

Oregon TECH

Supervising Hourly Employees (Students and Temps)

Office of Human Resources

Overview

- Principles
- Recruitment
- Hiring
- Work Restrictions
- Pay & Benefits
- Policies
- Responsibilities & Rights

PRINCIPLES



Non-Discrimination

- Recruiting, hiring, and employment practices must be conducted without discrimination.
- Recruitment materials cannot contain requests for information about protected criteria.
- Consideration of applicants must be based on essential qualifications for the specific job recruitment.

Non-Discrimination

- Interviews and/or application forms must not contain requests for protected information.
- Review of applicants must be based on the essential qualifications for job.

Equal Employment Opportunity

- Students must have equal and timely access to all job openings.
- All student employment opportunities must be advertised on Handshake.
- All eligible applicants must be considered.

RECRUITMENT

Student Employee Recruitment

- Through Handshake
- Work with Career Services

Temporary Employee Recruitment

- If you know whom you want to hire, contact Sandi Hanan.
- If you do not know whom you want to hire, complete or work with your Office Manager to initiate a position description request in HEROES.
 - See www.oit.edu/hr/recruitment for details and resources about the recruitment process.

HIRING



Hire

- Complete hire form through Qualtrics
 - Students: <http://www.oit.edu/faculty-staff/human-resources/student-employment>
 - Temps: Contact Sandi Hanan.
- Routes through Qualtrics for required approvals.
- Employee will be contacted by HR or Payroll Services with new employee paperwork and onboarding resources via email.

Do not schedule a new hourly employee to work until approval from HR and/or Payroll is granted.

Onboarding

- Conduct department training.
- Provide safety training, if applicable.
- Orient to job responsibilities and tasks.
- Obtain technology access.
- Other.

Performance Management

- Regularly provide performance feedback.
- Engage in correction action for unacceptable behavior/performance.
 - Contact the Office of Human Resources for coaching and resources.
- Disciplinary action.
 - Contact the Office of Human Resources for procedure and resources.

Separation

- Hourly employees are “at will” employees.
 - Contact the Office of Human Resources for termination procedures and resources.

WORK RESTRICTIONS

Rest Breaks & Meal Periods

- Required based on shift length.
- Rest periods are in addition to and separate from meal periods.
- Rest breaks and meal periods should be taken as close as possible to middle of shift.
- Cannot be taken in a way to facilitate leaving early (taking at end of shift).

Length of Work Period	Paid Rest Breaks Required	Unpaid 30-minute (minimum) Meal Period Required
2 hours or less	0	0
2 hours 1 minute - 5 hours 59 minute	1	0
6 hours	1	1
6 hours 1 minute - 8 hours*	2	1

*Student employees may NOT work more than 8 hours per day.

Student Employee Hour Restrictions

- Limited to 8 hours per day and 20 hours per week while classes are in session.

Hour limits are regardless of the number of jobs held at any one time.

PAY AND BENEFITS

Student Employee Pay

Must be paid at or above minimum wage rate based upon job location.

Date	Standard	Portland Metro	Nonurban Counties
July 1, 2017	\$10.25	\$11.25	\$10.00
July 1, 2018	\$10.75	\$12.00	\$10.50
July 1, 2019	\$11.25	\$12.50	\$11.00
July 1, 2020	\$12.00	\$13.25	\$11.50
July 1, 2021	\$12.75	\$14.00	\$12.00
July 1, 2022	\$13.50	\$14.75	\$12.50
July 1, 2023	Adjusted annually based on the increase, if any, to the US City average Consumer Price Index for All Urban Consumers	\$1.25 over the standard minimum wage	\$1 less than the standard minimum wage

Examples

Klamath Falls Campus: Non-Urban | Portland-Metro Campus: Portland Metro | Chemeketa/Salem: Standard

Student Employee Merit Pay Raises

- Given according to department criteria.
- Given in increments that end in 0 or 5.
 - Example: \$0.25 rather than \$0.24.

Temporary Employee Pay

- Same base rate of pay for the appropriate classification for regular status employees per CBA Article 68.
- Appropriate range determined by Office of Human Resources.
- Hourly rate of pay determined within that range by hiring department.

Overtime

- Hourly employees are eligible for overtime.
- Overtime is hours worked over 40 in a work week.
- Paid at one and a half times the employee's regular rate of pay.
- As student employees are limited to 8 hours per day/20 hours per week, they should normally not be able to earn overtime.

