

**Policy Advisory Council**

**Wednesday, April 5, 2017, 10:00 a.m.**  
**Johnson Hall Conference Room**

**Agenda**

1. Welcome.....Kelly Wolf
2. 580.011.0005 Student Health Services (Revise).....Steve Robinson
3. 571.023 Student Medical Leave (Revise).....Kathie Stanley
4. Naming Academic Units (New).....Angela Wilhelms
5. 01.00.05 Honorary Degrees (Revise).....Angela Wilhelms
6. OUS 08 Air Travel and Use of Mileage Bonuses (Repeal).....Kelly Wolf
7. 580.040.0007-10 Board's Financial Powers (Repeal).....Kassy Fisher
8. OUS 45 Risk Management Program Policy (Repeal).....Kassy Fisher
9. 08.00.06 Fire Marshal Safety Inspections (Repeal).....Kassy Fisher
10. OUS 44 Risk Fund Policy (Repeal).....Kassy Fisher
11. 571.024 EMU Child Care and Development Centers (Repeal).....Kathie Stanley

## POLICY CONCEPT FORM INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the President's Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

**Please keep the following definition of a university policy in mind as you develop your concept:**

*A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.*

*A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

**To help facilitate as smooth a process as possible, please consider the following:**

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu).
4. A “redlined” version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Steve Robinson, Student Services and Enrollment Management
Current Title/# (if applicable):	Assistant Vice President and Chief of Staff
Submitted on Behalf Of:	Student Health Center
Responsible Executive Officer:	Roger Thompson

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Missy Matella

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### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

**OAR 580.011.0005 Student Health Services**

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

**None known**

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

**This revision was needed to synchronize current practice and policy.**

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### AFFECTED PARTIES

*Who is impacted by this change, and how?*

**Student Health**

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### CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
<b>Kevin Marbury/Kathie Stanley</b>	<b>Student Life</b>	
<b>Missy Matella</b>	<b>General Counsel</b>	
<b>Student Health Advisory Council (SHAC)</b>		
<b>Risk Management Services</b>		



UNIVERSITY OF OREGON

**POLICY 580.011.0005  
STUDENT HEALTH SERVICES**

**REASON FOR POLICY**

This policy contains matters pertaining to student health services.

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**ENTITIES AFFECTED BY THIS POLICY**

All students; employees who interact with the above mentioned matters

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**WEB SITE ADDRESS FOR THIS POLICY**

<https://policies.uoregon.edu/student-health-services>

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**RESPONSIBLE OFFICE**

For questions about this policy, please contact the [Office of Student Life at 541-346-3216](#).  
[University Health Center at 541-346-8393](#).

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**ENACTMENT & REVISION HISTORY**

Technical revisions enacted by the University Secretary on September 2, 2015.  
Became a University of Oregon Policy by operation of law on July 1, 2014.  
Former Oregon Administrative Rule Chapter 580 Division 11, Section 0005.

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**POLICY**

(1) The University of Oregon (University) shall operate or provide student health services to safeguard the health of students through health education, medical treatment of injuries and diseases, and limited counseling services.

(2) Student health services supported by student fees shall be made available to full-time and part-time students who are enrolled in courses taught by University faculty and who have paid the health service fee adopted by the Board.

(3) The University may also provide health services to:

[\(a\) Participants in on-campus, noncredit workshops and programs sponsored by the University;](#)

[\(ab\) Participants in on-campus, noncredit workshops and programs sponsored by the University or under a lease or contract with an off-campus organization;](#)



UNIVERSITY OF OREGON

POLICY 580.011.0005  
STUDENT HEALTH SERVICES

~~(e) Participants in on-campus workshops and programs sponsored and taught by off-campus organizations under a lease or contract with the University;~~

~~(d) Other persons on an emergency basis;~~

~~(be) Persons, during the summer, who were registered for and paid the health fee the previous spring term, intend to register for the upcoming fall term, and pay a fee equal to the fee charged to regularly enrolled summer term students. Sign-ups shall be held during a period in spring term designated by the director of health servicesthe University Health Center.~~

~~(f) Health service fees charged to these categories of users shall not be less than the current fees charged full-time and part-time students prorated according to the period of use.~~

~~(c) One-timeLimited follow-up visits, as defined by the University Health Center, for continuity of care for students transitioning out of the University.~~

~~(d) Faculty and staff (including pre-employment testing for new hires prior their first day of employment), on a full-cost-reimbursement basis. These services are limited and will be defined by the University Health Center. They, and must not interfere with the provision of health services to students, and will be defined by the University Health Center.~~

~~(ed) Other persons on an emergency basis, as defined by the University Health Center;~~

~~(4) Except as provided for above, no other health care services will be provided by the University Health Care Centerand will be defined by the University Health Center.~~

~~(54f) Health service fees charged to these categories of users shall not be less than the current fees charged full-time and part-time students prorated according to the period of use.~~

~~(654) Charges may be made for prescriptions, laboratory services, immunizations and other special services in accordance with regulations adopted by the University.~~

~~(765) The student health servicesUniversity Health Center will neither pay for nor be responsible for bills from private physicians or private hospitals, except in cases of advance contractual arrangements made by the University.~~

~~(8) This policy has the force of law and may be appealed by students and staff through the applicable grievance procedures. Community members seeking to appeal this policy may file an appeal with the Executive Director of the University Health Center.~~



UNIVERSITY OF OREGON

POLICY 580.011.0005  
STUDENT HEALTH SERVICES

(6) Except as permitted by this section, University executives may authorize faculty and staff (other than residents, interns and graduate assistants) are not eligible to use student health services operated or provided by the University. University executives may authorize that limited services, such as immunizations, injections and emergency services, be provided faculty and staff on a full-cost reimbursement basis.

**RELATED RESOURCES**

[UO Grievance Procedures](#)  
<https://policies.uoregon.edu/grievance-procedures>

Commented [MM1]: Insert link to grievance procedures.



## Policy Concept Form

All policy proposals including new policy concepts, recommendations to revise, or requests to repeal must be submitted via this form to the University Secretary. The Secretary will forward completed concept forms to the President's Policy Advisory Council for consideration pursuant to I.03.01 Policy on University Policies. When submitting a policy concept form, please keep the following university definition of "policy" in mind:

*A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board or the President as a University Policy subject to the Policy-Making Process authorized in section 4. A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

Name:	Shelly Kerr
Email:	skerr@uoregon.edu
Phone:	541-346-3227
University Affiliation:	Director, University Counseling and Testing Center

**Policy Subject Matter** (please include existing policy number(s) if available)

Medical Leave Policy 571.023

**Statement of Need and Desired Result** (please describe what we accomplish with the proposed action)

Original policy was written many years ago. It needed to be revised to update current standards, conform to state and federal guidelines and best practices, correct errors, and be more transparent.

**Affected Policy Stakeholders** (please list all known impacted stakeholders and the nature of those impacts)

Students are the primary stakeholders. The proposed revised policy was reviewed by the Counseling and Testing Center student advisory board and by the ASUO President and ASUO External Director of Staff.

*Reviewed by SC*

**Proposed Action** (i.e., new, revision, repeal)

Revision

# Student Medical Leave

## **Reason for Policy:**

This policy outlines matters relating to student medical leave.

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## **Responsible Office:**

For questions about this policy, please contact the Vice President for Student Life: (541) 346-1137.

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## **Enactment & Revision History:**

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 23.

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## **Policy:**

### **A. Definitions**

(1) "Dean's Consultation" occurs when the [Vice President Dean of Students](#) convenes a group of professionals to recommend actions and strategies to respond to a student's failure to meet the University's Standards of Responsibility and Self Care.

**Commented [SK1]:** Noticed one place where I didn't make the change from VPSL to Dean of Students.

(2) "Medical Leave" means leave during an academic term, resulting from a student's medical or mental health condition that requires the student to interrupt their enrollment.

(3) "Standards of Responsibility and Self Care" means that a student in the University community is experiencing a serious medical or mental health condition or emergency that substantially threatens the welfare of self or others and/or significantly disrupts the functioning of University operations.

(4) "Vice President" means Vice President for Student Life or successor or designee.

(5) "Dean of Students" means the Associate Vice President & Dean of Students or successor or designee.

## B. Voluntary Medical Leave

A student who wishes to be placed on Voluntary Medical Leave from the University ~~shall contact the Dean of Students and, if requested, shall~~ present a recommendation to that effect from a physician or psychologist ~~to the Dean of Students~~.

The Dean of Students ~~will may~~ request the Executive Director of the University Health Center (if the request for leave is based on a medical condition) or the Director of the University Counseling and Testing Center (if the request for leave is based on mental health conditions) or both (if the Dean of Students believes information from both directors would be useful) evaluate the information provided.

~~Upon the affirmative written recommendation of the director conducting the evaluation, the Once the~~ Dean of Students ~~shall immediately~~ grants the student's request. ~~they and~~ will work with the student on a plan for return and plan for success upon such return, as appropriate, in accordance with Section I below, regarding Resumption of Student Status.

## C. University Duties of Refund ~~and and~~ Notification Other Academic Alternatives

If a student is placed on leave from the University pursuant to the provisions of UO Policy 571.023(B) or (G), the Dean of Students is authorized to instruct the University Registrar, ~~when necessary,~~ to withdraw the student immediately and to initiate the appropriate tuition and fee refund according to the University refund schedule, or ~~explore and/or~~ implement alternative or additional reasonable accommodations, as may be warranted in the circumstances.

**Commented [SK2]:** This information was revised subsequent to feedback from the Registrar.

## D. Standards of Responsibility and Self Care

(1) A student in the University community who does not meet University Standards of Responsibility and Self Care, unless such a student elects voluntary leave, may be referred for a professional assessment or placed on Emergency Temporary Medical Leave or Mandatory Leave.

**Commented [SK3]:** Not all Voluntary Leaves require the involvement of the Registrar. Involving the Registrar usually takes place when Mandatory Leave is involved and once in a while for Voluntary Leave when unique circumstances warrant doing so. This change makes it more clear that the Registrar will only be involved when necessary.

In evaluating whether a student does not meet University Standards of Responsibility and Self Care, the University will make an individualized and objective assessment of the student's ability to participate in the University's programs and activities, based on reasonable medical judgment or the best available objective evidence. The assessment will determine the nature, duration and severity of the risk, the probability that the potential harm will actually occur and, if a qualifying disability exists, whether reasonable accommodations can be implemented to mitigate the risk sufficiently to allow the student to continue to access University programs and activities.

