

**Terms and Conditions of Employment**

1. **Terms of Service:** The department dean or director, in consultation with the appropriate Senior Leadership Officer, is responsible for determining staffing levels, appointment types and duration.
  - a. In conjunction with relevant state law, employment at the University is at-will.
  - b. Nothing in this section shall constitute a waiver or otherwise limit the University's ability to terminate an unclassified staff member's employment for any reason permitted by law.
2. **Renewal:** The following provisions apply only to unclassified staff members on renewable appointments:
  - a. Subject to the provisions contained in Section 1, unclassified staff members on renewable appointments are considered "renewed" for continuing employment in a subsequent fiscal or academic year for the same appointment term as the previous appointment ***unless the University informs the unclassified staff member of their intent to terminate, non-renew or otherwise sever the employment relationship.***
3. **Non-renewal and Termination Without Cause:** The University may non-renew an unclassified staff member's employment at any time for any reason, with or without cause, upon thirty (30) days' notice or payment of an amount equal to 30 days of the unclassified staff member's then-current salary, less any legally required deductions and withholdings, in lieu of notice. Termination for cause of an unclassified staff member is not subject to any notification period.
  - a. **Appeal of non-renewal:** Unclassified staff who have been given notice of non-renewal in accordance with the standards described above may appeal the notice only on the basis that the procedures for notice of non-renewal constitutes a violation of this policy or of any other University policies or rules. Appeals are made to the Associate Director of Human Resources. In the event that the Associate Director may not hear the appeal based on being directly involved in the subject matter of the appeal or, at the discretion of the President or an individual delegated by the President, otherwise involved in the matter, then the President or their designee may hear the appeal. Appeal decisions are final.
4. **Resignation:** An unclassified staff member may resign employment at any time for any reason, with or without cause. It is customary and suggested to provide thirty (30) days' written notice to the University, unless there are extenuating circumstances that prevent such notice.
5. **Policies and Procedures:** Unclassified staff members are required to comply with all applicable University policies, as may be amended from time to time, including all policies related to outside employment, outside activities and supplementary compensation.
6. **Salaries:** Cost-of-living and or salary increases when available will be allocated by the President in consultation with the Senior Leadership Officer and within the limitation of available funds.

- 7. Benefits:** The University offers a comprehensive benefit plan for employees at or above .50 FTE and their families. This plan includes core benefits of medical, vision, dental, basic life insurance, as well as several optional benefits. Employees with other group medical or dental coverage may elect to opt-out of the medical and dental plans and receive limited cash back. You may also decline benefits entirely. See Employee Benefits Overview page for more information.
- 8. Vacation Leave:** Nine-month positions, including those with extensions are not eligible to accrue vacation. Twelve-month positions and those on grants, contract, or gift are eligible to accrue 15 hours of vacation per month, prorated based on FTE.
- 9. Sick Leave:** Nine and twelve-month positions are eligible to accrue eight hours of sick leave per month, prorated based on FTE. Sick leave is non-compensable (not eligible to be paid out).
- 10. Bereavement Leave:** Unclassified staff members shall be eligible for a maximum of four (4) work days of paid bereavement leave within the two weeks provided under Oregon Family Medical Leave (OFLA), prorated for part-time employees. The employee may use their own accrued paid leave for the remainder of the two weeks provided under OFLA. Bereavement Leave under OFLA, which is protected unpaid leave to make funeral arrangements, attend the funeral, or grieve a family member who has passed away, must be completed within 60 days of the date when the employee learned of the death. Bereavement leave will count toward the total amount of OFLA eligible leave. Bereavement leave is further limited to two weeks per family member with a maximum of four weeks in a given leave year. Recent changes to Paid Leave Oregon now integrate additional paid leave options, enhancing support for employees during bereavement periods.

**This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.**