Sick Leave

- Accrue 1 hour of sick leave for every 30 hours worked.
 - Work study hours do not count towards this calculation.
- Available for use on 91st calendar day after beginning work on campus.
- Max of 40 hours may be earned and used per fiscal year.

Sick Leave

- Max accrual balance of 80 hours per student employee.
- Maximum of 40 unused hours roll over to the following fiscal year.

Sick Leave Usage - Briefly

Employees are entitled to use sick time for the following purposes:

- Care for employee/employee's family member with:
 - A mental or physical illness, injury, or health condition,
 - A need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or
 - A need for preventive medical care.

More Information

- oregon.gov/boli/ta
- FAQ's & Fact Sheets
- Sick Time

- Recover from or seek treatment for a health condition that renders employee unable to perform at least one of the essential functions of their regular position.
- Absences related to domestic violence, harassment, sexual assault or stalking;
- Absences associated with the death of a family member.

- Care for an infant or newly adopted child under 18 years of age.
- Care for a newly placed foster child under 18 years of age.
- Care for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability.

Completed within 12 months after birth or placement of the child.

Benefits

- Hourly employees are typically **NOT** eligible for:
 - Health insurance/retirement

Student employees do not pay Social Security or Medicare taxes (if enrolled in at least 6 credits).

POLICIES



Discrimination

It is the policy of OIT that all persons shall be treated equally and fairly, and an environment free of illegal discrimination and harassment shall be maintained.

The University expressly prohibits discrimination based on race, color, gender, marital status, national origin, age, disability, religion, pregnancy, sexual orientation, gender identity or expression, or any other consideration not directly and substantively related to effective performance; and in compliance with all relevant federal, state and local laws and regulations.

Title IX

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Oregon Tech is committed to creating and maintaining an environment free of all forms of exploitation, intimidation, harassment, and sexual harassment which includes sexual violence. Such behaviors are not tolerated by Oregon Tech, and are prohibited by law and Oregon Tech policies.

Sexual Harassment

It is the policy of Oregon Tech that sexual harassment of students and employees is unacceptable and impermissible conduct which will not be tolerated.

It is the University's policy to specifically prohibit any form of discrimination based upon gender. This policy applies to all members of the University community, all of whom are encouraged to promptly report incidents of or complaints about sexual harassment.

Smoke & Tobacco-Free Workplace

- The use, distribution, and/or promotion of tobacco products on campus is prohibited.
- Any type of tobacco is prohibited.
- Applies to students, staff, faculty, administrators, visitors, and any other individual associated with Oregon Tech.

Drug-Free Workplace

Applies to employees and students on college premises or as part of any university activity.

- Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited.
- Illegal or unauthorized possession, consumption or sale of alcoholic beverages, or the furnishing of alcoholic beverages to persons under age 21 on college property or at college-sponsored activities is prohibited.
- Possession and consumption of alcoholic beverages in unauthorized areas by those over age 21 is prohibited.

Marijuana-Free Workplace

- All forms of marijuana and its derivatives are prohibited at Oregon Tech.
- Oregon Tech must continue to follow federal law rather than state law because Oregon Tech receives federal aid and grants.
- Applies to students, staff, faculty, administrators, visitors, and any other individual associated with Oregon Tech.

Mandatory Reporter

- Under Oregon law, employees of Oregon Tech are mandatory reporters of child abuse.
- Oregon Tech employees must immediately report any “reasonable cause to believe” that child abuse has occurred to the State of Oregon Department of Human Services (DHS) or a local law enforcement agency.

