For Classified and Unclassified (Academic, Research & Professional Faculty) Employees

### 2015 Holiday Schedule and Calendar

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>DATE</th>
<th>OBSERVED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 26, 2015</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>Friday, November 27, 2015</td>
<td>All</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Friday, December 25, 2015</td>
<td>All</td>
</tr>
</tbody>
</table>

### Additional Day of Paid Leave for Classified Employees

Under collective bargaining agreement, classified personnel employed on or before December 24, 2015, receive one additional day of paid leave (pro-rated for part-time employees) on the workday before or after Christmas Day, or the day before or after New Year's Day. If work requirements prevent an employee from taking one of these four days, the employee may request to use the day prior to June 30, 2016. If the day is not taken by June 30, 2016, it is forfeited.

To be eligible for holiday pay, classified employees must be in paid status at least one-half (1/2) of the last scheduled workday before the holiday and at least one-half (1/2) of the first scheduled workday after the holiday, provided such scheduled workdays occur within seven (7) calendar days before and after the holiday (Article 42-Section 3(C)).

### Classified Employees Working Irregular Workweeks and Application of Compensatory Time Off

Eligible classified employees are to receive recognition for all of the above holidays. In order to provide the same number of holidays for all eligible employees, persons assigned irregular workweeks (other than Saturday and Sunday as regular days off) should be credited with compensatory time at a straight-time rate for all holidays that fall on their regular days off.

### Accounting for Time Worked on a Holiday by Classified and Unclassified Employees

Classified employees will receive compensatory time off for all holiday time earned unless an employee elects to receive cash for hours worked, calculated at a time-and-one-half rate, when they are required or allowed to work on the above recognized holidays. Provisions governing holiday scheduling and holiday work compensation are contained in Article 42 of the Service Employees International Union, Collective Bargaining Agreement.

Unclassified employees (FLSA exempt and non-exempt) who are required to work on a University recognized holiday are to be compensated for hours worked at the rate of time and one-half in the form of pay or compensatory time off at the discretion of their employing unit.

### Early Unit Closure Prior to the Start of a Holiday

Administrators and supervisors are responsible for providing adequate staffing coverage for normal operations prior to the start of a holiday. Please be reminded that administrators do not have the authority to close their units without approval of the President or his designee.

Supervisors may authorize early release of classified staff as long as the employees record usage as vacation leave, personal leave, or leave without pay for the early release time taken. Administrators cannot provide release time to classified staff outside the provisions of the collective bargaining agreement. FLSA non-exempt unclassified employees are also expected to report early leave usage to their supervisors for time taken.

Questions about the holiday schedule may be directed to the Office of Human Resources at human.resources@oregonstate.edu.
Holidays in EmpCenter

Holidays observed by OSU are programmed into EmpCenter. If you are eligible for holiday pay, the holiday will display on your timesheet; the hours displayed are based on your FTE (i.e., 1.0 FTE will display 8 hours, .5 FTE will display 4 hours). If the observed holiday is a normal work day and you do not work, you don’t need to do anything.

Did you work on the holiday? Does the holiday occur on your regular day off? If so, you’ll need to make adjustments to your timesheet in EmpCenter. Please consult the EmpCenter user guide “Holidays in EmpCenter” for instructions about how to adjust your timesheet. Refer to the section related to your policy profile. If you don’t know your policy profile, do the following:

- Log on to myOSU
- Select the Employee link
- Select Current and Past Jobs under My Employment Details
- A new window will open with your EmpCenter Policy Profile listed next to your current position

EmpCenter user guides are located here: http://mytime.oregonstate.edu/empcenter-training

Temporary Supervisor Delegation in EmpCenter

Are you traveling out of town for business or pleasure and not able to approve your employee timesheets during the appropriate timeframe/approval window? EmpCenter allows you to delegate supervisor responsibilities to another employee assigned to the supervisor role. Delegations can only be made to a group and not an individual employee (if you supervise more than one employee). The supervisor delegated to will be able to approve timesheets, time off requests, and edit employee time for your employees. They will also receive all notifications from EmpCenter about your employees during the assigned delegation period. Simple instructions are located here: http://mytime.oregonstate.edu/how-do-i-set-employee-delegate-access

Vacation Cash-Out for Classified Employees

According to the Collective Bargaining Agreement, Article 47 Section 17, classified employees have the opportunity to elect a cash-out of up to forty (40) hours of vacation leave provided the employee has a minimum of 80 hours of accrued vacation leave remaining after the cash-out. The cash-out is paid to the employee in January.