The involuntary Emergency and Mandatory Leave processes are not a substitute for disciplinary action when there is a violation of the Student Code of Conduct, and the disciplinary process is separate from the process outlined here. Because conduct that gives rise to Emergency or Mandatory Leave might also result in Student Conduct sanctions, it is possible that a student who has met the designated conditions for reenrollment following an Emergency or Mandatory Leave may not be eligible for reenrollment based on the conduct sanction administered.

#### **E. Emergency Temporary Leave**

(1) The Dean of Students may take emergency action to place a student on Emergency Temporary Leave when necessary to secure the health or safety of the student or others. At the time that the emergency action takes place, the Dean of Students shall (A) inform the student of the reason for the emergency action, (B) give the student the opportunity to explain why emergency action need not be taken, and (C) inform the student that the meeting outlined in the Mandatory Leave Procedure section below will take place within three (3) business days of the Emergency Action if the student is available, or if the student is unavailable for medical reasons, within three (3) business days after the student becomes available.

(2) Mandatory Leave. If the Dean of Students believes a student's medical or mental health issues substantially threaten the welfare of self or others and/or significantly disrupts the functioning of University operations, the Dean of Students may place a student on mandatory leave after following the procedures identified in Section I.

#### **F. Involvement of Emergency Contacts/Family Members**

Although rare, the Dean of Students may need to contact a student's emergency contact for students who are experiencing medical or mental health emergencies. The decision to notify a student's emergency contact in the case of a medical or mental health emergency will be weighed carefully against the student's privacy rights and other relevant information and will be done consistent with the requirements of state and federal law and university policy.

**Commented [SK4]:** Changed language to emergency contacts and removed language regarding contacting family members based on feedback from the Dean of Students and public comments.

The Dean of Students may seek the cooperation and involvement of family members of students who are experiencing medical or mental health emergencies. Involvement may include requesting family members to assist in persuading the student to seek appropriate professional assistance, such as an evaluation from an appropriate mental health or medical professional. The decision to notify a student's family members in the case of a medical or mental health

emergency will be weighed carefully against the student's privacy rights and will be done consistent with the requirements of state and federal law and university policy.

## G. Mandatory Leave Procedure

(1) If the Executive Director of the University Health Center or the Director of the University Counseling and Testing Center believes the standard for mandatory leave has been met by a student's behavior, the director will recommend that the Dean of Students initiate mandatory leave. In some instances, both the Mandatory Leave and Student Conduct procedures may be triggered by the student's conduct. The Student may also be placed on emergency temporary suspension by the Dean of Students or designee in the interim, pursuant to the Emergency Action provisions of the Student Conduct Code or the Emergency Temporary Leave provision, discussed above. The director may confer with any individuals the director believes can assist in making a recommendation.

**Commented [SK5]:** This change was made to clarify that it is the Dean of Students – not the Health Center or Counseling Center director – that puts the student on emergency leave.

(2) The Dean of Students will request the director prepare a report containing a summary of the steps already taken to respond to the student's medical or mental health issues, a list of individuals who have relevant information regarding the student's medical or mental health issues, and the basis for recommending mandatory leave.

(3) The director will set a date and time for a meeting with the student prior to making a final recommendation regarding Mandatory Leave and provide the student written notice. The notice shall include:

(a) The date, time and place of the meeting;

(b) That the purpose of the meeting is to consider if the student should be placed on Mandatory Leave;

(c) That the standards for making the final decision are whether the student's medical or mental health issues substantially threatens the welfare of self or others, or significantly disrupts the functioning of University operations; and

(d) That the student has the opportunity to attend, to participate in the meeting, and to be accompanied by a personally-selected representative. Should the student elect not to attend the meeting, the process will proceed without the benefit of the student's input, with the director's evaluation based on the information otherwise available.

(4) The director shall conduct the meeting in an informal manner that provides the director with an opportunity to gather information relevant to the final decision and provides the student with an opportunity, if the student wishes, to provide information the director or student believes will be useful in making a final recommendation. The student's opportunity to participate in the meeting shall include the opportunity to provide information from others who may have knowledge regarding whether the student's medical or mental health issues substantially

threatens the welfare of self or others and/or significantly disrupts the functioning of University operations.

(5) If the director concludes that the student's medical or mental health condition does not substantially threaten the welfare of self or others, nor significantly disrupts the functioning of University operations, the director will so advise the Dean of Students in writing. The Dean of Students will decide whether to enforce the mandatory leave and inform the student of the decision.

(e) If, following the meeting with the student, the director concludes that the student's medical or mental health condition substantially threatens the welfare of self or others, or significantly disrupts the functioning of University operations the director will so advise the Dean of Students in writing, and may recommend the student be placed on mandatory leave. The Dean of Students will decide whether to enforce the mandatory leave and inform the student of the decision.

(f) A student may appeal the Dean of Student's determination regarding Mandatory Leave or the conditions placed on the Student's return, pursuant to I below, to the Vice President. Such an appeal must be filed within 14 days. The Vice President shall review all available information provided by the Dean of Students and the affected student and may request an opportunity to request additional information from the Dean of Students and the affected student. The Vice President's decision is final.

#### **H. Resumption of Student Status**

(1) Prior to returning to the University or enrolling at the University, a student who has been placed on leave as a result of emergency procedures, voluntary leave, or mandatory leave must produce a plan in writing that delineates how the student will resume their status at the University.

(2) The plan must respond to the condition that gave rise to the need for the student's leave (i.e., need for ongoing psychological or medical care; ability to maintain a standard of responsibility and self-care; ability to assume class participation.) If the student will reside in the residence halls, the plan must also state how the student will transition back into this community.

(3) The Dean of Students and counseling (for psychological conditions) or health (for medical conditions) center director or their designees will review the student's plan and meet with the student. The student will be asked to authorize the counseling or health center director or designee to consult with the student's recent/current mental health or medical providers about mental health issues relevant to the student's readiness to return to the University. After the Dean of Students and counseling or health center director have reviewed the student's plan, the Executive Director of the University Health Center (for behavior based on medical issues or emergencies) or the Director of the University Counseling and Testing Center (for behavior based on mental health issues or emergencies) or both (if the Dean of Students believes information from both directors would be useful) will make a recommendation to the Dean of

**Students, who will decide if the student's request to re-enroll at that time shall be granted or denied.**

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Angela Wilhelms, University Secretary
Policy Title/# (if applicable):	NA (new policy)
Submitted on Behalf Of:	President, Senior Vice President and Provost, Board Chair and Vice Chair
Responsible Executive Officer:	Provost/OPAA

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Kevin Reed

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### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

**Naming academic units in recognition of individuals, groups, or organizations.**

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary.*

*Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

**NA (though this is modeled after the policy on Naming of Facilities in Recognition of...)**

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

**The UO may at times wish to name academic units after individuals or entities (a la the Clark Honors College or Lundquist College of Business). No policy exists articulating authorities, decision-makers or high-level processes around this. Having a policy in place before a specific proposal is raised makes sense. This policy is very similar to the policy on naming facilities in recognition of individuals/organizations.**

**It is important to note that this policy does not relate to the academic portion of the name (e.g. whether to name department Earth Sciences or Geological Sciences). It relates only to the naming in recognition portion.**

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  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.

## AFFECTED PARTIES

*Who is impacted by this change, and how?*

**Very little impact – various parties (e.g. deans, provost, president) have to follow the policy, but the policy mirrors and simply attempts to codify existing practices.**

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## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
President and Provost (& staff)		Multiple
Board Chair and Vice Chair		Multiple
Andreasen, Schreck	University Advancement	Multiple

correlation between the contribution and the field in which naming is considered. Exceptions to the posthumous requirement may be granted by the Board of Trustees or the President, respectively, given the type of academic unit.

*Procedural Requirements*

- Suggestions for naming an academic unit will be made through the Vice President for Advancement, in consultation with the Provost and Senior Vice President, to the President or the President's designee. The Vice President for Advancement may receive recommendations from and shall consult with appropriate others (e.g., appropriate vice presidents, deans, department heads, directors, etc.).
- Suggestions for naming in recognition of exceptional nonfinancial contributions to the University of Oregon or society at large shall include a description of the activities and circumstances that warrant consideration. While "exceptional nonfinancial contribution" could be operationalized in many different ways, for the purposes of this policy it is likely to describe remarkable activities, circumstances, and/or experiences of individuals that directly served to advance or provide inspiration in advancing the values and mission of the University.
- The President or his/her designee shall consult confidentially with the Faculty Advisory Council. The President may consult confidentially with any other advisory group that he/she feels is appropriate.
- Pursuant to this policy, the President shall make a recommendation on naming an academic unit to the Board of Trustees for its approval when required.

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**Related Resources**

NA

**Reason for Policy**

To describe the limitations on and procedures for naming academic units in recognition of individuals, groups or organizations.

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**Entities Affected by this Policy**

General applicability

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**Web Site Address for this Policy**

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**Responsible Office**

For questions about this policy, please contact the Office of the University Secretary (541-346-3166, [trustees@uoregon.edu](mailto:trustees@uoregon.edu)) or the Office of the Provost and Academic Affairs (541-346-3186, [provost@uoregon.edu](mailto:provost@uoregon.edu))

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**Enactment & Revision History**

NA

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**Policy**

The naming, or renaming, of an academic unit is considered a major event in the history of the institution, requiring due consideration, appropriate due diligence, and consultation.

The Board of Trustees shall be the sole authority allowed to name any campus, school, college, department, or equivalent in recognition of an individual or organization.

The President of the University, or his/her designee, is authorized to name academic units not articulated in the above paragraph in recognition of individuals or organizations. This includes, but may not be limited to, centers, institutes, or programs.

Naming an academic unit is generally reserved for a donor or donors who have made significant financial contributions to that unit. However, academic units may also be posthumously named for an individual, group or organization in recognition of exceptional nonfinancial contributions to the University of Oregon or to society at large. In such instances, there should be a

# The University of Oregon Senate

2016-17 , Blog , Motions , Policies

## US16/17-18: NEW POLICY PROPOSAL: RECOGNITION NAMING OF ACADEMIC UNIT

March 9, 2017 | Betina | Leave a comment

Notice Given: 02/27/2017

Current Status: Approved 03/15/2017

Motion Type: Legislation

Sponsor: Bill Harbaugh (Economics)

Motion

Section I

1.1 WHEREAS the naming, or renaming, of an academic unit is considered a major event in the history of the institution, requiring due consideration, appropriate due diligence, and consultation; and

1.2 WHEREAS currently there is no UO policy providing guidance and structure for this process;

1.3 WHEREAS the UO Board of Trustees has sole authority to name any campus, school, college, department or equivalent in recognition of an individual or organization;

Section II

2.1 BE IT THEREFORE MOVED that the University Senate approves the newly proposed Naming Academic Units policy as outlined in the Related Documents.