Ethics

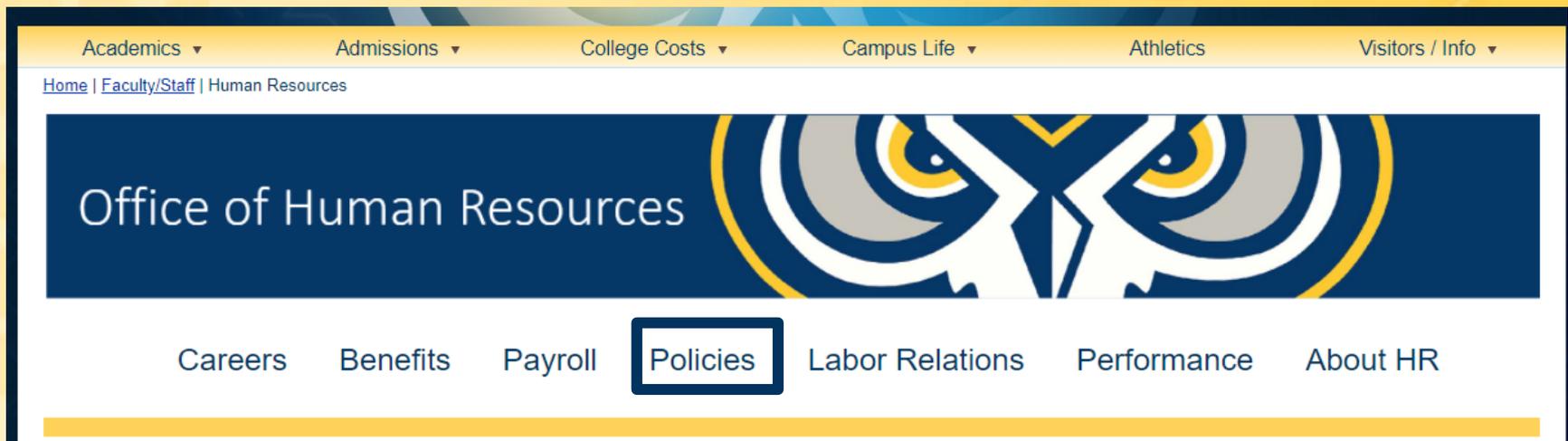
Oregon law restricts or prohibits a public official from using actions of their position to gain personal benefit.

Oregon Tech employees must maintain the highest standards of honesty, integrity, impartiality, and professionalism in conducting business on behalf of the University.

Any conflicts or potential conflicts of interest must be reported to the appropriate officials.

Other Policies

Supervisors and hourly employees are responsible to read and be aware of additional policies that apply to student employment. These can be accessed from the Office of Human Resources main web page.



SUPERVISOR RESPONSIBILITIES & RIGHTS

- Conduct a fair recruitment, giving all qualified applicants equal consideration.
- To hire the most qualified candidate.
- Ensure hourly employees have a safe working environment and are set up to succeed.
- Be aware of and follow all Oregon Tech, federal, state, and local policies and laws.

- To supervise and manage employees.
- Report work-related illness/injury and work with appropriate offices on campus to remove hazards and to take steps to prevent future work-related illness/injury.
- When recruiting student employees, give consideration to student's academic requirements when scheduling work shifts.

Consult With

Payroll Services & HR

- Student employee hiring documents, pay questions and concerns.
- All other student hiring questions and concerns.
- All temp employee recruitment and hiring questions and concerns.

Career Services

- Student employee recruiting questions and concerns

HOURLY EMPLOYEE RESPONSIBILITIES & RIGHTS

- Complete, obtain signatures, and submit time reports to Payroll Services **by the 15th** of each month. Neglecting to do so can affect the timeliness of pay.
- Report work-related illness/injury to supervisor.
- Have the right to file a grievance under applicable policies.
- Have the right to due process and to file an appeal under applicable policies.

- STUDENT EMPLOYEES must maintain enrollment and satisfactory academic standing while employed.

CONTACTS



Recruitment

Student Employees

Career Services

541.885.1020

219B Learning Resource Center

career@oit.edu

Temporary Employees

Harmony Stobaugh

541.885.1278

Snell Hall 110

Harmony.Stobaugh@oit.edu

Hiring

Student Employees

Mary Chivers

541.885.1211

Snell Hall 109

Mary.Chivers@oit.edu

Karen Blevins

541.885.1210

Snell Hall 109

Karen.Blevins@oit.edu

Temporary Employees

Sandi Hanan

541.885.1074

Snell Hall 111

Sandi.Hanan@oit.edu

Complaints

Discrimination, Discrimination
Harassment, or Workplace
Concerns

Suzette Yaezenko

Associate Vice President

541.885.1108

Snell Hall 108

suzette.yaezenko@oit.edu

Sex-Based Discrimination and
Sexual Harassment

Tanya Coty

Diversity/Title IX Officer

541.885.1073

Learning Resource Center, 257A

tanya.coty@oit.edu

Student Conduct

Student Affairs

541.885.1108

College Union, 2nd floor

student.affairs@oit.edu