergency procedures to follow if the employee is exposed to these chemicals;
   • Each employee is to sign a personal training ledger upon completion of the above information and secure in individual department’s MSDS book.

5. Hazardous Chemicals List:
   A. Departments are to provide a current list of hazardous chemicals to be attached to this policy for employee access and use.
   B. A second copy of the hazardous chemicals list is to be provided to Campus Public Safety with a copy of the MSDS.

6. Hazardous Non-routine Tasks:
   Prior to employees performing a hazardous non-routine task, the department is responsible for training the employee prior to the start of work on:
   • Specific chemical hazards;
   • Protective/safety measures employees can take (including protective equipment);
   • Measures the vendor, contractor or entity has taken to reduce the hazards, including ventilation, respirators, presence of another employee, and emergency procedures.

7. Hazardous Chemical Emergencies:
   In the event of a hazardous chemical spill, all persons are to leave the area immediately and notify the Public Safety Department at 8-9000. No persons are authorized to return to the chemical spill until such time as a representative of Campus Public Safety authorizes them to. A hazardous chemical spill is not limited to, but may consist of the following:
   • Chemical release into the environment above the manufacturer's suggested level of safety. Examples may include spilling ammonia on the floor in a closed environment.
   • Unconsciousness of a person who may be in or around chemicals. This area should not be entered. Appropriate emergency personnel are to respond.
   • Fume/vapor exposure may occur and cause a sense of burning or irritation to the mouth, nose, throat, chest or eyes. Dizziness, nausea, or presence of a strong odor may exist. Ventilate immediately.
• Skin/Eye contact with a hazardous chemical is to be treated as suggested on the first aid section of the MSDS for the chemical.
• Exposure to hazardous chemicals without the recommended personal protective equipment by the manufacturer may result in injury or death.

At no time are employees, supervisors or other persons allowed to knowingly work in an unsafe location or manner on campus that may raise the level of exposure to a hazardous chemical.

8. Contractor's Chemicals:
Contractors, businessmen or other entities who use and/or introduce hazardous chemicals to Western while in the course and scope of their work are required to:
• Provide the Office of Physical Plant and the department(s) receiving the service a copy of all MSDS of hazardous chemicals used prior to starting the job;
• Provide the length of time chemical will be in use;
• Follow and adhere to Western's Hazard Communication policy;
• Be responsible and demonstrate compliance when inspected by OR-OSHA and be responsible for all associated citations and fines.

AUTHORITY
Oregon Administrative Rule (OAR) 437-155-015/1926.59(e), Federal "Right to Know" Law.

RESPONSIBILITY
It is the responsibility of each department to have an up-to-date Material Safety Data Sheets (MSDS) for each chemical present in their workplace. The companies introducing these chemicals to the workplace are required to prepare the MSDS and provided at the time of purchase. These are to be placed in a notebook available for easy reference and a second copy provided to Physical Plant for the master notebook. MSDS must be retained for 30 years from the date of use of the chemical.

Accountability (Supervision):
Persons with supervision oversight, including Deans, Department Heads, Faculty Chairs, Management, Directors, and Supervisors, are required to ensure all hazardous chemicals in their departments contain proper labeling, have MSDS available, and ensure employees, students, and others who come in contact or potential contact with hazardous materials are trained in accordance with this policy and the "Federal Right to Know" law. When Western is inspected by OR-OSHA, each department, upon request, shall be responsible to demonstrate compliance. In the event compliance is not demonstrated, the department shall be responsible for associated citations, fines and compliance plan.

Date of next review: May 2011
Western Oregon University Student Records Policy

Western Oregon University is committed to the privacy and security of our students. The Student Records Policy outlines the policies established by the university to maintain the confidentiality of students’ education records. Western Oregon University Student Records Policy complies with the Family Educational Rights and Privacy Act (FERPA) - sometimes called the Buckley Amendment - which provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal regulation enacted in 1974 that has since had many amendments. Responsibility for oversight of FERPA compliance rests with the Department of Education’s Family Policy Compliance Office. For complete information on FERPA, see their website at [http://www.ed.gov/offices/OII/fpco/index.html](http://www.ed.gov/offices/OII/fpco/index.html).

