Collective Bargaining Agreements – presented by Heather Horn, Associate Vice Provost and Director of Employee and Labor Relations, and Trina Young, Senior Employee and Labor Relations Officer.

✓ This session is being recorded. The recording and presentation materials will be posted on the HR & Payroll Operations Forum webpage at https://hr.oregonstate.edu/hr-and-payroll-operations-forum

✓ Chat is disabled. Please submit all questions via the Q & A button located at the bottom of your screen. Questions that are not addressed throughout the presentation will be answered at the end.

✓ After the forum you will receive a link to a survey. Please let us know your thoughts.
Announcements

- **Current Mailing (CM) Address** – Critical kept up-to-date. All printed statements, checks, W-2’s etc. mailed to CM. Creates employee hardship if paycheck sent to old address because they weren’t asked when getting another job.

- **JOB Changes/Terminations** – particularly during Time Entry and Payroll processing. FTE reductions or terminations, contact Central Payroll to avoid overpayment. O/P’s that cross calendar year are especially detrimental to employee’s taxes. Doubles the efforts of USSE, Central Payroll and Benefits/Retirement offices.

- **Post Doc Scholars** are now represented by UAOSU but with Grad health benefits rather than PEBB benefits. This required a new Employee Class “UP”. They are also eligible for sick and vacation leave. Were added to EmpCenter beginning 9/1/2020. Their leave “buckets” and retro balances were populated. Link to the updated ECLS chart. [https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/hristeam/ecls.pdf](https://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/hristeam/ecls.pdf)
New Director of Talent Acquisition & Recruitment

Please join me in welcoming Bill Weber to UHR as our first Director of Talent Acquisition! Bill will lead the evolution in our recruitment approach, working closely with our recruitment coordinators and specialists to develop a full-service recruitment operation anchored in the Talent Acquisition Center of Expertise.

We do not expect any near-term changes to recruitment operations or our client support model, but Bill will be a featured speaker in an upcoming HR/Payroll forum where he will discuss his approach and ideas on Talent Acquisition.

Bill would also look forward to meeting with any of you who would be interested in sharing ideas or feedback on how we could establish or improve the recruitment and retention of employees at OSU.

In the meantime, you can email Bill at: weberwil@oregonstate.edu
Inaugural Labor Contract with UAOSU
HR & Payroll Specifics

Heather Horn & Trina Young

October 9, 2020
Agenda

• Life cycle of a represented academic faculty
  
  Initial Hire  Reappointment  End of Employment
  
• Appointment Letters
• Updated Position Descriptions
• Teaching Workload Guidelines
• Compensation/Benefits

Academic Faculty Resources (currently in transition):
https://facultyaffairs.oregonstate.edu/faculty-union-bargaining
### Which titles are represented by UAOSU?

<table>
<thead>
<tr>
<th><strong>Tenure/Tenure-track</strong></th>
<th><strong>Fixed-term Instructional</strong></th>
<th><strong>Fixed-term Research</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Senior Instructor II</td>
<td>Senior Faculty Research Assistant II</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Senior Instructor I</td>
<td>Senior Faculty Research Assistant I</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Instructor</td>
<td>Faculty Research Assistant</td>
</tr>
<tr>
<td><strong>Fixed-term Professorial</strong></td>
<td>Senior Instructor II (PAC) new 9/2021</td>
<td>Senior Research Associate II new 9/2021</td>
</tr>
<tr>
<td>Professor (Clinical)</td>
<td>Senior Instructor I (PAC) new 9/2021</td>
<td>Senior Research Associate I new 9/2021</td>
</tr>
<tr>
<td>Associate Professor (Clinical)</td>
<td>Instructor (PAC)</td>
<td>Research Associate</td>
</tr>
<tr>
<td>Assistant Professor (Clinical)</td>
<td>Senior Instructor II (ESL) new 9/2021</td>
<td>Postdoctoral Scholar</td>
</tr>
<tr>
<td>Professor (Extension) Associate Professor</td>
<td>Senior Instructor I (ESL) new 9/2021</td>
<td>Postdoctoral Scholar</td>
</tr>
<tr>
<td>Professor (Extension) Assistant Professor</td>
<td>Instructor (ESL)</td>
<td>Postdoctoral Fellow</td>
</tr>
<tr>
<td>Professor (Practice)</td>
<td>Senior Instructor II (ALS) new 9/2021</td>
<td>Fixed-term Visiting Professor</td>
</tr>
<tr>
<td>Associate Professor (Practice)</td>
<td>Senior Instructor I (ALS) new 9/2021</td>
<td>Visiting Professor</td>
</tr>
<tr>
<td>Assistant Professor (Practice)</td>
<td>Instructor (ALS)</td>
<td>Visiting Associate Professor</td>
</tr>
<tr>
<td>Professor (Senior Research)</td>
<td>Senior Lecturer II new 9/2021</td>
<td>Visiting Assistant Professor</td>
</tr>
<tr>
<td>Associate Professor (Senior Research)</td>
<td>Senior Lecturer I new 9/2021</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor (Senior Research)</td>
<td>Lecturer</td>
<td></td>
</tr>
</tbody>
</table>