To request the cash-out option, please submit the "Request for Cash Out of Vacation Leave" form. This form is available at https://oscar.oregonstate.edu/Employee Access. Select the link, "Vacation Cash Out." The employee should fill out the “Employee” section and sign the form. All other sections will be completed by HSBC.

Forms are due to HSBC no later than December 31, 2015. Forms can be submitted to HSBC.HR@oregonstate.edu or mailed to Health Sciences Business Center-HR Unit, 425 Snell Hall.

Inclement Weather and Work Curtailment

With winter approaching, we encourage you to familiarize yourself with the University’s inclement weather matrix located here: http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/incl_weather_matrix.pdf. The matrix provides useful information about time reporting.

Information about University closures or curtailment of operations can be found on the OSU website at this location: http://hr.oregonstate.edu/manual/closures-or-curtailment-operations-including-inclement-weather

NSF Final Project Reports

The Office of Sponsored Research & Award Administration (OSRAA) reports that the National Science Foundation (NSF) is strictly enforcing its policy on overdue reports using a new automated system that will prevent the entry of Notifications and Requests (such as no cost extensions, change of PI or Co-PI). This will prevent OSU from making these entries in Fastlane and will hold up awards. Additionally, if an OSU PI is a Co-PI on a grant at another university, that institution will also be prevented from making such entries in Fastlane. In other words, every project, institution and PI who is/are connected or linked in any way will be impacted. Annual reports are required; if anyone is missing an annual report, no action can be taken on any other connected grant.
New Resources on HSBC Website

Please check out a few new resources on our HSBC website. We have added a new section to our Forms & Resources tab called “HSBC HR Procedures.” In this section you will find the following guidelines/instructions:

- How to Initiate a Waiver of Search
- How to Hire a Graduate Assistant (GTA/GRA)
- How to Recruit for and Hire an Hourly Student Worker

You can find these new resources here: [http://fa.oregonstate.edu/hsbc/forms-resources](http://fa.oregonstate.edu/hsbc/forms-resources). If you have ideas for instructions/guidelines you would like to see added, please let us know by sending your suggestion or request to HSBC.HR@oregonstate.edu.

Lunch Breaks for Student Employees and OSU Temps

A lunch period of at least 30 minutes is required for student employees and OSU temps who work more than 6 hours in a day. Student employees and OSU temps are expected to clock in and out for lunch periods.

Oregon law requires that, for work periods of at least 6 hours, employers provide their employees with a meal period that is at least 30 minutes of uninterrupted time in which the employee is relieved of all duties. Coercing an employee into waiving meal periods is a violation of ORS 653.261(5)(b). Failure to provide the opportunity for an appropriate meal period is a violation of OAR 839-020-0050.

Adding Duties/Responsibilities

Supervisors - When adding duties or responsibilities to an employee’s workload, keep in mind that by doing so you may be adding a new access that necessitates a new or updated Criminal History Check. Per OSU Standard 576-055-0000 et seq., Criminal History Checks will be conducted on employees providing services in a critical or security-sensitive position. For resources to help you determine if new duties/responsibilities will necessitate a new or updated CHC, please see:

- Criminal History Check Crosswalk of Security-Sensitive Access, located at [http://hr.oregonstate.edu/manual/criminal-history-check](http://hr.oregonstate.edu/manual/criminal-history-check)
- HSBC Special Conditions of Employment Worksheet located on our website at [http://fa.oregonstate.edu/hsbc/forms-resources](http://fa.oregonstate.edu/hsbc/forms-resources).

If you have questions about the process or would like assistance, contact Kim Cholewinski (for PHHS) 7-8488 or Valerie Mouw (for Pharmacy or Veterinary Medicine) 7-6063 or email HSBC.HR@oregonstate.edu.

What is a classified position?

Classified positions are represented by SEIU Local 503, Service Employees International Union. Every classified position is assigned to a specific job classification based on the similarities of duties and responsibilities to the respective job class specifications. Job class specifications exist for over 270 job classifications. Examples range from Accountant to Education Program Assistant to Veterinary Technician. Each class specification is a general description of the kind of work performed by employees in that classification. Classification specifications include:

- Salary Range
- General Description of Class
- Distinguishing Features
- Duties and Responsibilities
- Relationship with Others
- Supervision Received
- Minimum Qualifications

If you have questions about a position classification, please contact Kim Cholewinski (for PHHS) 7-8488 or Valerie Mouw (for Pharmacy or Veterinary Medicine) 7-6063 or email HSBC.HR@oregonstate.edu.