Notification of students’ rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They are:

- The right to inspect and review the student's records. The student may request to review his/her records by submitting a written request to the registrar or other school official having custody of such records;
- The right to seek amendment of the student's records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records(s) the student wishes to have amended, text or instructions as to the change desired, and the reasons why the change is justified; If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to restrict the disclosure of directory information;
- The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by the university to comply with the requirements of FERPA. Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Ave SW
  Washington, DC 20202-4605
Definition of education records

Education records are those records directly related to a student maintained by the university or by a party acting for the university.

Release of education records

Except as provided in FERPA or other applicable law, the University will not disclose personally identifiable information from a student’s education records unless the student provides a written release containing:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. The student’s signature and the date signed

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel, persons serving on the Critical Incident Response team, and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Some records created and maintained by the University, although not covered by FERPA, may be subject to other federal and state statutory disclosure requirements.

Definition of directory information

FERPA authorizes the University to make public disclosure at its discretion, upon request, of directory information including: student’s full name; student's photograph; dates of enrollment; local, permanent and electronic addresses and telephone numbers; place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; class level; program of study; numbers of credit hours earned (not grades); degrees and awards received; the most recent educational institution attended; job titles and dates of employment for student employees who have been or are paid from university administered funds.
The table below indicates directory information that may be released if students have not requested confidentiality. It also indicates student information that may not be released even for students that have not requested confidentiality.

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<td>Student's full name</td>
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<tr>
<td>Student's photograph</td>
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</tr>
<tr>
<td>WOU ID number or Social Security number</td>
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<td></td>
</tr>
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<td>Personal identification number (PIN)</td>
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<tr>
<td>Date of birth</td>
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<tr>
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<td>Parent names or parent addresses</td>
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<td>Class level and academic major/minor</td>
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<td>Dates of enrollment</td>
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<tr>
<td>Class rank</td>
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<td>GPA or grades</td>
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<td>Transcripts (official or unofficial)</td>
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<td>Academic standing or eligibility to return to school</td>
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<td>Earned credit hours</td>
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<tr>
<td>Class schedule (CRN's, meeting times, locations)</td>
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<tr>
<td>Enrollment status (full-time, half-time, less than half-time)</td>
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<td>Whether a student has applied for graduation</td>
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<td>Accounts receivable balance</td>
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<td>Financial records of parents</td>
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<tr>
<td>Participation in official recognized activities and sports</td>
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<tr>
<td>Height &amp; weight of athletic team members</td>
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<td>Job title and dates of WOU student employment</td>
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<td>Most recent educational institution attended</td>
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<tr>
<td>Copies of transcripts from other schools</td>
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<tr>
<td>Copies of test scores (CLEP, TOEFL, AP, IB)</td>
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<td>Residency status</td>
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<td>VA or Social Security status</td>
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<tr>
<td>Counseling or medical records</td>
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</tr>
</tbody>
</table>
Directory information restriction

Students may choose to restrict release of their directory information. When the release of directory information is restricted, the fact that an individual is currently a student, has ever been enrolled, or has earned a degree at Western Oregon University, will not be released (to anyone, including prospective employers).

Once a student restricts the release of directory information, in order to conduct any business with the university, the student must go in person to the office involved, with photo ID, or, via mail or fax, provide a written request for release containing the following:

1. What information is to be released
2. To whom the information is to be released
3. The purpose for which it is to be released
4. The student's signature and the date signed

Once a student restricts the release of directory information, no information will be provided to anyone - parents, relatives, friends, other students, or prospective employers - who may wish to contact the student or verify student status at the university, without a written release from the student containing the elements listed above.

Restricted Directory Information is made available only where an emergency is involved, at the direction of a court order, or to Western Oregon University staff and faculty with a legitimate educational need to know.

A Prevent Disclosure form is available in the Office of the Registrar, Administration Building Room 106, 345 North Monmouth Ave, Monmouth, OR 97361 and from our website. Complete the form, including signature and date, and return it in person. Photo identification is required (and will be required for all future information requests).

