

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Associate VP for Campus Services, Chief of Staff to the VPFA
Policy Title/# (if applicable):	Holidays and Miscellaneous Privileges
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration (VPFA)

SELECT ONE: New Policy Revision Repeal

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No
 If yes, which attorney(s): Jeslyn Everitt, Craig Ashford

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

Holidays and Miscellaneous Privileges policy is a former OAR that outlines a number of benefits to which university employees have access (or had access, at the time the policy was last revised): annual holidays, fee/tuition reduction, and access to the physical education facilities but not to student health service facilities.

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

<i>Section of this policy</i>	<i>Relevant policies</i>
A. Academic Staff Holidays	SEIU CBA, article 42; UA CBA, article 32; GTFF CBA, articles 9, 28, 29; Teamsters CBA, article 23; UOPA CBA, article 35; OA Time Off Policy and Procedure V.09.02-1, II. See also https://hr.uoregon.edu/hr-programs/employee-leaves/holidays
B. Staff Fee Privileges, C. Transfer of Staff Fee Privileges	Tuition and Fees Policy (Book), III.03.01, https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-3-tuition-student-fees/tuition-and-fee-policy-book . See also Tuition and Fee Policy Book (PDF), pages 17-20.
D. Physical Education Privileges	Rec Center Membership Options, https://rec.uoregon.edu/join
E. Student Health Services	Health Center Services for Faculty and Staff, https://health.uoregon.edu/faculty-and-staff-services

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

With this proposal, we seek to retain only section “A. Academic Staff Holidays,” because, while all CBAs address holidays for their respective union members and the OA policy addresses this for OAs, this is the sole university policy that documents holidays provided to unrepresented faculty employees. We have proposed leaving this section as-is, as the Office of the Provost is undertaking a review of all policies specific to unrepresented faculty and this can be addressed through that process.

We also seek to remove all aspects of this policy that are outmoded and/or redundant of other existing policies and procedures. This policy, former OAR 580.222.0025-0040, includes a number of items that are covered by other policies. These include:

Section “B. Staff Fee Privileges” and section “C. Transfer of Staff Fee Privileges” - Fully covered by the Tuition and Fees Policy cited above, and also posted on the Budget and Resource Planning website.

Section “D. Physical Education Privileges” - As an auxiliary enterprise, the Rec Center has the responsibility of determining its non-student access and services. Current information is on its site: <https://rec.uoregon.edu/join>. Employee membership fees are established through the “Special Fees, Fines, Penalties and Service Charges” annual process.

Section “E. Student Health Services” - As an auxiliary enterprise, the Health Center has the responsibility of determining its non-student access and services. The University Health Center maintains current information on its site.

AFFECTED PARTIES

Who is impacted by this change, and how?

All employees of the university.

CONSULTED STAKEHOLDERS

Name	Office	Date
Stuart Laing, Donna Chittenden	Budget and Resource Planning	Oct 2018
Kelly Wolf	Business Affairs	Oct 2018
Kathie Stanley	Student Life	Nov 2018
Lynn Nester	Rec Center	March 2019
Steve Robinson	Student Services and Enrollment Management	March 2019
Debra Beck	Health Center	March 2019

Kaia Rogers, Missy Matella	Human Resources	March 2019
Angela Wilhelms, Melanie Muenzer	Office of the Provost	April 2019

PROPOSED LANGUAGE

A REDLINE version of the policy is attached. As noted above, the redlines are straightforward: Section A remains and all other sections are deleted.

Reason for Policy

This policy expresses the University's position on academic staff holidays, ~~staff fee privileges and the transfer thereof, physical education privileges for staff, and the unavailability of student health services to staff.~~

Entities Affected by this Policy

~~All employees of the university.~~ Academic staff

Web Site Address for this Policy

(To be updated upon posting)

Responsible Office

For questions about this policy, please contact Human Resources at 541-346-3159

Enactment & Revision History

Technical revisions enacted by the University Secretary on September 2, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 580 Division 22, Sections 0025-0040.