Related Documents:

[Policy Concept Form](#)

[Draft Policy Proposal](#)

## Amanda Hatch

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**From:** Angela Wilhelms  
**Sent:** Monday, February 27, 2017 6:20 PM  
**To:** Senate President; Senate Vice President  
**Cc:** Senate Executive Coordinator; Amanda Hatch; Kelly Wolf; Mike Schill; Scott Coltrane  
**Subject:** Two Policies for the Senate (HDs, naming academics)  
**Attachments:** Summary of Changes to HD Policy - February 2017.pdf; 01.00.05 - Honorary Degrees proposed update February 2017 CLEAN.DOCX; 01.00.05 - Honorary Degrees proposed update February 2017.docx; Policy Concept Form - Honorary Degrees Feb 2017.docx; Concept Form - Naming Academic Units.docx; DRAFT POLICY Naming Academic Units in Recognition.docx

Bill and Chris,

Per our conversation today, attached are two policies submitted to the Senate for consideration. Edits to the drafts from our discussion are incorporated. If you'd like to talk about other changes before you actually take them to the Senate or Senate Exec, let me know. Happy to do whatever makes things the smoothest.

As a recap, changes to the versions at today's meeting include:

1. Honorary Degree committee kept with distinguished service awards. Language was added to specify that the committee may do other things in consultation (e.g., distinguished service awards or other awards assigned by the president) but the criteria and procedures in the policy are only for HDs.
2. Added that honorary may still be awarded for activities such as speaking or lecture series, etc. (And I just separated this into its own section.)
3. Added consultation with senate to faculty appointments for HD/DSA committee.
4. For the naming academic units policy, added "nonfinancial" in between "exceptional contributions" to clarify that we're talking donations OR otherwise exceptional service of a non-monetary type.

Attached:

1. Honorary Degrees: concept form, redline to existing policy, clean version of proposed draft, summary of changes.
2. Naming Academic Units in Recognition of Individuals or Organizations: concept form, draft

Please let me know if you have any questions or what me (or someone) to speak to these at an exec meeting or something.

Also, I'm CCing Amanda and Kelly Wolf here so that the PAC is aware they are in process, but there is no reason to "stop" at the PAC.

Thank you,  
Angela

**Angela Wilhelms**  
University Secretary  
University of Oregon  
O: 541.346.5561

## POLICY CONCEPT FORM INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via this form to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the President's Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

**Please keep the following definition of a university policy in mind as you develop your concept:**

*A University Policy ("Policy") is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University's mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.*

*A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.*

**To help facilitate as smooth a process as possible, please consider the following:**

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template for revisions or a new concept. The existing policy template (revisions) or a blank template (new concepts) can be obtained from the Office of the Secretary by emailing [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu).
4. A "redlined" version of your concept is required for proposed revisions.
5. Include any appropriate related resources. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples include:
  - Other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept
  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Angela Wilhelms, University Secretary
Policy Title & # (if applicable):	Honorary Degrees – UO Policy 01.00.05
Submitted on Behalf Of:	Board of Trustees, University President, Senior Vice President and Provost
Responsible Executive Officer:	Angela Wilhelms, University Secretary

---

**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Kevin Reed

---

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

Honorary Degrees

---

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

**The Retention and Delegation of Authority Policy vests authority to grant honorary degrees with the Board of Trustees. Otherwise, none.**

---

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

**The policy needs to be updated to reflect the change in governance, specifically the elimination of the SBHE and OUS, and the authority of the BOT to grant such degrees. The draft also seeks to streamline and clarify policy language, remove unnecessary procedural details, and updates committee membership to clarify appointing authorities and grant designees for certain positions. The draft creates a “pool” of approved/vetted candidates for an honorary degree so that individuals who get through the process may be eligible for up to 3 years.**

---

## AFFECTED PARTIES

*Who is impacted by this change, and how?*

**One could argue that current committee members are impacted, however, in actuality, some are no longer at the UO and the committee has not met for years so it's probably an overstatement to say they are "impacted".**

---

## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
Schill, Coltrane & staff	Provost, President	Multiple
Mike Andreasen, Carlyn Shcreck (and others)	University Advancement	Multiple
Kevin Reed	General Counsel	2/1/17
Senior Leadership Team	Various	1/17/17
Harbaugh, Sinclair	Senate	2/27/17

---

## Reason for Policy

~~To memorialize faculty legislation of May 22, 1991, rescinding faculty legislation of April 12, 1939, and endorsing the reinstitution of the award of honorary degrees.~~

To stipulate criteria and required approvals for the granting of honorary degrees by the University of Oregon. Although the committee formed by this policy also oversees Distinguished Service Awards, the criteria and procedures set forth within the policy apply only to Honorary Degrees.

---

## Policy

I. The University of Oregon (University), upon approval by the Board of Trustees (“Board”), shall offer award honorary degrees, which shall be honorary doctorates, under the following criteria:

- A. To an individual or individuals who has/have shown outstanding scholarship or artistic achievement in their lifetime; or,
- B. To an individual or individuals who has/have performed extraordinary public service or contributions to society distinguished service in their lifetime.

II. No honorary degree shall be granted awarded by the University of Oregon to any person(s) who is/are currently employed by the Oregon University System-University of Oregon, to any sitting member of the Board, or to any person(s) currently holding elective office within the United States.

III. An individual or organization shall not receive an honorarium or payment in exchange for accepting an honorary degree. This does not preclude an honorarium or compensation for other service or functions at the university, e.g., speaking at commencement or participating in a lecture series. The Board may grant an exception to this at its discretion.

## Procedures:

IV. There shall be an Honorary Degree and Distinguished Service Award Committee (“Committee”), which shall include the following:

- The President of the University of Oregon or his/her designee, who shall be chair;
- Chairperson of the Faculty Advisory Council;
- President of the University Senate;
- Chairperson of the Graduate Council;

- Chairperson of the Undergraduate Council;
- ~~Representative of the~~ Vice President for University Advancement or designee;
- ~~Director of the University of Oregon Alumni Association~~
- Five (5) members of the teaching faculty, appointed by the President in consultation with University Senate leadership; and,
- ~~President of the Student Senate~~
- President of the Associated Students of the University of Oregon.

A. The Committee will act in a consultative fashion regarding Distinguished Service Awards or other awards or types of recognition the president so tasks with the Committee. Those awards or recognitions are not subject to the procedures and criteria articulated herein.

V. The Committee shall solicit nominations for individuals who meet the criteria in Section I. Nominations may come from the University community or the broader community at large. Nominations may be submitted at any time, but the HDC will make a proactive solicitation at least once each academic year, preferably during the fall. This Committee shall in early October commence the eliciting of applications from the University community as well as from the broader community of the State of Oregon the names of individuals who have met the criteria given in a. & b. above.

A. The Committee shall screen applicationsnominations, ask for more information about the nominees as necessary, and investigate, to theirits satisfaction, that the nominee(s) meet the criteria given above.

B. It is the responsibility of the Committee to judgeevaluate each nominee and to determine whether it is appropriate to send the name a recommendation to the University Senate.

C. The Committee and the University Senate shall do all of its work on honorary degrees in the strictest of confidence.

D. The University Senate, in Executive Session, shall discuss the candidates presented by the Committee. Members of the Committee shall make the presentations in support of the nominee(s) separately.

E. ~~The~~ University Senators shall discuss, ask questions of the presentersfrom the Committee if necessary, and shall vote separately on each nominee. A majority voteof two-thirds of members present is necessary for the nomination to be approved.

Approval of a nomination will place a name into a pool of approved nominees.

F. The President of the University Senate shall formally inform the President of the University of the outcome of any vote related to honorary degrees, of Oregon of positive votes of the Senate only. Nominees failing to get the two-thirds vote shall not be forwarded to the University President. All documentation on successful nominees shall be turned over to the University President by the President of the University Senate.

G. The Distinguished Service Award Committee will review, on at least an annual basis, the pool of approved nominees to ensure that it remains appropriate. Nominations in the pool shall sunset after three years; although such a sunset does not preclude an individual from receiving future recommendations pursuant to this policy.

H. From among the pool of approved nominees (see Section e) group of candidates approved by the University Senate for an Honorary Degree, the President will forward up to two nominees in a given academic year to the Board of Trustees for final consideration. Oregon State Board of Higher Education. When the State Board of Higher Education has approved of name(s) submitted by the University of Oregon for this honor the President of the University shall formally notify the candidate(s) and invite them to take part in the honoring ceremony. Names of successful candidates must be forwarded to the State Board of Higher Education at least 90 days prior to the awarding of the degree(s).

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#### Related Resources

[Insert new HDC and DSA websites when active]

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  - Statutory or regulatory citations
  - Necessary notations or a summary of changes if changes are numerous or not obvious when reading the submitted template

Please email [uopolicy@uoregon.edu](mailto:uopolicy@uoregon.edu) if you have any questions.

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kelly B. Wolf, Associate Vice President for Business Affairs/Controller
Current Title/# (if applicable):	Air Travel and Use of Mileage Bonuses, Former OUS Board Policy 08
Submitted on Behalf Of:	VPFA
Responsible Executive Officer:	Jamie Moffitt

---

**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s):

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

**The language in this Policy, including some modifications, is included in the pending Travel Policy. Repeal this Policy to avoid both redundancy and conflicting statements.**

---

### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

**University Travel (Policy number pending final approval)**

---

### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

---

### AFFECTED PARTIES

*Who is impacted by this change, and how?*

---

### CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date



# University of Oregon Policy Library

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## Air Travel and Use of Mileage Bonuses

**Last Updated:** 01/19/1996

**Effective Date:** 10/19/1990

Responsible University Office And Contact Person

[Office of the Vice President for Finance and Administration](#)

[vpfa@uoregon.edu](mailto:vpfa@uoregon.edu)

**Policy Statement:**

[Current Policy](#)

[Travel Paid by Outside Source](#)

Outside entities may reimburse the campus, pay a service provider directly, or reimburse an employee for travel expenses related to OUS business. If the service provider is paid directly, or if reimbursement is made to an employee, documentation should be maintained in the campus travel records. Documentation should include the traveler's name, identity of the outside source, travel destination, travel dates, and OUS business purpose. If reimbursement is made to the campus, it should be accounted for as a reduction of expense. When a travel reimbursement payment is made by the foundation, it must be reported by the foundation to the president annually as required by OAR 580 46 035(6)(d).

*Travel Awards and Frequent Flyer Mileage*

All employees are required to travel using routes, schedules, and airlines that provide the lowest rates and most efficient travel. Because the cost of recordkeeping outweighs any monetary benefit, OUS will not recapture airline bonuses awarded employees for frequent flyer miles. Employees may use frequent flyer bonuses as they choose unless the terms of a grant or contract require otherwise.