A request to place or remove the restriction is effective no later than two working days after it is received in the Office of the Registrar.

NOTE: Submission of a Records Confidentiality Request form does not affect directory information already published or released.

Duration of the restriction

The restriction of information is permanent until the student requests, in writing, that it be removed. The restriction will remain in place even after the student has stopped attending or has graduated from the university.

Posting of grades

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, WOU ID numbers, or Social Security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects the identity of the student.

Requesting letters of reference or recommendation from faculty or staff
Students who request letters of reference or recommendation from Western Oregon University faculty or staff members need to do so in writing. Such letters or statements are most effective if they contain specific information about the student’s academic or work performance; this type of information is considered “non-directory” information and cannot be released without the signed written consent of the student, according to the Family Educational Rights and Privacy Act (FERPA) and Western Oregon University Student Records Policy.

A student request authorizing release of non-directory information should contain the following:

- What information is to be released (be as specific as possible)
- To whom the information is to be released (name, address)
- The purpose of the release of the information (application for a specific job or admission to a graduate program, for example)
- Student signature and date signed

The Office of the Registrar has composed a FERPA-compliant authorization to release form that must be used when requesting references/recommendations. Login to the WOU Portal and click "Referral And Recommendation Request."

**Student identification number**

The WOU ID number is an eight-digit number prefaced by a V, randomly generated and assigned at the time of first admission. The WOU ID number is imprinted on the student's ID card. WOU ID numbers will not be released except to the student who comes in person to the Office of the Registrar with photo identification, or in response to a written request for release from the student containing the four elements listed previously under Release of education records.

**Oregon University System (OUS)**

**Social Security number disclosure consent statement**

Students are requested to provide voluntarily their Social Security numbers to assist OUS (and organizations conducting studies on behalf of OUS) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, OUS will disclose a Social Security number only in a manner that does not permit personal identification of a student by individuals other than representatives of OUS (or the organization conducting the study for OUS) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing their Social Security number, students are consenting to the uses identified above. This request is made pursuant to ORS 351.70 and 351.085. Provision of the student’s Social Security number and consent to its use is not required and, if a student chooses not to do so, he/she will not be denied any right, benefit, or privilege provided by law. A student may revoke consent for the use of his/her Social Security number at any time by contacting the Office of the Registrar.

Contact
University Registrar ph: (503) 838-8327; fax: (503) 838-9696 | or e-mail: registrar@wou.edu
Policy: Inclement Weather

Issuing Department: Finance and Administration

Date last revised: April 2006

PURPOSE

The purpose of this policy is to inform university employees about how and when decisions will be made to open/close campus in the event severe weather conditions require a decision to close campus or delay classes or other operations.

POLICY

It is the policy of Western Oregon University to remain open unless it is determined that safety is compromised by adverse conditions or lack of utility services. In certain circumstances, essential facilities such as the Library, University Center, University Residences, Valsetz Dining Hall, Computer Lab, and the Health and Wellness Center will be open even though classes are cancelled.

If the campus remains open but faculty are unable to hold classes due to their inability to travel to Monmouth, they will notify the office of their division chair. The deans' offices will maintain a master list of cancelled classes. Information about this list of cancelled classes can be obtained by calling the College of Liberal Arts and Sciences at 838-8226 or the College of Education at 838-8471. Generally a closure decision will be made by 5:30 a.m.

DEFINITIONS

**Essential Employee** - Employees designated by position description to report to work in the event of campus closure to maintain minimum levels of service. Essential employee names must be on file in the Human Resources Office.

**Campus Closed** - Campus is closed for business and classes cancelled.

**Campus Open/Classes Cancelled** - Campus will remain open because conditions in Monmouth are minimally impacted by weather conditions while conditions in commuter areas are more severe.
Opening Delayed - Campus will be opened for business/classes after a brief delay. This is generally when reports suggest that conditions will improve within a brief period of time.

