

PERSONNEL POLICY MANUAL

for

Chancellor's Office Employees

Welcome to the Oregon University System. To help orient you to the Chancellor's Office, this collection of Chancellor's Office personnel policies answers basic personnel policies and employment questions. Please read these policies so that you understand the expectations surrounding your employment, and so that you can find information you need for your work with the Chancellor's Office.

Chancellor's Office personnel policies address issues for which there is no State or System personnel policy, or where significant differentiation is needed from the existing state policies and practices. The Board of Higher Education was given independent decision-making authority to establish personnel policies in 1995, but relies on state personnel policies except where Chancellor's Office and OUS policies and Oregon Administrative Rules have replaced them.

Consult the Chancellor's Office personnel policies before relying on State of Oregon policies, rules, or statutes. In cases of duplicative State and Chancellor's Office policies, the policy specified as a Chancellor's Office policy is the policy in force.

Personnel issues not addressed by Chancellor's Office policies are guided by the rules published in the Oregon Human Resources Division Rules and Policies, Oregon Revised Statutes, and Oregon Administrative Rules. Federal laws also apply, where there is no statute or prevailing state law. For information about specific federal laws related to employment, please contact the Human Resources Department.

State policies, administrative rules, and laws that may apply to Chancellor's Office employees.

Oregon Department of Administrative Services, Human Resource Services Division,
Rule and Policy Manual.

Online address: <http://www.hr.das.state.or.us/hrsd/policy/toc.htm>

Oregon State Department of Higher Education Internal Management Directives,
Section 4: Staff and Faculty Personnel (Available in the Human Resources Office.)

Oregon Administrative Rules, Chapter 580, Division 20 and Division 21.

Online address: http://arcweb.sos.state.or.us/rules/oar_default.html

Oregon Revised Statutes (ORS)

On line address: <http://landru.leg.state.or.us/ors/>

Copies of these resources are available in the Human Resources office, 311 Susan Campbell Hall.

Human Resources staff is available to assist employees and managers locate the personnel policies they need from these resources. Please call (541) 346-5769 for assistance with any personnel policy questions.