**Cross Reference to Related Policies:**

[Policy Document](#)

**Original Source:**

OUS Board Policy

[CAREERS](#)    [PRIVACY POLICY](#)    [ABOUT](#)    [FIND PEOPLE](#)



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[UO](#) prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by [UO](#) policy. Questions may be referred to the Title IX Coordinator, Office of Affirmative Action and Equal Opportunity, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the statement of non-discrimination.

# **Travel**

## **GUIDING PRINCIPLES**

- Faculty, staff, and student travel is necessary to support and enhance the university's mission
- Travelers are expected to be, and believed to be, reasonable and prudent utilizing university resources for travel
- Budget Authorities are accountable and responsible for appropriate use of university resources. Departments are free to create policies/limits that are more restrictive (but not less restrictive) than university-wide policies/limits
- University processes related to travel reimbursements should not be overly onerous so as to negatively affect travelers (including guests, visitors, recruits, etc.)
- Travel reimbursement processes should be clear, consistent, transparent, convenient, efficient, and compliant
- Travel reimbursements are for business-related expenses only, not for personal expenses of the traveler or any traveling companions

## **APPROVAL**

Travel expenses will be reimbursed provided the trip and reimbursement request are approved by authorized campus personnel (generally the traveler's supervisor or designee). Travel authorizations may be oral or written. Blanket authorization for a series of trips may be approved. Employees whose duties require frequent or continuous travel are considered to have approval when travel is within the usual limits of their duties.

## **PERSONS ELIGIBLE FOR TRAVEL-EXPENSE REIMBURSEMENT**

### **[1] Employees**

University of Oregon employees may be reimbursed for expenses incurred in connection with official travel.

### **[2] Employees on Leave**

Travel expenses incurred during sabbatical leave may be paid/reimbursed when the travel was approved by Academic Affairs as part of the application for sabbatical leave. Payment/reimbursement for travel expenses while on other types of leave is warranted only in exceptional circumstances.

### **[3] University of Oregon Board of Trustees Members and Unpaid Members of university Advisory Committees**

University of Oregon Board of Trustees members and unpaid members (non-university personnel) of university advisory committees may be reimbursed for actual and reasonable expenses, including mileage and gratuity.

### **[4] Prospective Employees**

Travel expenses incurred in connection with prospective university employee interviews and recruitment are reimbursable when properly authorized.

**[5] New Employees**

New employees may be reimbursed for travel and moving expenses as approved by the hiring authority and in accordance with [Fiscal Policy Manual 66.200, Moving Expenses Policy](#).

**[6] Students**

Students who travel as employees or officially-designated representatives of the university may be reimbursed for travel expenses.

**[7] Non-Employees/Volunteer Workers/Independent Contractors**

Individuals not listed above may only be reimbursed for travel expenses incurred in conjunction with providing a service to campus through a formal or informal contractual relationship.

**TRAVEL-EXPENSE PAYMENT**

Travel expenses may be paid either by reimbursement to the traveler or direct payment to a provider/merchant (e.g., airline ticket through a contract agency, direct billing from hotel).

Requests to reimburse travel expenses must be made via the campus travel reimbursement process. Requests for reimbursement must be accompanied by receipts, when required. Direct payments/reimbursements from the University of Oregon Foundation are subject to that organization's policies and processes.

Travel advance funds may be requested from and approved by Business Affairs.

When employees travel together, it may be expedient for one employee to pay and claim reimbursement for certain expenses of other employees. Reimbursement for multiple employees is only allowed when actual expenses are being reimbursed and are supported by receipts. Deductions are made from the per diem amounts for employees involved.

**TAX TREATMENT**

The university reimburses for travel expenses under an IRS Accountable Plan and in accordance with IRS Publication 463 (Travel, Entertainment, Gift, and Car Expenses) and IRS Publication 519 (U.S. Tax Guide for Aliens). This includes the provision that expenses be accounted for within a reasonable period of time.

Reimbursement of travel expenses for temporary assignments (less than one year in duration) are generally not taxable to the employee. If the assignment is indefinite, the employee is considered to have moved to the new work location. Reimbursement of expenses for indefinite travel is generally taxable to the employee.

**STUDENTS, STUDENT GROUPS, AND TEAMS**

**[1] Student Travel**

University policy on Traffic, Parking and Vehicle Safety (former OAR 580-40-0030) provides guidelines regarding transportation of students in a state owned, leased or controlled vehicle.

**[2] Travel Expenses of Others**

A university employee, such as a coach, athletic director, or group leader, may pay for the travel expenses of the team or group members. Refer to travel procedures for documentation requirements.

### [3] One-Day Trips

Meal expenses for an athletic team or student group on a one-day trip may be reimbursed at actual cost (as opposed to per diem). An itemized receipt is required. University employees such as coaches, trainers, or group leaders who accompany and are responsible for the care, custody, or control of the team or group are also eligible for meal-expense reimbursement. The request for reimbursement must state that the expenses result from a trip by an athletic team or student group.

## TRAVEL PAID BY OUTSIDE SOURCE

Outside entities may reimburse the campus, pay a service provider directly, or reimburse a university employee for travel expenses related to university business. The university will not pay or reimburse for any travel expenses that are also being paid by an outside source directly to the university employee.

## MEAL AND INCIDENTAL EXPENSES

### [1] General

Generally, meal and incidental expenses are reimbursed at a per diem rate. Meal and incidental expenses may be reimbursed only if the traveler qualifies for lodging-expense reimbursement, except as noted herein.

Travelers are eligible for 75% of the meal and incidental expenses per diem amount on the initial and final day of travel. Travelers are eligible for 100% of the meal and incidental expenses per diem on all other travel days.

For the day the traveler leaves on a trip, the per diem rate specified for where the traveler will spend the night is used. For the day the traveler returns from a trip, the per diem rate specified for the last location where the traveler stayed overnight is used.

Applicable meal and incidental expense per diem may not be claimed if a meal is provided and consumed as part of a hosted function (e.g., a conference registration fee includes a meal, meals are included with lodging rate) or included with a roomette/bedroom railroad rate or international flight. The per diem rate for a full day's meal and incidental expenses is apportioned as follows:

- breakfast: 25%
- lunch: 25%
- dinner: 50%.

Meal and incidental expense per diem is not apportioned for the initial and final day of travel (even if a meal is provided and consumed)

### [2] Actual Meal-Expense Reimbursement

Reimbursement for meals at actual expense (including gratuity) instead of per diem rate is allowed when hosting official guests and groups (See [Fiscal Policy 56.100 – Non-Travel Meals, Refreshments, and Hospitality Expenses](#)).

### **[3] Meals on One-Day Trips**

When a traveler departs and returns the same day, meal expenses are reimbursed only in the following cases:

- [a] When traveling as a University of Oregon Board of Trustees member or unpaid member of a university advisory committee
- [b] When a meal at a convention, conference, or meeting is part of the agenda and the cost of the meal has not previously been paid with the registration fee
- [c] When directed or required to attend mealtime business meetings, including community or public relations meetings
- [d] Trips by athletic teams and student groups (see STUDENTS, STUDENT GROUPS, AND TEAMS above)

Lunches on one-day trips will not be reimbursed except in circumstances [a] - [d] listed above.

The IRS considers breakfast and dinner allowances, figured on the basis of hours worked (such as those permitted under [e] [f] below, to be taxable to the employee. Breakfast and dinner allowances are not available to non-employees.

- [e] When an employee leaves his/her official station two or more hours before his/her regular work shift, s/he will receive the breakfast allowance
- [f] When an employee returns to his/her official station two or more hours after his/her regular work shift, s/he will receive the dinner allowance

### **[4] Incidental Expenses**

Incidental Expenses are combined with meals into a single rate.

The university references IRS Publication 463 (Travel, Entertainment, Gift, and Car Expenses) for the definition of domestic-travel incidental expenses and the U.S. Department of State for the definition of foreign-travel incidental expenses.

## **LODGING**

Lodging expenses are normally reimbursed when authorized campus personnel determine that the traveler would not reasonably be expected to return to his or her residence between work shifts. Generally, lodging is reimbursed at actual cost up to per diem rates. Exceptions to per diem maximum may be granted with appropriate justification. Common exceptions include:

- Conferences
- Traditionally high-cost locations (e.g., New York City; Washington, DC; San Francisco Bay Area; Boston; Seattle)
- Cities where a per diem hotel is not available within a reasonable distance [e.g., twenty (20) minute drive] of the primary business location

## **[1] Lodging Receipts Requirements**

Receipts for lodging are required and must show the following:

- Traveler's name (or names)
- Date(s) occupied
- Itemization of Charges
- Settlement in Full

## **[2] Taxes on Lodging**

Lodging taxes at domestic locations are reimbursed as part of the actual lodging cost calculation, but are not included when determining if lodging cost has exceeded the per diem rate maximum. Lodging taxes at international locations are included as part of the per diem.

## **[3] Non-commercial Lodging**

The intent of the non-commercial lodging per diem is to reimburse travelers using non-commercial facilities (e.g., travel trailer, motor home, or staying with friends or family members) and should result in an economic benefit for the university. For current rate, see [Link to per diem rates]

For purposes of reimbursement rates and per diem limits, lodging arranged through services such as Airbnb is considered Commercial Lodging.

In certain circumstances, alternate lodging arrangements (e.g., leased apartment) may be considered most appropriate. Contact the BAO Travel Office for additional information and consideration.

## **TRANSPORTATION**

Transportation expenses incurred while traveling on official business may be reimbursed. Personal expenses, such as private vehicle repair and maintenance, may not. The following expenses may be reimbursed or paid directly:

- Common carrier fare
- Rental Vehicle charges
- Private-vehicle mileage allowance
- Taxi or shuttle service fare (including gratuity)
- Parking and garage fees

## **COMMON CARRIER FARES**

Transportation by common carrier is recommended when it is more appropriate and economical than travel by state or private vehicle. Common carriers are usually preferred for out-of-state travel. Actual cost is paid or reimbursed for airline, railroad and bus fares for travel.

### **[1] Airlines**

All employees are encouraged to travel using routes, schedules, and airlines that provide the most cost-effective, efficient travel that meets the business purpose. Economy Plus and/or Business Class airfare

are authorized for any leg of international flights where the elapsed time in-the-air is eight hours or greater. First Class airfare is not authorized.

Air travel paid from federal funds must conform to the Fly America Act.

**[2] Taxis and Shuttle Services**

Taxi and shuttle service is authorized between terminals, lodgings, and work stations.