PROCEDURES

Notification of campus and/or class offerings will be by telephone recording, WOU Web page information and public announcement to the local news media. Campus closure/cancellation information may be accessed by calling the Campus Closure Line at 838-8026.

1. Generally a campus closure decision will be made by 5:30 a.m. daily.

2. Beginning at 4:15 a.m., the university administration will begin to assess local and regional conditions with Campus Public Safety, Oregon State Police, Oregon Department of Transportation and local Polk County road department to determine the following:
   a) Open campus with classes open or cancelled
   b) Delay opening for a designated period
   c) Close campus

3. The Public Relations Director will be notified and will contact the following regional radio stations: KBZY 1490 AM and KYKN 1430 AM (Salem); KLOO 1340 AM and KFLY 1240 AM (Corvallis); KLYC 1260 AM (McMinnville); KXL 750 AM, 95.5 FM and KINK 101.9 AM (Portland); KRKT 990 AM, 99.9 FM and KSHO 920 AM (Albany). University employees are requested to listen to one of these stations for updated information.

4. Physical Plant employees will begin de-icing, snow removal, etc., no later than 5:00 a.m. daily.

5. Because conditions will vary considerably within the region, each employee must individually assess his/her unique situation and determine if he/she can safely travel/report to work. Employees not reporting to work in accordance with their work schedule due to inclement weather will report their absence according to the terms of the appropriate labor contract or Conditions of Employment.

Occasionally, the governor will declare an emergency and close all state offices immediately. In this event, those employees who reported to work will be paid for the entire work day.

6. If inclement weather affects scheduled events such as athletics, theater, library hours, university center hours or related activities, department heads may contact the university switchboard at 838-8000 and the Office of Public Relations at 838-8208.
The campus information recording will be updated to reflect cancellation, delays, etc., (E-mail and audix system may also be used), and the appropriate media will be notified.

7. The Campus Public Safety office is open 24 hours. If you have an emergency, or need additional information or assistance, you may contact them at 838-8481 (Monday-Friday, 8 a.m. to 5 p.m.) or 503-932-3419 at other times.

8. It is the responsibility of each employee to call the Campus Closure Line (503- 838-8026) or listen to one of the radio stations outlined above, to receive closure or opening information. Because conditions may vary considerably within the region, each employee must assess his or her unique situation and determine travel safety from their location to campus.

**AUTHORITY**

DAS Policy 60.015.01; OUS; University President; ORS 240.145(3), 240.551

**RESPONSIBILITY**

Vice President for Finance and Administration

<table>
<thead>
<tr>
<th>Date of next review: <strong>April 2011</strong></th>
</tr>
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</table>

Alternate formats of this policy are available from the Office of Human Resources
RESOURCE GUIDE
NOTES
REFERENCE GUIDE

ADDRESS
Western Oregon University 345 N. Monmouth Ave.
Monmouth, Oregon 97361

AUTOMATIC TELLER MACHINES ON CAMPUS
There are two ATM’s, provided by MAPS and US Bank, located on the bottom floor of Werner University Center. These ATM’s are available during Werner University Center open hours. Please contact the Werner University Center Information Desk for hours: 503-838-8261

BUILDING REPAIRS
If you observe anything needing repair please notify the Physical Plant at ext. 88239.

CAMPUS DIRECTORY
The Campus Directory is updated and found online on your Portal. For information regarding the online directory, please contact Thomas Groves X88920.

CHAMBER OF COMMERCE
Monmouth/Independence area Chamber of Commerce 311 Monmouth St
Independence, Oregon 97351
(503) 838-4268

CHECK CASHING
Checks can be cashed at the Cashier’s Office on the first floor of the Administration Building.

COMPUTER-RELATED QUESTIONS
The University Computing Services Help Desk provides computer maintenance and desktop support. For computer-related questions call ext. 88925.

CONFERENCE ROOMS
Conference rooms in the Werner University Center and the Hamersly Library may be scheduled for meetings. Conference room scheduling is located online using the Astra icon on your Portal page.

