

**CAS Finance and Operations Meeting
March 2, 2016**

Purchasing process updates (Cathey Susman, Director of Purchasing & Contracting Services)

Purchasing & Contracting is launching a new workflow product for their paperwork. The new tool is called UO Purchasing Portal. Units will be able to submit and track purchasing and contracting documents online. Cathey distributed a list of upcoming trainings on the new system; please register on the ODT site. If you would like to be a system tester, please email Cathey.

GTF sick leave (Peter Fehrs, HR; Kellie Geldreich, Nancy Wilcox-Trent, Graduate School; Keri Bartow, Payroll)

The way the sick leave is recorded, and differences between GTF sick leave and other employee sick leave, were bargained by the GTFF.

Questions and notes:

A GTF has requested substitute pay for swapping duties/hours with another GTF, without having received pre-approval from the department to do so. Do we need to compensate this person?

No. The agreement does not account for informal work swaps. It also states that in order to receive substitute pay, the GTF must receive pre-approval from the department. See the GTFF CBA, Article 28.

If our unit has to pay a GTF for substituting for another GTF who is sick, do we need to create a contract amendment?

No. Use earn code OTM to enter the subbing hours.

Units may choose to include a certain amount of such work into their GDRSs. This can be done during the next GDRS revision cycle. The Graduate School will provide two options for sample language for the GDRS: 1. For units that will pay GTFs substitute pay; and 2. For units that will assume a certain number of sub/proctor hours in each GTF's contract.

The Workload Allocation Form can also be used to indicate hours expected to be spent substituting/proctoring. In the cases where substitution is built into the workload, a GTF will be paid for those hours (at their regular rate) whether they substitute or not.

The approved substitute GTF should report only the hours spent substituting for a class, not hours spent preparing to substitute for a class. The 1.5 x hourly rate is intended to account for prep time.

GTFs may receive substitute pay for substituting only for other GTFs on paid sick leave, not for subbing for faculty or admin staff. Faculty do not receive substitute pay for subbing for a GTF.

Is it acceptable to create a formal department plan for GTFs "swapping" for each other?

No. If a GTF is sick, they must contact the designated contact person in the unit. This person or a different staff/faculty member will appoint a substitute or cancel the class, and pay sick leave to the sick GTF. There is no expectation that the sick GTF will make up the hours.

Can GTFs flex their hours? A GTF has missed a lecture and is asking to make up the hours by doing something else later in the week.

If the GTF was sick, s/he would need to use a sick day for the missed lecture. It is okay to ask whether this absence was due to being sick. ("Sick" also includes family illness, doctor appointment, dentist appointment, etc.).

If a GTF misses one of four sections s/he is responsible for teaching in one day, does this count as a day of sick leave?

Yes. If a GTF misses any part of a day's assignment due to illness, this counts as one day of sick leave. Because GTF sick leave is measured in full days, there is no such thing as a partial day's absence.

If a GTF is responsible for work that does not have to be done on a rigid schedule (i.e., not teaching, but something like grading or another project), the GTF may flex hours unless the grading/project deadline will be missed. For example, if grades are due on a Friday and the GTF planned to work on grading on that Tuesday but was sick, they do not have to take sick leave if the grades still get in by Friday. If, however, the GTF was going to grade during their regularly scheduled office hours on Tuesday, missing office hours counts as an event that triggers sick leave and notification to the department.

Make sure that GTFs know:

- Their sick time is sick time, not general leave time. It can only be used in accordance with the CBA's definition of "sick time."
- Substitute pay is for subbing for other GTFs who are out on paid sick leave only. If a sick GTF enters Family and Medical leave, they are no longer considered a GTF out on paid sick leave and substitute pay no longer applies.

The GTFs should be communicating with their members, but it is okay to answer their questions. If you have questions, please contact Peter Fehrs in HR at 6-2998 or pfehrrs@uoregon.edu.

FY 17 contract renewals (Anna)

Anna sent out an email on Friday 2/26 with a deadline summary for contract renewals and performance evaluations for all faculty types. This information is also now on CASweb on the home page. See the first Frequently Used Process, titled "FY 17 Contract Renewals and Reviews." Please refer to the email or the CASweb page for a streamlined look at all faculty renewal and review deadlines.

All AY 16-17 faculty contract renewals will be initiated in the departments via PWAAPPT (except for TTF promotions, which HR will do). You received a spreadsheet from HR via your divisional specialist listing faculty who are up for contract renewal. This is for your reference only. Do not return this spreadsheet.

Officer of Administration renewals *will* be done via spreadsheet again this year. You should be receiving this from HR via CAS mid-next week.

FY 17 budget process update (Sherri)

The divisional specialists will distribute unit's FY 17 budgets at the end of this week or early next week. If you have questions about your budget after you see it, please contact your divisional specialist.

Central IS reorg (Miriam)

Miriam is going to be working with IS halftime during their transition. See the 2/16 Around the O article about Melissa Woo's departure and the interim team that has been appointed. During this time, Lisa Mick-Shimizu will be handling a larger portion of support to Andrew Marcus. The Dean's Office also has two employees on special projects at no cost to CAS (Russell Hilken and Karen Stokes).

CAS Dean Search (Miriam, Teri Rowe)

Next steps in the Dean search are campus visits, which are set to take place March 28 through April 5. Information will be distributed about each candidate as the visits are announced. It's important that we have CAS manager attendance at the candidate presentations. Teri is working to have a session for each candidate with classified staff, and a separate session with managers. But these may be combined. CAS will send out a message encouraging staff to attend. We need to have a critical mass. Bethany Robinson will create an RSVP form with a field for candidate questions.

Summer Term (Alicia)

Human Resources has announced the process for Summer Term teaching appointments for faculty. Alicia is working with HR to get the kinks out. Units should not begin summer faculty teaching appointments until they receive notification to do so from the Dean's Office. These appointments will be done with a letter and a PRF. FTE will be calculated in the same fashion that it is for summer teaching GTFs.