**[3] Railroads**

All employees are encouraged to travel using routes and schedules that provide the most cost-effective, efficient travel that meets the business purpose. A roomette is allowed when sleeping accommodations are needed due to overnight travel. A bedroom is allowed if no roomette is available or if special accommodations are approved because of the trip's nature or the traveler's health. Applicable meal and incidental expense per diem may not be claimed if a meal is provided and consumed as part of the roomette or bedroom rate.

**[4] Bus Lines**

Scheduled or charter buses may be used.

**[5] Travel Awards and Frequent Flyer Mileage**

Because the cost of record-keeping outweighs any monetary benefit, the university will not recapture airline bonuses awarded employees for frequent flyer miles. Frequent flyer bonuses may be used by employees as they choose unless the terms of a grant or contract require otherwise. The university will not reimburse or trade tickets purchased using frequent flyer miles.

**[6] Payment in Lieu of Air Travel**

Common carriers (e.g., airlines, railroads) are usually preferred for out-of-state travel. An employee may choose to travel by private vehicle instead. In such a case, the employee may be reimbursed for ground transportation expenses, including standard mileage, parking, and tolls, up to the cost that would have been incurred had s/he traveled by common carrier.

The following costs associated with air travel can be used as a basis for comparison:

- The cost of round-trip commercial air fare that would have been incurred. An online quote (i.e., Travelocity, Orbitz) should be obtained prior to the travel dates.
- Private vehicle mileage to and from the air terminal that would normally be used for departure.
- Lodging, meal, and incidental expenses that the employee would normally incur with air travel

**PRIVATE VEHICLES**

Private Vehicles may be utilized for business-related travel.

The per-mile reimbursement rate is determined by the Internal Revenue Service (IRS). Employees who receive a Car Allowance Stipend are not eligible for per-mile reimbursement.

Mileage for the most direct, usually-traveled route may be reimbursed.

**[1] Highway mileage**

Use standard mileage guides, odometer/tripometer readings, or online mapping tools (e.g., Mapquest.com). Substantial deviations from standard distances or usual routes must be justified. Mileage calculations generally start at the employee's official work station.

**[2] Local mileage**

Travel between work places and travel between lodging and restaurants for a traveler's sustenance, health, and comfort may be reimbursed if meals cannot be obtained at the temporary duty or lodging sites. Travel for personal reasons or entertainment may not be reimbursed.

Travel between the employee's home and official work station is considered commuting expense and may not be reimbursed.

Employees and agents authorized to use their privately owned vehicles for official business are required to have personal automobile liability insurance to provide the primary coverage for any accidents involving that vehicle. University-provided automobile liability coverage will apply on a limited basis after the employee's primary coverage limits have been used. The university does not provide physical damage, uninsured motorist and personal injury protection for personal vehicles. For additional information, contact the Office of Risk Management.

**VEHICLE RENTAL**

Vehicle rental expenses may be reimbursed. A car, boat, aircraft or other vehicle may be rented when it is the most cost-effective, efficient means of transportation that meets the business purpose. Receipts are required for vehicle rentals. Employees are encouraged to utilize State of Oregon contracts which provide discount rates, car upgrades, and insurance coverage. Employees are also encouraged to use their corporate travel cards when renting vehicles because of the primary Collision Damage Waiver (CDW) coverage provided.

**[1] Insurance on Rented Vehicles**

The university provides self-insurance coverage for rental vehicles if they are to be used exclusively for official business. A certificate of insurance may be obtained from the Office of Risk Management. If a rental vehicle is to be used for a mix of personal and business purposes, the university's self-insurance coverage is only applicable for the portion of travel applicable to official business. The employee or agent will want to check with his/her insurance agent regarding coverage for personal usage.

If the employee or agent plans to travel outside the United States, its territories and possessions, and Canada, the department should contact the Office of Risk Management for help in obtaining the appropriate coverage.

**[2] Responsibilities After an Accident**

The renter of a vehicle involved in an accident is responsible for immediately reporting the accident to the Office of Risk Management.

**LOANED VEHICLES**

Use of loaned vehicles may be authorized when it benefits the campus. Expense reimbursement is for use of the vehicle regardless of the number of passengers. Some companies may lend vehicles to

campuses, departments, or individuals for specified purposes. The operator is reimbursed for actual out-of-pocket expenses arising from using the vehicle for official business.

**[1] Insurance on Loaned Vehicles**

The university provides coverage for loaned vehicles if the campus has agreed in writing to accept responsibility for any liability or damage to the vehicle. The loaned vehicle must be used for official business.

For additional information, including the loan agreement form, contact the Office of Risk Management.

**STATE-OWNED VEHICLES**

Motor pool vehicles may be used for official state business only. Use of a state vehicle is not authorized when costs are charged to Agency Funds, except for use by Campus Organizations or for other legitimate state business purposes as approved by authorized campus personnel. The department that authorizes a state vehicle's use is financially accountable for damages and all costs resulting from violations of policies relating to state vehicle use.

**[1] Private Use Prohibited**

Using a state-owned vehicle for private purposes or allowing another person to do so is prohibited (ORS 283.395) and punishable, upon conviction, by a fine (ORS 283.990).

**[2] Vehicle Safety Including Authorized Drivers**

University policy on Traffic, Parking and Vehicle Safety (former OAR 580-40-0030) provides safety guidelines regarding transportation in a state owned, leased or controlled vehicle.

**[3] Overnight Parking at Employee's Residence**

A state vehicle may be kept overnight at an employee's residence when doing so is approved in advance by authorized campus personnel.

**MISCELLANEOUS EXPENSES**

Necessary business-related travel expenses are normally reimbursed. Personal expenses are not reimbursed. The university establishes the definition of miscellaneous expenses. All miscellaneous expenses must be itemized.

Necessary miscellaneous business-related expenses are not reimbursed using a per diem; rather, if the traveler has incurred a miscellaneous business expense as outlined below, that expense is reimbursable at the actual cost.

**[1] Checked Baggage**

Up to two (2) standard-weight bags (standard weight as defined by the airline used)

Charges for the following may be reimbursed only when necessary for the business purpose and approved by authorized institution personnel (receipts required):

- additional baggage (more than 2 bags)
- overweight/oversize baggage

## **[2] Other Business Related Expenses Normally Reimbursed**

- Telephone
- Fax
- Internet
- Postage
- ATM cash advance fees
- Materials and supplies purchased to meet an immediate business need
- Visa and passport expenses
- Parking
- Tolls
- Energy surcharge

### **PER DIEM RATE REFERENCES**

Per diem rates for the continental United States are determined using the federal rate in the IRS's High-Low Substantiation Method.

Per diem rates for the non-continental United States and Territories (e.g., Alaska, Hawaii, Guam, Puerto Rico) are determined by the US Department of Defense

Per diem rates for foreign locations are determined by the US Department of State

### **OTHER RESOURCES**

[Link to per diem rates]

### **EXCEPTIONS**

Upon consideration of documented extenuating circumstances, exceptions to these policy provisions may be granted by the Vice President for Finance and Administration (VPFA) or designee.

## POLICY CONCEPT FORM

Name and UO	Kassy Fisher, Assistant Vice President for Administration and Chief of Staff,
Title/Affiliation:	Finance & Administration
Policy Title & Policy :	Board's Financial Powers, OAR 580.040.0007-10
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Sent to Kevin Reed on March 21, 2017

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

Board's Financial Powers, <http://policies.uoregon.edu/boards-financial-powers>

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary.*

*Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

-Retention and Delegation of Authority, updated in March 2015

<http://policies.uoregon.edu/vol-1-governance/ch-1-governance-board-affairs/retention-and-delegation-authority>

-Tuition and Fee Policies, updated in March 2017

[http://pages.uoregon.edu/baoforms/bao\\_drupal\\_6/sites/brp.uoregon.edu/files/brp/fees/2017-18%20UO%20Feebook%20\(01192017\).pdf](http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/brp.uoregon.edu/files/brp/fees/2017-18%20UO%20Feebook%20(01192017).pdf)

-Student Housing, currently being updated. Both current and proposed language maintains all housing-related items in this policy.

<http://policies.uoregon.edu/student-housing>

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

We propose repealing this policy because all aspects of this policy are addressed and documented in the policies cited above with one exception: in the case of section A, "Retainage Processing Charges", this is included in the standardized General Conditions contract language used by Design and Construction.

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### **AFFECTED PARTIES**

*Who is impacted by this change, and how?*

All units that have purview over areas addressed by the text of this policy, namely, Design and Construction in the Campus Planning and Facilities Management, University Housing, and Budget and Resource Planning were consulted.

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### **CONSULTED STAKEHOLDERS**

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
Missy Matella	Office of the General Counsel	Jan 2017
Jamie Moffitt	Office of the VPFA/CFO	Jan 2017
Steve Robinson	Student Services and Enrollment Management	Mar 2017
Angela Wilhelms	Board Secretary	Oct 2016
Donna Chittenden, Stuart Laing	Budget and Resource Planning	Oct 2016
Darin Dehle, Rob Basto	Campus Planning and Facilities Management	Oct 2016, Mar 2017

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### **CURRENT POLICY- PROPOSED FOR REPEAL**

#### **Board's Financial Powers**

Reason for Policy:

This policy outlines financial powers of the Board with regard to retaining processing charges and the authority to establish fees and charges.

Entities Affected by this Policy:

General UO audience.

Enactment & Revision History:

Technical revisions enacted by the University Secretary on September 2, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 580 Division 40, Sections 0007-0010.

**Policy:**

**A. Retainage Processing Charges**

(1) The contractor for a construction contract may elect to have retainage deposited in an interest-bearing bank account, or to deposit securities in lieu of retainage. Contractors exercising one of these options will be charged for the cost of processing transactions related to that option.

(2) The following charges will be accrued and deducted from the final payment to the contractor:

(a) \$50 for setting up initial records;

(b) \$15 for each subsequent transaction regarding the retainage funds or securities. These transactions include but are not limited to: depositing and withdrawing funds and reconciling the bank statement each month; receiving securities or safekeeping receipts for securities; preparing letters or statements to the institution, contractor or financial institution; and releasing funds or securities to the contractor.

**B. Institutional Authority to Establish Fees and Charges**

(1) The Board delegates to the President the authority and responsibility to establish as necessary, but ordinarily not more often than annually, fees for certain services and materials provided or coordinated by the University. The fees are supplemental to required instruction fee, building fee, health service fee, incidental fee and other charges determined and established by the Board. The additional services and materials for which fees and charges may be established include student family, cooperative and miscellaneous housing; instruction-related services; motor vehicle and bicycle parking; hospital, medical, surgical, oral health and clinic services; short courses and workshops; fines for violation of campus regulations; special music, counseling and testing services; and off-campus facilities and services arranged by the institution.