For questions regarding the Astra program, please contact the Facilities Scheduling Coordinator at X88088
CREDIT(Unions)

Local Branches of Oregon First Community Credit Union, Marion and Polk Schools Credit Union (MAPS), First Tech, and OSU Federal Credit Union are listed below:

**MAPS**
163 N. Knox St Monmouth, OR 97361
(503) 838-2224

**First Tech**
1550 State Street
Salem, OR 97301
(503) 585-7084

**OSU Federal**
464 South Pacific Hwy Monmouth, OR 97361
(503) 838-0203

CUSTODIAL SERVICE

You may reach Custodial Services by calling ext. 88451 (day) or 89527 (night).

DISCOUNTS

Some discounts are available on and off campus for faculty and staff. Currently, Dell and Apple offer a discount for WOU Faculty and Staff. Employees should use the Member ID # US22324319 when ordering online. Several cell phone carriers may also offer discounts. Please visit the following link for the most updated information: https://www.wou.edu/ucs/telecom/providers.php.

Although the Bookstore does not offer discounts specifically to staff and faculty, a 10% discount is offered to all departments.

EMERGENCIES

Dial 9-911 to report fire or medical emergencies.

IDENTIFICATION CARDS

Staff ID cards can be obtained at the Office of Human Resources located in room 206 of the Administration building. Staff ID cards can be used as identification throughout campus as well as serve as a library card at Hamersly Library. Contact the Office of Human Resources at ext. 88490 with any questions.
KEY SHOP

Any keys that you will be provided during your employment at WOU can be obtained at the Key Shop located in the Physical Plant. Lost keys or duplicate orders can also be directed to the Key Shop. Please contact John Hogate with any questions at ext. 88239.

LOST ITEM NOTIFICATION

Please contact Campus Public Safety at ext. 88481 to report a lost item.

MAIL, SENDING AFTER LAST PICKUP

The Mail Room can be reached at ext. 88383 if you will have mail to go out after pickup. Mail must be received in the mailroom by 3 p.m.

MAIL, RECEIVING

Campus, shuttle, and U.S. mail are received throughout the day and distributed to your department on a daily basis.

MAIL, SENDING PERSONAL

Stamped, personal, U.S. mail placed in any of the outgoing mail trays will be taken to the mailroom to be picked up by the U.S. post office.

MEDIA SERVICES

Located in the northwest corner of the first floor of Hamersly Library (HL 124), the Technology Resource Center offers students, faculty, and staff an array of specialized equipment in a comfortable and friendly environment — whether for digital video or audio production, desktop design, website creation, media conversion, scanning, or CD/DVD duplication. All equipment is available for self-service all the hours the library is open. For more information, check out our website at http://www.wou.edu/trc

NOTARY INFORMATION

Notary services on campus are available with the following employees. Please call for an appointment:

- **Reina Morgan** Phone: ext. 88137  Office: AD 207
- **Ronald Mercer** Phone: ext. 88806  Office: AD 104
- **Cody Prescott** Phone: ext. 88677  Office: AD 306

PUBLIC SAFETY

The telephone number for WOU Public Safety is ext. 88481. Call them if you need help with a dead battery, to report a stolen item, to request an escort to your car, etc.

PARKING PERMITS

Parking permits can be obtained through your Wolf Web located on your Portal. Permits are required for parking in campus lots and are enforced year round. Metered parking and short term guest parking
are clearly marked in the main parking lots. Guest parking permits can be obtained in each department of the university. For questions about parking contact Parking Services at ext. 88267.

**PAYDAY**

Payday is the last working day of the month. For employees with direct deposit, paychecks are deposited by 8:00 a.m. on payday. Employees receiving paper checks may pick up their check in the Payroll office located in room 306 of the Administration building.

**PERSONAL COMPUTER USE**

Personal use of computers, Internet connection, and e-mail is acceptable as long as it does not interfere with an employee’s ability to perform job duties, the ability of other users to carry out their job duties, or does not violate the other provisions of acceptable use.

**POST OFFICES**

Monmouth Post Office is located at 437 Clay St. E. and is open Monday through Friday 8:30 a.m. to 5:00 p.m. and Saturday 11 a.m. to 1 p.m.

