Oregon Minimum Wage – Changes Effective 7/1/16

Over the next seven years, Oregon’s minimum wage will increase on July 1st each year. The State Legislature passed Senate Bill 1532 earlier this year. That bill created new minimum wage rates effective every July from 2016 through 2022. In 2023 the increase will be tied to the consumer price index. The new law calls for 3 different rates within the state – Portland metro area, rural counties, and all others (referred to as Standard).

On July 1, 2016 we will see the first increase. Standard counties and the Portland Metro area will increase from $9.25 to $9.75 per hour. Certain non-urban counties will increase from $9.25 to $9.50 on July 1, 2016.

What do you need to do?
You do not need to take any action. The OSU Payroll Office will be handling the increases centrally. Anyone who is under the minimum wage will be brought up to the minimum wage on July 1st.

How will the increase impact employees who work in areas outside of Corvallis?
The new wage rates will be applied to employees based on the job location city codes currently in Banner. For example, if you have an employee stationed in Enterprise, their new wage on July 1st will be $9.50 per hour because Enterprise is considered a nonurban county. If you have an employee stationed in Portland or the Portland metro area, their new wage on July 1st will be $9.75 per hour.

You can find a summary of the new Oregon minimum wage rate and a rate table on the OHR Classification & Compensation website.

Graduate Assistantships for 2016-17

As departments/units/colleges prepare for graduate assistant appointments for the next academic year, please keep the following expectations in mind:

- 9-month assistantships follow the academic year term dates and are to begin on September 16th and end on June 15th. 12-month assistantships during the academic year can begin on September 16th and end on June 15th or begin on October 1st and end on June 30th. They cannot, for example, begin on October 1st and end on June 15th. Typically, GTA appointments begin September 15th and GRA appointments begin October 1st.
- Graduate Assistants with on-going work throughout the academic year are expected to be provided a 9-month or 12-month appointment. Term-by-term appointments are not allowed unless there is a documented business need – for example, grant funding runs out mid-year.
- Graduate Assistants will receive their appointment notice a minimum of 30 days prior to the start of employment.
- Graduate Assistants will learn their work assignment from their department or employing unit at least 15 days prior to the beginning of the assignment.

If you have questions about contractual expectations, please email Employee.Relations@oregonstate.edu or contact your HSBC HR Consultant.
Request for Proposal (RFP) – Human Resources Best Practices Review

Before OSU moves forward with a national search for the director of the Office of Human Resources, President Ray has asked that a thoughtful consideration of best practices is sought to ensure that HR is positioned for continued success going forward. OSU is now accepting proposals from interested vendors to conduct a comprehensive review of the current OSU HR organizational structure, current central HR and business center role and responsibility alignment, and the OSU HR director position description compared with industry standards and best practices of similar institutions of higher education. The successful vendor is anticipated to conduct on-site fieldwork during the month of July and issue a final audit report by August 19th. If you are interested in reviewing the Request for Proposal, click on the RFP.

FLSA Overtime Changes

The Department of Labor recently updated the salary level threshold above which certain “white collar” workers may be exempt from overtime compensation. The “Final Rule” will raise the salary level from its previous amount of $455 per week (the equivalent of $23,660 a year) to $913 per week (the equivalent of $47,476 per year). This final rule becomes effective December 1, 2016. If you are interested in learning more about this topic, please check out the following items under the "In the News" section of the OHR Classification & Compensation website:

- FLSA – Proposed Revisions
- Fact Sheet – Final Rule to Update the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional Employees
- Overtime Final Rule and Higher Education

Reporting a Work-Related Accident or Illness

Workers’ compensation resources were previously located on the Office of Human Resources (OHR) website. The responsibility for accident reporting and SAIF claim management is now under the direction of Enterprise Risk Services, Oak Creek Building, 3015 SW Western Blvd. Please check out the workers’ compensation resources here http://risk.oregonstate.edu/workerscomp. This webpage includes information about:

- How to file a claim
- Forms required throughout the Workers’ Compensation claims process
- Training resources
- Frequently asked questions
- Mandatory posting notices

Please contact Heidi Melton, 7-2916, if you have questions about accident reporting and/or work-related accidents or illness.

Personal Reimbursements

When it is necessary to make small business-related purchases with personal funds, employees are required to submit a Personal Reimbursement Request. When submitting requests for personal reimbursements, the following guidelines apply:

- Attach original itemized receipts with proof of payment; copies are not acceptable.
- Receipts must be submitted for reimbursement within 60 days of purchase.
- If submitting multiple receipts for reimbursement, the Personal Reimbursement Form should be sent to HSBC within 60 days of the oldest purchase.

If you have questions, please contact a member of the HSBC Finance and Accounting teams.
Vendor Invoices / Packing Slips
This is just a reminder that invoices and packing slips can be sent by email to one of the HSBC addresses below:

  - HSBC.Pharmacy@oregonstate.edu
  - HSBC.PHHS@oregonstate.edu
  - HSBC.VetMed@oregonstate.edu

Sending invoices and packing slips by email will help facilitate more timely processing of these documents. If you email the invoice to HSBC, please **do not** also send the original documents.

F-1 OPT EAD Update
A new rule went into effect on May 10th that will allow some non-resident aliens to apply for a 24 month extension of their work authorization, if it is based an F-1 OPT EAD card.

- **Who is eligible?**
  To qualify for the STEM OPT extension, an F-1 student must currently be working in a period of post-completion OPT and must hold a bachelor’s degree or higher in an eligible STEM field from an SEVP-certified school that is accredited at the time the student submits their STEM OPT extension application to USCIS.

- **Questions?**
  Employees who may benefit from this 24 month OPT extension should contact the international student advisor at the institution where they earned their degree to determine if they are eligible. The international student advisor will work directly with the employee, rather than the hiring department, to determine the employee’s eligibility for an extension. More information about the F-1 OPT can be found on the International Scholar and Faculty Services website: [http://international.oregonstate.edu/isfs/visa-categories/f-1-opt-employees-osu](http://international.oregonstate.edu/isfs/visa-categories/f-1-opt-employees-osu)

Personnel Changes in International Programs
Charlotte Ross, Director of International Faculty Services, will be leaving OSU and Oregon. In the HSBC, we have relied on her excellent direction, professionalism, expertise and outstanding customer service. We are happy to report that we will continue to be served by her strong team that is dedicated to the international faculty and scholar population on campus. A few changes that will be occurring within her team are:

- **Promotion of Jackie Bangs** to the position of Assistant Director. She will continue to serve as the campus contact for hiring and securing US work visas for international employees and will continue to work on the majority of employment-based permanent residence (PR) petitions that are currently in process. All new petitions will be outsourced to an immigration attorney.
- **Adria Buncal** will continue to oversee the J-1 Exchange Visitor program and assist campus with hosting visiting scholars.
- **Cindy Nair** will take on increased responsibility with the IPConnect/Sunapsis online case management system for the Division of International Programs. A portion of Cindy’s position will continue to be devoted to international scholars and faculty.

International Programs is located in University Plaza, 1600 SW Western Blvd, Suite 130. For more information about International Programs and related services, please visit their website at [http://international.oregonstate.edu/](http://international.oregonstate.edu/)