(2) For services and materials other than student family, cooperative and miscellaneous housing, the fees and charges shall be established at levels that assure recovery of the cost of providing the services and materials, including that portion of the operating costs required by legislative action on the Department budget, and in accordance with criteria stated in University policies.

(3) The rates for student family, cooperative and miscellaneous housing shall be the amount necessary to meet, for that type of housing, the operating costs, required assessments, debt service, and the requirements of the Board's building repair reserve and equipment replacement reserve policies. For each type of housing, the rates charged for individual units may reflect differences in the age, quality, location, level of service provided and other factors affecting the relative economic value of the unit.

(4) Residents of each of the three types of housing shall contribute, by means of applicable rental rates, toward the total debt service of that type of housing.

(5) Provision for debt service related to each of the three types of housing is the responsibility of the University.

(6) For housing units scheduled for demolition, the University shall provide a means for timely accumulation of reserves or for the acquisition of other funds sufficient to cover the costs of razing and removal. For this purpose, each of the three types of housing shall be provided for separately.

(7) Fees and charges and amendments thereto that the President has Board-delegated authority to establish shall be adopted only after approval by the President in the manner required by the Oregon Revised Statutes or University Policies.. Copies of all fee schedules, charges, and amendments shall be presented to the Vice President for Finance and Administration for filing in the President's Office.

**Responsible Office:**

For questions about this policy, please contact the Office of the Secretary at 541-346-3166

**Original Source:**

Oregon Administrative Rule

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Andre Le Duc, Chief Resilience Officer, Safety & Risk Services Kassy Fisher, Assistant Vice President, Finance & Administration
Policy Title/# (if applicable):	Risk Management Program Policy-- OUS Board Policy 45
Submitted on Behalf Of:	Safety & Risk Services
Responsible Executive Officer:	Andre Le Duc, Chief Resilience Officer/AVP

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Submitted to Doug Park, March 21, 2017

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

The Risk Management Program policy outlines the risk management program put in place by OUS in 2014 to support its member institutions based out of the OUS Office of Risk Management (ORM). Specifically, it describes how the member institutions handle oversight of the OUS ORM and over the OUS risk fund (pooled insurance program).

OUS no longer exists. The UO has its own Office of Risk Management and insurance program.

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

This is one of two policies proposed for repeal at this time. The other is the Risk Fund policy, OUS Board Policy 44.

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

We propose repealing this policy because the UO no longer participates in the pooled/shared university risk management program described by the policy. Instead, the UO has its own risk management entity.

The UO originally participated in the Public Universities Risk Management & Insurance Trust (PURMIT) through June 30, 2015 in accordance with SB 270. Beginning in FY 2016, the UO transitioned to management of its own risk program, which is more tailored to the needs of the UO campus.

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## AFFECTED PARTIES

*Who is impacted by this change, and how?*

Repealing this policy has no impact because its contents are obsolete. The OUS and its Office of Risk Management no longer exist.

The Risk Management program on the Safety and Risk Services website outlines a variety of resources for university community members: <http://safety.uoregon.edu/content/insurance-program>

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## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
Flo Hoskinson	Risk Management	March 2017
Kelly Wolf	Business Affairs	March 2017
Doug Park	General Counsel	March 2017

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## **TEXT OF POLICY-- PROPOSED FOR REPEAL**

### **Risk Management Program Policy**

#### **Enactment & Revision History:**

Oregon State Board of Higher Education Committee on Finance & Administration on February 15, 2013

Became University of Oregon policy by operation of law on July 1, 2014

Former Oregon State Board of Higher Education Policy

#### **Policy:**

#### **POLICY/PURPOSE**

The State Board of Higher Education Finance & Administration Committee (Committee) hereby establishes the Oregon University System (OUS) Risk Management Program to protect the life safety, reputation, financial, operations, and property risks associated with the System's broad scope of enterprise activities. The OUS Office of Risk Management (ORM) shall conduct this program in a transparent manner using best practices and industry standards for risk financing including risk retention and transfer, and risk controls while supporting an enhanced culture of risk mitigation within the system.

#### **AUTHORITY**

The ORM program is comprised of the following distinct functions including the Risk Oversight Committee, the Risk Council, and the Office of Risk Management.

The Risk Oversight Committee (ROC) has responsibility for overseeing the strategic direction of the program and is chaired by the OUS vice chancellor for finance and administration, a non-voting ex-officio member. The ROC is comprised of representatives from each campus who are decision-makers for setting or approving the strategy and goals of the program including levels of self-insured retention, commercial insurance versus self-insured hazards, incentive program strategy, risk control strategies, and sustainability levels of the Risk Fund and major financial decisions including allocation methodologies and dollars to support the Risk Fund.

The Risk Council is comprised of representatives who execute the program strategy at each campus. This strategy may include the implementation and management of incentive programs, crisis management and safety programs, providing insurance renewal data, identifying potential risks, reporting claims, supporting claims investigations, and supporting enterprise loss prevention programs and compliance as needed. This group is chaired by the Chief Risk Officer (CRO) and helps establish policies and procedures for transactional elements of the program and provides the annual report to the ROC and others as needed.

The CRO manages the Office of Risk Management (ORM), and reports administratively and functionally to the OUS vice chancellor for finance and administration. The ORM manages the operations of the program on behalf of the System, including executing the insurance renewal strategy, managing broker and consultant activity, discharging the financial obligations surrounding payments for the program

including premiums and claims transactions, and administering the data and records supporting the program.

The ROC authorizes the vice chancellor for finance & administration and the CRO or designee with signature authority for management of the ORM program. The ORM program consists primarily of the purchase of property, casualty, workers' compensation, and allied health insurance including student health insurance, settlement of claims, management of incentive programs, training and education programs, and other program needs as required. The Committee also authorizes the vice chancellor for finance and administration with signature authority for management of the ORM program.

## RISK FINANCE

The financing for this program is provided through the establishment of a Risk Fund consisting of three sub-funds for Casualty, Property, and Workers' Compensation. The ROC has oversight for this fund and the fund transactions are managed through the OUS Office of Business Services. This Fund is established and described in OUS Risk Fund Policy.

## RISK CONTROL

The OUS Risk Control function includes those efforts that minimize risk that may impact the enterprise system. This may include, but is not limited to, education and training programs, incentive programs as approved by the ROC, integrated crisis management and business continuity programs, integrated environmental health & safety programs, study abroad and international programs, risk identification tracking and reporting, claims reporting, claims investigation, claims settlements, data analysis, and risk assessments for contracts, leases, or other operations and other programs and reviews as requested or needed.

University management shall report and identify claims to the ORM in a timely manner, defined as soon as practicable. University management shall report to the ORM any time a claim or demand is made for property, monetary value, or right against a campus or the System consistent with guidelines from System insurance policies. OUS Risk Management has a responsibility to train campus management authorities

University management and Chancellor's Office staff shall forward all tort claim notices to the CRO immediately upon receipt. OUS Claims handling procedures are established through an internal policy approved by the Risk Council.

The Committee hereby authorizes the Vice Chancellor for Finance & Administration, and the CRO or designee to manage risk control programs for the System in an integrated manner. This includes full and complete access to records, documents, physical properties, or personnel records relevant to claims investigations as necessary, including all electronic or cyber documents. All investigative records and materials related to losses or potential claims will be treated as confidential work product developed in anticipation of potential litigation. Privacy and security of records will be managed in compliance with Oregon public records law.

Original Source:  
OUS Board Policy

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Krista Dillon, Director of Operations, Safety & Risk Services Kassy Fisher, Assistant Vice President, Finance & Administration
Policy Title/# (if applicable):	Fire Marshal Safety Inspections - 08.00.06
Submitted on Behalf Of:	Safety & Risk Services
Responsible Executive Officer:	Andre Le Duc, Chief Resilience Officer/AVP

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Submitted to Bryan Dearinger, March 21, 2017

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

The Fire Marshal Safety Inspection Policy – UO Policy Statement 08.00.06 describes a procedure once used by the University for responding to semi-annual and follow-up inspections by the City of Eugene Fire Marshal.

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

-ORS 476.030 Powers and duties of marshals and deputies,  
<https://www.oregonlaws.org/ors/476.030>

-Oregon Fire Code, to which the UO is subject,  
<https://www.oregon.gov/osp/SFM/Pages/2014ORFireCode.aspx>

- Safety Policy—Physical Space and Environment, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>

-Fire Marshal Safety Inspections Procedures, appended below under "Related Resources"

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

This policy was last updated in 1990 and describes a procedure by which the university ensured its compliance with the Oregon Fire Code. At that time, the University did not have its own fire marshal and relied on the Eugene-Springfield Fire Marshal's Office to complete building inspections as is required by the Oregon Fire Code. Now, however, the UO has its own fire marshal who is authorized by the Eugene-Springfield Fire Marshal's Office to manage our building inspections.

This policy is proposed for repeal because a university policy that describes procedures is not needed, nor is a university policy that states the university complies with the state fire code. The university has a safety policy, recently updated, that addresses the fire marshal's role and authority in mitigating hazardous conditions.

Safety and Risk Services (SRS), which employs the UO fire marshal, ensures that the university is in compliance with the state fire code. For reference, appended below is SRS's safety inspection procedure.

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### **AFFECTED PARTIES**

*Who is impacted by this change, and how?*

There are no tangible impacts to repealing the policy.

Inspections are governed by ORS 476.030. The UO, through its fire marshal and as mutually agreed upon with the Eugene-Springfield Fire Marshal's Office, is committed to enforcement of the Oregon Fire Code as adopted by the state fire marshal in order to eliminate conditions hazardous to life, property or public welfare in the occupancy of structures or premises.

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### **CONSULTED STAKEHOLDERS**

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
Krista Dillon	Safety & Risk Services	3/20/17
Joseph Pedrola	Fire Marshal	3/15/17
Andre Le Duc	Safety & Risk Services	3/15/17
Bryan Dearinger	General Counsel	3/20/17

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## **TEXT OF POLICY-- PROPOSED FOR REPEAL**

### **Fire Marshal Safety Inspections**

**Effective Date:**

**04/18/1990**

**Reason for Policy:**

To describe procedure for responding to semi-annual and follow-up inspections by the City of Eugene Fire Marshal

**Policy Statement:**

The University of Oregon through its Facilities Services and University Housing enters into two separate annual contracts with the City of Eugene for semi annual inspections by the Fire Marshal of fire safety installations in all University facilities. The University Housing contract deals exclusively with University Housing properties. These contracts also call for certain follow-up visits to monitor progress on completion of all corrections recommended in the fall and spring inspections.