Independence Post Office is located at 216 S. 2nd St. in Independence and is open Monday through Friday 8:30 a.m. to 5:00 p.m. and Saturday 8:30 a.m. to 10:30 a.m.

**RECREATIONAL FACILITIES**

The Health and Wellness Center includes renovation of the Old Physical Educational (OPE) building and an addition of nearly 80,000 square feet of academic, recreational and athletic space. The Campus Recreation Department’s portion is 45,000 square feet, comprising a two-court gymnasium with elevated track, two racquetball courts, three multipurpose rooms, a 6,000 square foot strength, cardiovascular and weight training area, a 40 foot high by 40 feet wide rock climbing wall, locker rooms and upgrades to the Wolverton Memorial swimming pool, equipment check-out area and office spaces.

**RECYCLING**

We strongly encourage recycling in the workplace. Each workstation should be provided with a recycling bin for paper. Please call ext. 88156 for recycling information.

**SENATES**

**FACULTY SENATE:** The Faculty Senate is a representative body composed of faculty elected by various academic elements of the University. The Senate in turn appoints members of its committees and coordinates and reviews the work of those committees as it deems necessary. The senate also provides advice and recommendations to the President and personnel in other areas of the university on whatever matters it considers appropriate. For more information regarding the Faculty Senate and their Executive Committee, visit their website at: http://www.wou.edu/president/facultysenate.

**STAFF SENATE:** The Staff Senate represents all classified staff and administrative staff at WOU in the following areas: Academic Support Services, Administrative Support Services, and Student Support Services. As the mission statement reads, the Staff Senate “seeks to promote dialogue and works to complement all faculty, staff, and student senates and councils in an effort to influence positive and
progressive change to the Western Oregon University community.” For more information regarding the Staff Senate and the current Senators, visit their website at: http://www.wou.edu/president/staffsenate.

SNACKS, BEVERAGES
There are snack and beverage vending machines in several locations throughout the campus. The Wolf Grill, The Wolf Deli, The Wolf Express, Valsetz Dining Hall, and Café Allegro are located in the Werner University Center.

TELEPHONES

LOCAL CALLS: Dial 9 and the number

LONG-DISTANCE: For long-distance phone numbers not on the OUS phone network, you will need an authorization code. Authorization codes can be obtained by contacting telecommunications at ext. 88010.

UNIONS

SEIU (Classified Employees)
President, Angie Barry (ext. 88481)

WOUFT (Faculty)
President, Mark Perlman (ext. 88969)

VOICE MAIL
The University voice-mail system is “AUDIX.” Employees are encouraged to keep their voice-mail greeting current so callers may know, for example, that you are out of the office for the entire day and may not be available to return a call. For more information on using the AUDIX voice-mail system please contact Telecommunications at ext. 88010.

WOLF WEB
The Wolf Web is a secure way for employees to view their personal information and payroll data that is stored in the University’s Human Resources Information System (HRIS). Information regarding paychecks, payroll address, benefits and deductions, and W-4 are available at any time. The Wolf Web may be accessed from your Portal. For more information on using Web for Employee contact the Human Resources Office at ext. 88490.

WEB PAGE
The University website, located at www.wou.edu, offers quick links to specific website pages as well as other information about university news and events.
NOTES
Local Restaurants
Monmouth-Independence Dining Guide

American

2EZ: (503) 837-0239, 211 S. Main Street, Independence
(Mon-Sat: 10am-5pm)

Andy’s Café @ Racin’ River Steak Co.: (503) 837-0394, 154 S. Main Street, Independence
(Mon-Sat: 6am-9pm; Sun: 7am-8pm)

J’s 99 Grill: (503) 838-1730, 220 N. Pacific Highway, Monmouth
(Daily: 6am-8pm)

Mecanico: (503) 539-3949, 87 Main Street, Independence

NY Bagel & Bistro: (503) 838-4602, 405 E. Main Street, Monmouth
(Mon-Fri: 6am-3pm; Sat-Sun: 8am-3pm)

