

Holidays and Miscellaneous Privileges

580-022-0025

Academic/Unclassified Employee Holidays

- (1) The following are paid holidays and the university will be closed on these days:
 - a) New Year's Day
 - b) Martin Luther King Jr. Day
 - c) Memorial Day
 - d) Independence Day
 - e) Labor Day
 - f) Veterans Day
 - g) Thanksgiving Day
 - h) Day after Thanksgiving
 - i) Christmas Day

- (2) OSU Floating Holiday (Special Day), to be taken between the day before Thanksgiving through January 31.
 - a) An unclassified employee, employed during the time period in which the OSU Special Day may be used, may request to use this leave with prior approval.
 - b) A full-time unclassified employee (1.0 FTE) will receive eight (8) hours of leave. Unclassified employees at less than full-time will receive a prorated amount of leave based on their appointment FTE.
 - c) Leave cannot be taken in hourly increments, the entire amount of Special Day leave must be taken together.
 - d) Unclassified employees who are unable to be away from their duties to take the additional day of paid leave are permitted to extend the use of the paid leave up to June 30. The employee must coordinate schedules with his/her supervisor to maintain regularly scheduled services

- (3) Any business transaction required or permitted to be performed on a holiday designated by state law may be performed on the next succeeding business day without penalty, even though the institution may be open on the holiday.

- (4) Holidays for academic and unclassified employees shall be:
 - a) those days designated as institution holidays (as described in section (1) and (2) of this policy);
 - b) any additional day designated by the Governor or by the President of the United States, only if also designated by the Governor as a day of mourning, celebration, or other special observance.

- (5) Holidays observed by classified employees are established by the Executive Department or by collective bargaining agreements.

- (6) 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 unit.

Effective: November 23, 2015

580-022-0030
Staff Fee Privileges

Employees of the Department of Higher Education may register for courses at special rates subject to the following conditions:

- (1) Graduate teaching and research assistants may register for credit hours during any term of their appointment and during an intervening summer term under the terms and conditions approved by the Board and described in the Academic Year Fee Book. Graduate assistants are students admitted to a graduate degree program and appointed to an assistantship while working toward a graduate degree. Appointment as an assistant may not be for less than .15 FTE for the term of appointment. Institutions may establish minimum and maximum numbers of credit hours for which graduate assistants may register, provided that the president's or designee's approval is required prior to registering for credit hours in excess of 16 in any one term.
- (2) On approval of the president or designee, employees of the Oregon University System, appointed at half-time or more (not including temporary classified employees, graduate assistants, and other student employees), may register for a maximum of twelve hours of credit per term at the staff fee rate under the terms and conditions approved by the Board and described in the Academic Year Fee Book. Chancellor's Office employees must have approval of the Chancellor or designee before registering for courses at the staff fee rate.
- (3) Auditor privileges are accorded to employees under the terms and conditions approved by the Board and described in the Academic Year Fee Book.
- (4) For purposes of this rule, the term "employee" may include persons with full-time courtesy appointments who provide a benefit to the institution in the form of teaching, research, or counseling, under the direction of the institution and using the facilities of the institution.

[Publications: Publications referenced are available from the agency.]

Hist.: HEB 3-1978, f. & ef. 6-5-78; HEB 8-1979, f. & ef. 8-22-79; HEB 1-1981, f. & ef. 6-4-81; HEB 4-1982, f. & ef. 7-14-82; HEB 10-1986, f. & ef. 7-16-86; HEB 1-1993, f. & cert. ef. 2-5-93; OSSHE 4-2002(Temp), f. & cert. ef. 5-28-02 thru 11-15-02; OSSHE 6-2002, f. & cert. ef. 7-30-02; OSSHE 4-2006, f. & cert. ef. 6-27-06

580-022-0031
Transfer of Staff Fee Privileges

Employees of the Department of Higher Education eligible for staff fee privileges (as defined in 580-022-0030) may transfer such privileges to family members or domestic partners consistent with the following terms and conditions:

- (1.) Persons eligible to receive a transfer of staff fee privileges must be either:

- a.) A family member, to include spouse or dependent children, in accordance with applicable Internal Revenue Service (IRS) code; or
- b.) A "domestic partner," as defined in the Affidavit of Domestic Partnership, or the dependent child of a domestic partner.

(2) Staff fee privileges:

- a.) Are usable only by either the employee or transferee;
- b.) May not be subdivided among family members or domestic partners and their dependents during a term;
- c.) Are limited to one transfer per term;
- d.) Are limited to no more than twelve (12) academic credits per term; and
- e.) There is no fee plateau at any campus for staff members, domestic partners, or eligible dependents.

(3) Employee qualification is verified through Human Resource System Records at each institution; recipient status (spousal, dependent, or domestic partner) must be established no later than the first day of classes of the term of enrollment.

(4) Recipients of transferred staff fee privileges may register for courses at any Oregon University System institution, subject to policies of the instructing institution. Institutions reserve the right to exclude programs from eligibility for the privilege.

(5) Mandatory enrollment fees including, but not limited to, Resource, Health Service, Building, and Incidental, will apply.

(6) Transfer of staff fee privileges is not available for retirees of the Oregon University System

(7) For further reference to applicable policies and procedures, see the most current edition of the Academic Year Fee Book.

[Publications: Publications referenced are available from the agency.]

Hist.: OSSHE 2-2000, f. & cert. ef. 6-23-00; OSSHE 5-2002(Temp), f. & cert.ef. 5-28-02 thru 11-15-02; OSSHE 7-2002, f. & cert. ef. 7-30-02; OSSHE 4-2006, f. & cert. ef. 6-27-06

580-022-0035

Physical Education Privileges

Insofar as practicable, physical education facilities are available to staff members for recreational purposes on payment of an appropriate fee.

Hist.: HEB 3-1978, f. & ef. 6-5-78

580-022-0040

Student Health Services

Student health service facilities are not available to staff members.

Hist.: HEB 3-1978, f. & ef. 6-5-78