- Three copies of the semi annual inspection report conducted under the Facilities Services contract are to be filed with the Coordinator of University Safety Systems, the Facilities Services Director and the Director of Public Safety.
- Three copies of the semi annual inspection report conducted under the University Housing contract are to be filed with the Coordinator of University Safety Systems, the University Housing Director, and the Director of Public Safety.
- Upon receipt of an inspection report, the Coordinator of University Safety Systems shall convene a meeting of the University Fire Safety Committee made up of safety officers from the Office of Public Safety and Facilities Services and auxiliary enterprise representatives as appropriate, to review the report, prioritize corrective actions and to identify corrective actions beyond the scope of normal operations of standard budgets.
- Auxiliary enterprises, i.e., University Housing, Intercollegiate Athletics, Student Health Center and Erb Memorial Union will be informed by the appropriate Safety Officer of corrections to be made. Safety Officers shall follow-up to assure that corrections are made in timely fashion. Upon the completion of corrective action, the Safety Officer will file a job completion form with the Coordinator of University Safety Systems with a copy to the auxiliary enterprise for its records.
- The Facilities Services Director will be given a written report of the findings and priorities established by the Fire Safety Committee. The Facilities Services Director, or the Director's designee shall assign work orders to effect the necessary corrective action. Job completion forms will be filed with the Coordinator of University Safety-Systems upon completion, with a copy retained by Facilities Services for its records.
- At monthly intervals, the Coordinator of University Safety Systems shall file progress reports with the Fire Marshal who conducted the inspection. If negotiated solutions to corrective action

are Fire Marshal Safety Inspection required, the Coordinator of University Safety Systems in consultation with the Facilities Services Director, University Planner as appropriate, and the Director of Public Safety is authorized to act and may consult as appropriate with the Fire Marshal and/or Building Department designees.

- If the Coordinator of University Safety Systems determines that certain corrective actions are not progressing in timely fashion, the Coordinator shall meet with the Director of Facilities Services (and the Director of University Housing as appropriate) to expedite and correct the delay.
- All corrections identified by the University Fire Safety Committee as beyond normal operations or standard budgets shall be described in a written report to the Director of Facilities Services for that Director's special consultation with the Vice-President for Administration. All corrections identified on University Housing properties as beyond normal operations or standard budgets of University Housing shall be referred to the Director of University Housing who shall report to the Vice-President for Administration. The Vice-President may consult with the Fire Marshal or Building Department designee to negotiate acceptable time schedules or adjustments.
- Upon notification of fire correction needs which exceed normal operations o Facilities Services or exceed standard budgets, the Vice-President for Administration shall be responsible for developing a funding and operational plan to meet the identified need.
- It shall be the responsibility of all University employees to cooperate promptly with fire safety correction directions from the Coordinator of University Safety Systems or the designated Safety Officer or Facilities Services staff assigned to perform corrective work. Employees who fail to cooperate shall be reported to the Vice-President for Administration

Reviewed and Approved By:

President's Staff

Date:

04/18/1990

Issued by:

Vice-President for Administration

Date:

10/08/1990

Revision History:

02/08/2010 Policy number revised from 8.000 to 08.00.06

Original Source:

UO Policy Statement

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## **RELATED RESOURCES FOR THOSE REVIEWING THIS PROPOSAL**

# **Fire Marshal Fire Safety Inspections**

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### **REASON FOR PROCEDURE**

To describe the procedure for conducting fire and life safety inspections, and follow-up re-inspections on all the structures and premises owned, rented or leased by the University of Oregon.

### **POLICY STATEMENT**

The University of Oregon through its University of Oregon Fire Marshal's Office, and as mutually agreed upon with the Eugene Springfield Fire Marshal's Office (the governmental authority having jurisdiction) commits itself to the enforcement of the regulations contained in the most recent edition of the Oregon Fire Code adopted by the Oregon State Fire Marshal as authorized in ORS 476.030 in order to eliminate conditions hazardous to life, property or public welfare in the occupancy of structures or premises.

### **UNIVERSITY OF OREGON FIRE MARSHAL'S OFFICE**

The University of Oregon Fire Marshal's Office is established within the University of Oregon under the direction of the University Fire Marshal. The function of the University of Oregon Fire Marshal's Office shall be the implementation, administration and enforcement of the provisions of the Oregon Fire Code.

As provided in Oregon Fire Code (code) Section 104, the University Fire Marshal, and the staff of the University Fire Marshal's Office are authorized to enforce the provisions of the code and shall have the authority to render interpretations of the code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of the code and shall not have the effect of waiving requirements specifically provided for in the code. Such policies and procedures shall not be less stringent than the minimum fire code adopted by the Oregon State Fire Marshal.

### **INSPECTION PROGRAM**

#### **Scheduled Fire Inspections**

The University Fire Marshal's Office, under direction of the University Fire Marshal, will conduct scheduled fire and life safety occupancy inspections of all University of Oregon buildings and facilities, and the uses or processes conducted in them. The goal is to inspect all occupancies and portions thereof on a regular basis, with emphasis on high-hazard and high value occupancies.

During these inspections, the University Fire Marshal's Office staff enforces the provisions of the code, in order to identify fire hazards and see that they are abated. This should result in fewer and less destructive fires. A secondary inspection purpose is to encourage safe practices among building occupants by promoting awareness about fire and its potential for occurrence, and recommending practices and procedures that improve fire safety.

Additionally, this program familiarizes University Fire Marshal's Office staff with the physical arrangement of the university's buildings on campus, and the hazards therein. This knowledge will enable University Fire Marshal's Office staff to respond to emergency incidents more efficiently and with greater personal safety. It will also enable them to become a resource for emergency responders during emergency operations.

### **Documentation and Abatement of Violations:**

Pursuant to Oregon Fire Code Section 109.2 and in accordance with ORS 479.170, University Fire Marshal's Office staff finding during an inspection a building, premises, vehicle, storage facility or outdoor area that is in violation of the provisions of the code, will prepare a written notice of violation (inspection report) describing the conditions deemed unsafe and, when compliance is not immediate, specifying a reasonable time for re-inspection. Copies of the inspection report will be provided to the responsible party for the occupancy or portion thereof where the violations exist. When all normal enforcement efforts are exhausted without compliance, abatement of violations shall be pursued through enforcement action by the City of Eugene Fire Marshal as authorized in ORS 479.170, 479.990, 476.990 and 480.990.

The University Fire Marshal shall coordinate for the proper abatement of violations of the code discovered during inspections with the pertinent university departments.

In those instances in which due to the nature and/or extent of the violations noted, the budgetary requirements, work and time associated with their abatement is considered to exceeding normal operations for a single university department, the University Fire Marshal will notify the Safety & Risk Services Director of Operations, and shall be responsible for developing a report identifying available abatement solutions and cost estimates.

### **Scope of the Scheduled Fire and Life Safety Inspection Program**

The scope of the University of Oregon Fire Marshal 's Office Inspection Program includes all occupancies and portions thereof including, but not limited to academic, research, housing, athletic, assembly, office, maintenance services and other types of occupancies.

### **Inspection Frequency**

Oregon Revised Statutes provide as follows regarding the required frequency of fire and life safety inspections:

- (ORS 479) - Requires that certain occupancies (institutional, child care, inpatient care, and residential care) subject to licensing requirements by the state be inspected once per year.
- Oregon Fire Code Section 106.2 – This section establishes the Oregon Fire Marshal's Office duty to inspect every building, structure or premises on university property to verify that the requirements of the code are met. This section does not, however, establish the frequency of inspections. The code does not presume to interpret each institution's political, social and economic priorities. Therefore, the code leaves up to each of institution the establishment of different inspection priorities and frequencies based on the availability of inspection resources, the value of premises to the university or the potential disruption to the continuity of services and programs essential to the mission of the university.

The inspection frequency established by the University Fire Marshal is based on:

- The staff available to conduct among other fire and life safety inspections
- The occupancy classification assigned by the code to the different buildings based on the fuel load and occupant load.
- The hazard category assigned by the National Fire Protection Association associated with the building use and occupancy (Low Hazard, Moderate Hazard and High Hazard).

The inspection frequency of scheduled fire inspections for university buildings or portions thereof is as follows:

- **High Hazard Facilities** (i.e.; Autzen Stadium, Resident Housing Facilities, the Central Power Station) annually.
- **Moderate Hazard Facilities** (i.e.; Willamette Hall research and teaching labs, Millrace Woodshop, Romania Chevrolet Building) every two years.
- **Low Hazard Facilities** (Johnson Hall, Oregon Hall, the Collier House) every three years.

#### **New Construction and Tenant Improvement Inspections**

The University Of Oregon Fire Marshal's Office provides permitting, project design review and inspection services to ensure that buildings and systems are constructed in accordance with the Oregon Fire Code. Permitted activities and inspections include additions, redesigns, relocations, alterations or removal of:

- Fire detection and alarm systems
- Fire sprinkler systems
- Fixed fire suppression systems (including hood and duct systems and FM 200 type systems)
- Clean agent based fire suppression systems

#### **Special Inspections**

Special inspections are intended to identify code violations or reveal unsafe situations which may present themselves during special events, peak occupancy times or in response to a citizen fire safety complaint.

#### **COMPLIANCE WITH FIRE SAFETY REGULATIONS**

Pursuant to University of Oregon Safety – Physical Space and Environment Policy, Policy Number IV.05.01, it shall be the responsibility of all University employees to cooperate promptly with fire safety correction directions from the University of Oregon Fire Marshal's Office or the designated Campus Planning and Facilities Management staff assigned to perform corrective work. Employees who fail to cooperate shall be reported to the Safety & Risk Services Director of Operations.

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Andre Le Duc, Chief Resilience Officer, Safety & Risk Services Kassy Fisher, Assistant Vice President, Finance & Administration
Policy Title/# (if applicable):	Risk Fund Policy-- OUS Board Policy 44
Submitted on Behalf Of:	Safety & Risk Services
Responsible Executive Officer:	Andre Le Duc, Chief Resilience Officer/AVP

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Submitted to Doug Park, March 21, 2017

### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

The Risk Fund policy addresses the pooled insurance program run by OUS for all of its member institutions and based in the OUS treasury office. Specifically, it outlines the fund's composition of sub-funds, definitions related to the pooled insurance program, and the committee in place to oversee the pooled insurance program and make determinations about how each campus is assessed financially.

The UO no longer participates in this program and, instead, procures and manages its own insurance program.

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

This is one of two policies proposed for repeal at this time. The other is the Risk Management policy, OUS Board Policy 45.

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

We propose repealing this policy because the UO no longer participates in the pooled insurance program described by the policy. Instead, the UO procures and manages its own insurance.

The UO originally participated in the Public Universities Risk Management & Insurance Trust (PURMIT) through June 30, 2015 as mandated by SB 270 after the Oregon University System was dissolved. Beginning in FY 2016, the UO transitioned to management of its own risk program, which is more tailored to the needs of the UO campus.