Pink House Café: (503) 837-0900, 242 D Street, Independence
(Wed-Sun: 7am-9:30pm)

Starduster Café: (503) 838-1781, 4705 Airport Road, Independence
(Mon-Sat: 6am-3pm; Sun: 7am-3pm)

Asian

Jade Terrace: (503) 606-4092, 450 Monmouth Street, Independence
(Mon-Sat: 11am-9:30pm; Sun: 12pm-9pm)

Rice Time: (503) 838-4912, 310 E. Main Street, Monmouth
(Mon-Fri: 11am-8pm; Sat: 4:30pm-8pm)

Royal Thai: (503) 837-0350, 268 S. Main Street, Independence

Sing Fay: (503) 838-3723, 198 W. Main Street, Monmouth
(Mon-Fri: 11am-9pm; Sat: 4pm-9pm)

Yang’s Teriyaki: (503) 838-2330, 140 N. Monmouth Avenue, Monmouth
(Mon-Fri: 10am-7:30pm)

Italian/Pizza

Figaro’s Pizza: (503) 838-6459, 1321 Monmouth St., Independence
(Mon-Fri: 11am-9pm; Sat-Sun: 11am-9:30pm)

Little Ceasar’s: (503) 606-3773, 415 E. Main Street, Monmouth
(Sun-Thu: 11am-10pm; Fri-Sat: 11am-11pm)

Mangiare: (503) 838-0566, 114 S. Main St., Independence
(Mon-Thu: 11am-9pm; Fri-Sat: 11am-10pm; Sun: 3pm-9pm)
**Mendi’s Pizza:** (503) 838-5413, 1695 Monmouth Street, Independence
(Sun-Thu: 11am-10pm; Fri-Sat: 11am-11:30pm)

**Papa Murphy’s:** (503) 838-4111, 609 E. Clay Street, Monmouth
(Daily: 11am-9pm)

**Yeasty Beasty:** (503) 837-1222, 167 E. Main St., Monmouth
(Sun-Thu: 11am-10pm; Fri-Sat: 11am-11pm)

**Mexican**

**Casa Tequila:** (503) 838-0170, 970 N. Main Street, Independence
(Mon-Thu: 11am-9pm; Fri-Sat: 6am-9pm; Sunday: 11am-9pm)

**Taqueria Los Girasoles:** (503) 838-6054, 1080 Monmouth Street, Independence
(Hours Vary)

**Los Dos Amigos:** (503) 838-0223, 1349 Monmouth Street, Independence
(Mon-Thu & Sun: 11am-9pm; Fri-Sat: 11am-10pm)

**Koyote Tacos:** (503) 838-1801, 159 N. Monmouth Ave., Monmouth
(Sun-Mon: 10am-9pm)

**San Antonio:** (503) 838-1304, 1311 Monmouth Street, Independence
(Mon-Thu: 11am-9pm; Fri: 11am-10pm; Sat: 8am-10pm; Sun: 8am-9pm)

**Fast Food**

**Burgerville USA:** (503) 838-6096, 615 E. Main Street, Monmouth
(Daily: 7am-10pm (Dining Room); Daily: 7am-11pm (Drive-thru))