*New promotional tracks follow existing criteria while being established*
Supervisory Exclusion

Academic Faculty who supervise other faculty with rank (including those on Academic Wage Appointments), Postdoctoral Scholars and/or Postdoctoral Fellows are excluded from the union based on their supervisory status.
Academic Faculty Hiring: The Initial Hire

• Pre-employment conditions are not represented by the CBA

• "Pooled" appointments

• Upon employment, there are obligations to know regarding initial appointment:
  • Offer letter templates updated to include representation of position by UAOSU
  • Inform the employee of the date of eligibility for promotion and/or tenure
  • Joint appointments should be codified in an MOU which identifies how the promotion and/or tenure processes will be handled for the bargaining unit member
  • Salary minimums for fixed-term appointments

Initial Hire  Reappointment  End of Employment
Updated Position Descriptions

Timeline:

**AY 20/21:** Supervisor/academic unit head and faculty should begin the process of bringing position descriptions up-to-date by reviewing their position description to ensure they accurately describe the work being performed.

Faculty may obtain their position description via MyOregonState.edu.

**June 30, 2022:** Due date for all position descriptions to be up-to-date

Position descriptions shall clearly identify:

- Contributions to equity, inclusion, and diversity
- Expectations for service
Teaching Workload Guidelines

Timeline

**AY 20/21:** Each academic unit or college shall implement guidelines determining teaching workload for bargaining unit members

* Recommended that this information be posted online

**Sept 16, 2021:** Due date for guidelines to be created or updated

Guidelines shall clearly outline:

- Standard course or credit loads for full and part-time faculty in tenure-track or fixed-term positions
- Situations governing exceptions that may be granted
- Procedures by which bargaining unit members can address cases of excessive workload
- **NEW:** Establishes minimum # of course releases provided to tenure-track faculty (only)
Compensation

- **FY20**: Retroactive merit increases for the UAOSU-represented employees
- **FY21**: No merit increases
  - Salary reduction program
- **FY22-24**: Wage re-opener

- Promotion Raises = 10% salary increase
- Postdoc Scholars: amount set by NIH minimum salary schedule and based on the years of experience.
Effective **September 16, 2020**, salary minimums will be in effect for fixed-term appointments in the following categories at 1.0 FTE:

<table>
<thead>
<tr>
<th>Categories</th>
<th>9-month Salary</th>
<th>12-month Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor (Clinical)</td>
<td>$46,638</td>
<td>$57,000</td>
</tr>
<tr>
<td>Assistant Professor (Extension)</td>
<td>$46,638</td>
<td>$57,000</td>
</tr>
<tr>
<td>Assistant Professor (Practice)</td>
<td>$46,638</td>
<td>$57,000</td>
</tr>
<tr>
<td>Assistant Professor (Senior Research)</td>
<td>$46,638</td>
<td>$57,000</td>
</tr>
<tr>
<td>Lecturer</td>
<td>$43,002</td>
<td>$52,558</td>
</tr>
<tr>
<td>Instructor</td>
<td>$43,002</td>
<td>$52,558</td>
</tr>
<tr>
<td>Instructor (ESL)</td>
<td>$43,002</td>
<td>$52,558</td>
</tr>
<tr>
<td>Instructor (ALS)</td>
<td>$43,002</td>
<td>$52,558</td>
</tr>
<tr>
<td>Instructor (PAC)</td>
<td>$30,000</td>
<td>$36,667</td>
</tr>
<tr>
<td>Faculty Research Assistant</td>
<td>$34,364</td>
<td>$42,000</td>
</tr>
<tr>
<td>Research Associate</td>
<td>$36,000</td>
<td>$44,004</td>
</tr>
<tr>
<td>Research Associate (Postdoc)</td>
<td>$36,000</td>
<td>$44,004</td>
</tr>
</tbody>
</table>

Effective September 16, 2021, the salary minimum for each rank within a category will be at least 10% more than the floor for the preceding rank (e.g. Instructor = $43,002, Senior Instructor I = $47,302, Senior Instructor II = $52,032).
Benefits

- Medical/Dental/Vision = PEBB
  95% employer paid | 5% employee paid

- Incoming Postdoc Scholars eligible for grad health plan 90% employer paid | 10% employee + dependent care coverage

- Postdoc Fellows eligible for Student health plan

- Retirement: no change (PERS)
  Postdoc Scholars/Fellows are not eligible

Leaves

- 120 hrs paid family/medical leave/yr

- Sick = 8 hrs/month (for 1.0 FTE)

- Vacation = 15 hr/month (for > 0.5 FTE)

- Sabbatical leave policy unchanged
Academic Faculty Hiring: The Reappointment

When reappointing:
- Periodic Review of Faculty
- Merit increases for all FTE
- (when applicable) Review for Promotion
- (when applicable) Promotional Increases

Multi-Year Contract for Promoted Fixed Term Employees:
- Appointment of at least 2 years for those who have achieved promotion
- Adjustments to the duration of the MYC may be made by mutual agreement
Promotion of Fixed-Term Academic Faculty

Bargaining unit members in the Fixed-Term classification are not eligible for tenure, but are eligible for promotion within their category. The Employer will inform fixed-term academic faculty members of the date of eligibility for promotion as appropriate:

For Fixed-Term Instructional or Fixed-Term Research categories:
Unless granted credit for prior service, bargaining unit members are eligible for promotion when both of the following conditions are met:
• at least four years have elapsed since their initial hire date or last promotion,
• and they have accumulated a minimum of 3.0 FTE years in service since their initial hire date or last promotion.

For Fixed-Term Professorial categories:
Unless granted credit for prior service, bargaining unit members are eligible for promotion when both of the following conditions are met:
• at least six years have elapsed since their initial hire date or last promotion,
• and they have accumulated a minimum of 4.5 FTE years in service since their initial hire date or last promotion.
# New System: Notice of Non-Reappointment

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Notice Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee works 1-2 term(s) per AY</td>
<td>No notice required; clear start and end dates in offer letter</td>
</tr>
<tr>
<td>Employee works 3 consecutive terms per academic year <strong>AND</strong> holds a position that has not achieved promotion **</td>
<td>1 month of notice required prior to the ending of their existing appointment</td>
</tr>
<tr>
<td>Employee has achieved promotion **</td>
<td>4 months of notice required prior to the ending of their existing appointment</td>
</tr>
</tbody>
</table>

*Gift, grant, or contract supporting a position is withdrawn, reduced, or terminated by the granting agency may alleviate need for notice

**Academic Year (AY) is defined as September 16 – June 15**

**No FTE requirement**

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Initial Hire  Reappointment  End of Employment
Thank you

Heather Horn, Associate Vice Provost & Senior Director, Employee and Labor Relations
Trina Young, Senior Employee & Labor Relations Officer