Policy

A. Academic Staff Holidays

(1) The following are University holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. The University will be closed on these days. However, units deemed by the University to provide a necessary function may remain open at the discretion of the University. Other holidays designated by state law, such as Veteran's Day, Presidents' Day and Martin Luther King, Jr.'s Birthday, are not University holidays unless the University is closed by a discretionary act of the President. The President may designate the day after Thanksgiving as a University holiday in lieu of one of the listed discretionary holidays.

(2) Any business transaction required or permitted to be performed on a holiday designated by state law may be performed on the next succeeding business day without penalty, even though the University may be open on the holiday.

(3) Holidays for academic staff shall be those days designated as University holidays (as described in section (1) of this policy), holidays designated by faculty collective bargaining agreements, and any additional day designated by the Governor.

(4) Holidays observed by classified employees are established by the Executive Department or by collective bargaining agreements.

~~B. Staff Fee Privileges~~

~~Employees of the University may register for courses at special rates subject to the following conditions:~~

~~(1) Graduate teaching and research assistants may register for credit hours during any term of their appointment and during an intervening summer term under the terms and conditions approved by the University and described in the Academic Year Fee Book. Graduate assistants are students admitted to a graduate degree program and appointed to an assistantship while working toward a graduate degree. Appointment as an assistant may not be for less than .15 FTE for the term of appointment. The University may establish minimum and maximum numbers of credit hours for which graduate assistants may register, provided that the President's or designee's approval is required prior to registering for credit hours in excess of 16 in any one term.~~

~~(2) On approval of the President or designee, employees of the University, appointed at half-time or more (not including temporary classified employees, graduate assistants, and other student employees), may register for a maximum of twelve hours of credit per term at the staff fee rate under the terms and conditions approved by the University and described in the Academic Year Fee Book. President's Office employees must have approval of the President or designee before registering for courses at the staff fee rate.~~

~~(3) Auditor privileges are accorded to employees under the terms and conditions approved by the University and described in the Academic Year Fee Book.~~

~~(4) For purposes of this rule, the term "employee" may include persons with full-time courtesy appointments who provide a benefit to the University in the form of teaching, research, or counseling, under the direction of the University and using the facilities of the University.~~

~~C. Transfer of Staff Fee Privileges~~

~~Employees of the University eligible for staff fee privileges (as defined in section B of this policy) may transfer such privileges to family members or domestic partners consistent with the following terms and conditions:~~

~~(1) Persons eligible to receive a transfer of staff fee privileges must be either:~~

~~(a) A family member, to include spouse or dependent children, in accordance with applicable Internal Revenue Service (IRS) code; or~~

~~(b) A "domestic partner," as defined in the Affidavit of Domestic Partnership, or the dependent child of a domestic partner.~~

~~(2) Staff fee privileges:~~

~~(a) Are usable only by either the employee or transferee;~~

~~(b) May not be subdivided among family members or domestic partners and their dependents during a term;~~

~~(c) Are limited to one transfer per term;~~

~~(d) Are limited to no more than twelve (12) academic credits per term; and~~

~~(e) There is no fee plateau at any campus for staff members, domestic partners, or eligible dependents.~~

~~(3) Employee qualification is verified through Human Resource System Records at the University; recipient status (spousal, dependent, or domestic partner) must be established no later than the first day of classes of the term of enrollment.~~

~~(4) Recipients of transferred staff fee privileges may register for courses at any Oregon public university, subject to policies of the instructing institution. The University reserves the right to exclude programs from eligibility for the privilege.~~

~~(5) Mandatory enrollment fees including, but not limited to, Resource, Health Service, Building, and Incidental, will apply.~~

~~(6) Transfer of staff fee privileges is not available for retirees of the Oregon University System.~~

~~(7) For further reference to applicable policies and procedures, see the most current edition of the Academic Year Fee Book.~~

D. Physical Education Privileges

~~Insofar as practicable, physical education facilities are available to staff members for recreational purposes on payment of an appropriate fee.~~

E. Student Health Services

~~Student health service facilities are not available to staff members.~~

Related Resources

N/A

PROPOSED