

AABC Monthly Newsletter

April 2016

EMPLOYEE HIGHLIGHT



Scott Guthrie started working for the AABC SEC team June 2014. Since this time Scott has provided excellent customer service while working at the front counter, entering invoices, utility billings reports, and writing Personal Services Contracts for our departments.

Scott is a senior who will be graduating in June 2016 with his Bachelor's in Construction Management. In Scott's free time you can find him watching a Blazers and/or Giants game. Scott also enjoys bike riding and hanging out with his friends. Most of all every time you see Scott you are sure to find a very welcoming

smile on his face! Thank you Scott for all your hard work and daily support you provide every day to our units.

QUESTIONS ABOUT REPORTING HEALTH COVERAGE: FORM 1095

Many employees are confused over how to report that they received health coverage when filing their income tax returns this tax season. As you are aware, much of this confusion involves Form 1095. The IRS developed this FAQ: <https://www.irs.gov/Affordable-Care-Act/Questions-and-Answers-about-Health-Care-Information-Forms-for-Individuals>

REMINDER ON VENDOR GIFTS

Oftentimes we get questions on the value limit of vendor gifts that is acceptable: Here is the website/link: <http://pacs.oregonstate.edu/pacs/resources/ethics>
Here is the specific language around the \$50 limit:

102-001: Vendor Gifts or Entertainment

An employee, relative or member of the household may not solicit or receive gifts with an aggregate value in excess of \$50 during a calendar year, or receive payment for expenses for entertainment from a single source that has an interest in the agency in which the public official works. Additionally, employees may not accept a favor, gratuity or special consideration from Vendors and Contractors doing or seeking to do business with the University in order to influence a purchase or secure a Contract.

FIS MANUAL UPDATE

Due to a change in responsibilities between OSRAA and FA&A for gift funds, [FIS 102-05 Gift, Grant, and Contract Income](#) has been updated to reflect the current business practice. Also, the following sentence has been added – “In those rare occasions when a donor has requested that no indirect fees are to be paid from the gift, the department may choose to pay the gift fee out of their unrestricted funds.” This is consistent policy with the practice at OSUF.

LEADERSHIP DEVELOPMENT

The Center for Learning & Organizational Development is launching the [Leadership Development Project](#) (LDP). The LDP makes an important contribution to OSU’s Strategic Plan through professional development and organizational consultation designed to develop leadership capacity across the institution. To learn more, contact Kristen @ 7-3643 or Kristen.Magis@oregonstate.edu.

2016 OREGON SESSION LEGISLATIVE REPORT

The 2016 Oregon Legislative Session closed on Thursday, March 3, 2016. As expected, employment-related bills were a significant focus of this year’s short session.

SB1532: Tiered Minimum Wage Increases Based on Employer’s Geographic Location: This bill would increase Oregon’s minimum wage at different rates depending on an employer’s location in an urban or nonurban country. The minimum wage would reach \$13.50 per hour by 2022 except that employers located in Clackamas, Multnomah, or Washington counties would see higher increases (to \$14.75 per hour), and employers located in specified nonurban counties would see lower increases (to \$12.50 per hour). After 2022, minimum wage would be adjusted for inflation on July 1st each year. This bill was signed into law by Governor Kate Brown on March 2, 2016. The law is effective immediately but the first wage increase does not occur until July 1, 2016.

SB1587: Wage Theft Prevention: This bill would modify information that must be provided to employees in a written itemized wage statement on each payday and would also fund three full-time positions within BOLI to investigate and enforce claims of wage nonpayment or underpayment. The initial draft of this bill allowed for a civil right of action for an employers’ failure to provide the required itemized wage statement information or to maintain time and pay records for three years from the date of termination. As amended, this bill enhances the ability of BOLI to enforce certain wage claims but does not include a civil right of action for failure to provide itemized wage statement information. This bill passed and is awaiting the Governor’s signature. It will be effective immediately after it is signed.

HB 4067: Whistleblower Protections for Disclosure: This bill would provide an affirmative defense for employees of public and nonprofit employers who disclose confidential records if the employee has a reasonable belief that the protected information proves a crime and lawfully access the information. This bill would only provide a defense if an employee faces a civil or criminal charge for disclosure of information and the information was disclosed to an attorney or members of certain regulatory or other oversight bodies. Nonprofit employers who receive

money from the state through grants or contracts are covered under the bill. The bill also revises ORS 659A.203 to make it an unlawful employment practice for a covered nonprofit employer to discharge or otherwise discipline and employee for making such a disclosure of information. This bill will likely have the greatest impact on nonprofits that receive money from the state through grants of contacts because it is an expansion of the whistleblower statutes that previously applied only to public employers. Employers who are subject to the law must develop a policy that describes an employee's rights and remedies under the bill and is distributed to each employee. The bill passed and is awaiting the Governor's signature. Once signed, it will be effective January 1, 2017.

HIRING INTERNATIONAL EMPLOYEES

[International Scholar & Faculty Services \(ISFS\)](#) is the central campus resource for hosting international visitors and/or hiring international employees, advising international scholars & faculty on visa and immigration issues, and providing resources to faculty and staff preparing to travel on behalf of OSU. Oregon State welcomes international scholars and faculty to teach, conduct research, and collaborate with colleagues on its campuses and hosts approximately 510 faculty and scholars from as many as 57 different countries each year. They have many helpful departmental resources on their website.

PROFESSIONAL DEVELOPMENT RESOURCES

The university supports both career-related and job-related professional development activities. It is expected that employees and supervisors mutually agree to discuss professional development issues and opportunities.

Professional development helps to:

- Increase the competency and effectiveness of our teams
- Boost employee morale
- Bolster employee rates of retention
- Provide networking opportunities
- Enhance succession planning & career advancement
- Build a positive reputation as an employer

For additional information, go to [OSU's professional development webpage](#).

CORE TRAINING

The Office of Budget & Fiscal Planning, Business Intelligence Center (BIC) is offering weekly CORE training sessions through WebEx. BIC Operations Manager, Diana Lindsley, will be taking session participants through the various features of CORE. These short weekly WebEx sessions are offered on Wednesdays from 2 p.m. to 2:30 p.m. There is no need to pre-register. To access the CORE WebEx on Wednesday click or copy and paste the following into your browser: <https://oregonstate.webex.com/oregonstate/j.php?MTID=mfcfaac9ba569864fb4a49a0a2c14d4e7>. Enter the meeting number 923 272 920.

[NEED A COPY OF YOUR POSITION DESCRIPTION?](#)

In the new version of the Online Recruiting System, employees can view their own position descriptions by following these instructions:

- Go to <https://jobs.oregonstate.edu/hr>
- Select the yellow “Online Recruiting System Login – Click Here” option



- This brings you to the Home page where you will then select “My Profile” in the blue box across the top of the screen
- Click on the “Position Descriptions” tab and you will see your position description listed. You might see old positions listed as well.
- To open your position description, click on the link.
- To print your position description, right click in the body of the position description and select “Print.”

As you review your position description and notice that changes or updates are needed, please discuss this with your supervisor. Your supervisor can contact one of the AABC HR Consultants to make updates as needed.

[CARE.COM](#)

Are you looking for care for your child, pet, elderly family member, or house but can't seem to find anywhere or anyone that fits your schedule or budget? Take the difficulty out of finding a provider and try Care.com for free! OSU students and employees can now access Care.com without having to pay a membership fee. Visit <http://Care.com/OSU> and create an account using your ONID e-mail address. For additional information about childcare and family resources, visit the Childcare and Family Resources office on the first floor of Snell Hall or call 7-4906.

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