**Dairy Queen:** (503) 838-4500, 320 S. Pacific Highway, Monmouth
(Daily: 10am-10pm)

**KFC and A&W:** (503) 838-4266, 380 S. Pacific Highway, Monmouth
(Mon-Sun: 10am-10pm)

**McDonald’s:** (503) 838-3337, 315 Monmouth Street, Independence
(Mon-Thu: 6am-11pm; Sat-Sun: 6am-12am)

**Muchas Gracias:** (503) 837-0400, 601 E. Clay Street, Monmouth
(Sun-Thu: 8am-Midnight; Fri-Sat: 8am-2am)

**Subway:** (503) 838-5732, 1379 Monmouth Street, Independence
(Daily 9am-Midnight)

**Subway:** (503) 837-0960, 113 E. Main Street, Monmouth
(Daily: 9am-Midnight)
**Grocery Stores & Markets**

**Circle K:** (503) 838-1381, 1696 Monmouth Street, Independence  
(Daily: 24 Hours)

**Kwik-Stop Market:** (503) 838-3414, 810 N. Main Street, Independence  
(Daily: 5am-10:30pm)

**Monmouth Market:** (503) 838-0836, 417 E. Main Street, Monmouth  
(Mon-Fri: 6am-2:30am; Sat-Sun: 7am-2:30am)

**Moothart’s Market:** (503) 838-0400, 94 S. Main Street, Independence  
(Mon-Sat: 6am-10pm; Sun: 6am-9:30pm)

**Neighborhood Market:** (503) 838-4868, 173 S. Pacific Highway, Monmouth  
(Mon-Fri: 5am-1:30am; Sat-Sun: 6am-12:30am)

**Roth’s Family Market:** (503) 838-0165, 1401 Monmouth Street, Independence  
(Daily: 6am-10:30pm)

**Waremart:** (503) 838-9860, 1737 Monmouth Street, Independence  
(Daily 6am-11pm)

**Pubs & Wine Bars**

**Arena Sports Bar:** (503) 838-0054, 174 S. Main Street, Independence  
(Mon-Thu: 12pm-11pm; Fri-Sat: 12pm-1am; Sun: 10am-11pm)

**Crush Wine Bar:** (503) 838-0399, 105 E. Main Street, Monmouth  
(Tue-Thu: 3pm-10pm; Fri-Sat: 3pm-11pm)

**Chase Bar & Grill:** (503) 838-5664, 1083 Monmouth Street, Independence  
(Mon-Sun: 11am-2am)

**Main Street Pub:** (503) 606-3773, 169 W. Main Street, Monmouth  
(Mon-Thu: 11am-1am; Fri-Sat: 11am-2am; Sun: 11am-11pm)

**Rookie’s Sports Bar:** (503) 838-4806, 380 N. Pacific Highway, Monmouth  
(Mon-Sat: 11:30am-2am)

**Coffee Shops**

**Brooks and Terrys Espresso** (503) 838-4625 301 N Main St, Independence  
(M-F: 6am-noon, Sat: 7am-noon)

**Brooks and Terry’s Espresso** (503) 838-4625 Roth’s parking lot, Independence  
(Mon-Fri: 6am-6pm; Sat: 7am-6pm)

**Brooks and Terry’s Espresso** (503) 910-6003 Bi-Mart parking lot, Monmouth  
(Mon-Fri: 6am-8pm; Sat: 7am-5pm; Sun: 8am-5pm)
Dutch Bros Coffee  (503) 606-0534 165 Pacific Ave, Monmouth  
(Mon-Sun: 5am-10pm)  

Java Crew:  (503) 390-8658,  139 Monmouth Ave N, Monmouth  
(Mon-Sun: 7am-6pm)  

Rick’s Place:  (503) 838-4912,  123 E Main St, Monmouth  
(Mon-Wed & Fri-Sat: 6:30am-5pm)  

Specialty  

Fro-Zone Yogurt Co.:  (503) 837-1376, 1389 Monmouth St., Independence  
(Daily: 11am-10pm)  

Lion’s Share Coffeehouse:  (503) 837-0324, 286 S. Main St., Independence  
(Daily: 8am-5pm)  

Main St Ice Cream:  (503) 838-1485, 109 E Main Street, Monmouth  
(Tue-Sun: 12pm-9pm)  

Ovenbird Bakery:  (503) 837-0109,  215 S Main Street, Independence  
(Tue-Sat: 7am-6pm)  

Campus Dining  

Valsetz Dining Hall:  (503) 910-6003  
(Mon-Fri: 7am-11pm; Sat-Sun: 10am-11pm)  

Caffe Allegro:  (503) 838-8971, Werner University Center  
(Hours vary)  

Wolf Grill:  (503) 838-8022, Werner University Center  
(Hours vary)  

Western Deli:  (503) 838-8022, Werner University Center  
(Hours vary)