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## AFFECTED PARTIES

*Who is impacted by this change, and how?*

Repealing this policy has no impact because its contents are obsolete and no longer apply to the UO. The UO insurance program, which is more cost-effective and more customized to the needs of the UO campus includes various types of insurance to cover the different risks the institution faces such as general liability, property, fine arts, international travel, day care, camps and clinics, athletics, and workers compensation.

The Risk Management program on the Safety and Risk Services website outlines a variety of resources for university community members, including insurance: <http://safety.uoregon.edu/content/insurance-program>

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## CONSULTED STAKEHOLDERS

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
Flo Hoskinson	Risk Management	March 2017
Kelly Wolf	Business Affairs	March 2017
Doug Park	General Counsel	March 2017

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## **TEXT OF POLICY-- PROPOSED FOR REPEAL**

### **Risk Fund Policy**

#### **Enactment & Revision History:**

Summarization and addition of this policy to the Fiscal Policy Manual was approved by the vice chancellor for finance and administration on February 14, 2013

Oregon State Board of Higher Education Committee on Finance & Administration on February 15, 2013

Became University of Oregon policy by operation of law on July 1, 2014

Former Oregon State Board of Higher Education Policy

#### **Policy:**

#### **POLICY/PURPOSE**

In order to maintain a self-insurance program and provide cost benefits from a pooled insurance program a financially sustainable fund must be in place. This Fund must be sufficient enough for insurer confidence when providing excess insurance over a large self-insured retention (SIR), knowing that the underlying SIR will be adequately managed without unnecessary impact to the insurer. In addition, this Fund provides flexibility to the OUS Risk Program regarding types of potential hazards or perils that the System wishes to self-insure as well as the terms and conditions for managing claims within the SIR. The Fund shall be maintained exclusively for the purpose of programs that incentivize a culture of risk for the participants, and for the purpose of providing property, casualty, specialty, allied health, financial surety bonds, ORM program operations' needs, and other related expenses as outlined in this document, otherwise known as "Insurance Purposes."

The Fund shall be located within the OUS Treasury with transactions conducted by OUS Risk Management and OUS Business Services in a transparent and segregated manner. The Risk Oversight Committee may designate a regular reporting schedule for review as needed.

#### **POLICY RATIONALE**

This policy is provided as the guiding framework for the OUS Risk Fund (Fund), subject to the Risk Charter as approved by the Oregon University System Chancellor and the Oregon State Board of Higher Education.

Responsible risk financing requires adequate funding of all program incentives and costs through campus financial assessments. The Fund may also provide a risk rate stabilization buffer as appropriate and determined by the Risk Oversight Committee (ROC). The ROC shall provide guidance for fair and transparent financial assessments for the campuses in order to allocate sufficient resources for a sustainable Fund and continued advantages of the risk pool. These financial assessments are calculated through insurance and actuarial best practices and standards including the time value of money and GASB (General Accounting Standards Board) regulatory requirements. The OUS Risk Fund is evaluated using a combination of unique exposures by campus, experience modifications based on loss history, and credits provided for improvements in risk mitigation or other metrics as designated by the ROC.

The Risk Fund Pool may consist of the following Sub-Funds:

**1. Casualty Fund**

a. This is defined as the fund that will address incentives for risk mitigation, and costs associated with premiums and claims for general liability, excess liability, automobile property damage and automobile

liability, educator's legal liability, and specialty lines of coverage including crime and fiduciary coverage or others as needed.

**2. Property Fund**

a. This fund will pay incentives for risk mitigation, and costs associated with premiums and claims regarding the OUS and campus general property or real property as defined in our property insurance policy, or other costs as needed.

**3. Workers' Compensation Fund**

a. The workers' compensation fund will pay costs associated with workers' compensation premiums and claims as well as any incentives associated with this policy, or other needs as required.

**DEFINITIONS**

- Expected Claims – Through actuarial analysis and considerations of historical claims frequency and severity, an entity's future expected claims costs and frequency can be estimated based on those considerations.
- Indemnification – The costs or effort associated with making one "whole" after a claim.
- Incurred But Not Reported (IBNR) – Those claims that have been incurred, but not yet reported to an entity. There is generally a lag time for certain types of claims to be reported such as employment claims. From a long-term loss history, actuaries can provide an estimate of how many claims may be incurred but not yet reported at a certain valuation date and these considerations are included as part of the total incurred or expected claims. (See definitions).
- Loss Ratio – The total cost of claims (total incurred) divided by the premiums paid. This percentage is considered favorable if less than 1, and unfavorable if greater than 1.
- Loss Reserves – The best estimate of the total costs of a claim including the indemnification, legal, or other expenses associated with the loss.
- Risk Fund – The financial instrument used to manage the Risk Pool. The OUS strategy is to have a risk fund that is at a minimum amount to pay for actuarially expected claims with a goal to have a buffer amount above expected claims over time in a manner that provides contingent financial resources in the event of catastrophic losses as determined by the Risk Oversight Committee (ROC).
- Risk Pool – a group of entities that provide financial assets to a fund in proportion to their size of loss exposures and loss experience with a goal of lowering costs for premiums and operating costs on balance for each.
- Total Incurred – Claims reserves plus amounts paid or the "total" incurred amount of a claim. The reserves and paid counter-balance throughout the duration of a claim and ultimately the reserves zero out when closed.

**KNOWLEDGE AND OVERSIGHT**

All persons involved in the financial applications of this policy shall be notified and made aware of this policy, including the Risk Oversight Committee (ROC), the Finance & Administration Committee of the Board, OUS Treasury, the vice chancellor for finance & administration, all vice presidents of finance & administration, risk managers, Risk Council, and the OUS Office of Risk Management.

**RESPONSIBILITIES**

- Through the recommendation of the ROC, each participating campus vice president for finance and administration shall provide adequate budgets for funding the necessary assessments and loss deductibles as required on an annual or regular basis as determined by the ROC.
- The ROC shall provide approval for the final assessment each year. The assessment shall be conducted and approved in the first quarter of the calendar year to allow sufficient time for budget planning by the campuses for the following fiscal year.

- Assessments will be made by the OUS Business Services Office on a quarterly basis or as needed and recommended by the ROC.
- An annual reporting of the Fund shall be provided to the Finance and Administration Committee of the Board, or as requested.
- Regular reporting shall be provided to the member campuses as designated by the ROC.
- The ROC shall establish a constitution and by-laws for the Fund and maintain and update these as necessary on a regular basis.

#### **RISK FUND STRATEGY**

- The ROC determines the formula for determination for the campus financial assessments for the fund annually, using the exposures, losses and incentive considerations or other considerations as noted earlier.
- The ROC shall assess the campuses in a manner that adequately funds the Fund. Consideration should be based on actuarial recommendations and judgment of the ROC.
- The Risk Fund Adequacy shall be at a confidence level to pay all claims that have been incurred or incurred but not reported (IBNR) and premiums. The recommended fund adequacy considerations may reflect an appropriate interest rate that is comparable to the consumer price index, or CPI, and at a confidence level that the expected losses will actually occur.

Related Resources:

Senate Bill 242

Oregon State Board of Higher Education

Risk Oversight Committee (ROC), led by the OUS Vice Chancellor for Finance & Administration

Original Source:

OUS Board Policy

## POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kathie Stanley, Associate Vice President & Chief of Staff
Current Title/# (if applicable):	571.024 EMU Child Care and Development Centers
Submitted on Behalf Of:	Laurie Woodward, Director, Erb Memorial Union
Responsible Executive Officer:	Kevin Marbury, Interim Vice President for Student Life

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**SELECT ONE:**  New Policy       Revision       Repeal

*Click the box to select*

**HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT:**  Yes       No

If yes, which attorney(s): Missy Matella

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### GENERAL SUBJECT MATTER

*Include the policy name and number of any existing policies associated with this concept.*

**EMU Child Care and Development Centers**

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### RELATED STATUTES, REGULATIONS, POLICIES, ETC.

*List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.*

[Click here to enter text.](#)

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### STATEMENT OF NEED

*What does this concept accomplish and why is it necessary?*

Repeal: This policy does not meet the definition of a university policy and is a unit policy. The OAR that was inherited by the UO was originally needed to give the EMU the ability to operate a child care center. The UO no longer needs a policy to allow it to operate a child care center; the choice to do so is a unit-level business decision and the repeal of the policy does not impede the EMU's ability to run a child care center. The UO's other child care center (Olum) is run by HR and is managed through a unit-level policy.

The key portion of the policy has been retained, but as a unit-level policy: "The EMU Moss Street Children's Center (MSCC) provides an early childhood program for a fee, to the extent that funding, licensed space, and available time permit. MSCC is intended primarily to serve the needs of University of Oregon student families. When space and time allow, after student families have enrolled, UO employees and community families will be considered."

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**AFFECTED PARTIES**

*Who is impacted by this change, and how?*

**None.**

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**CONSULTED STAKEHOLDERS**

*Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)*

Name	Office	Date
<b>Becky Lamoureux, Director</b>	<b>Erb Memorial Union</b>	
	<b>ASUO</b>	

### **Reason for Policy**

This policy outlines certain matters pertaining to the CCDC (the EMU's Child Care and Development Centers).

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### **Entities Affected by this Policy**

Community members and UO students, faculty and staff who interact with the CCDC or its operations/affairs.

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### **Web Site Address for this Policy**

<http://policies.uoregon.edu/emu-child-care-and-development-centers>

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### **Responsible Office**

For questions about this policy, please contact the EMU at 541-346-3705.

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### **Enactment & Revision History**

Technical revisions enacted by the University Secretary on September 3, 2015.

Became a University of Oregon Policy by operation of law on July 1, 2014.

Former Oregon Administrative Rule Chapter 571 Division 24.

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### **Policy**

The EMU Child Care and Development Centers (CCDC) provide child care for a fee to the extent that funding, licensed space, and available time permit. The centers are intended primarily to serve the needs of University of Oregon student families, seeking to achieve balance between child care needs of student parents and the need to provide continuity of child care for children and families. When space and time allow, after student families have enrolled, University employees and community families may use the Centers' facilities. Schedules of operating hours are available at the Centers.

(1) Definitions:

(a) "Student" is any person who is enrolled for three out of four terms in the academic year at the University of Oregon;

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EMU Child Care and Development Centers**

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(b) "Full-time" and "part-time" student status are defined according to University regulations published in the Tuition and Fee section of the current edition of the University of Oregon General Catalog;

(c) "University employee family" is one in which at least one member of the family is on the University of Oregon payroll;

(d) "Community family" is one in which no member of the family is a University of Oregon student or an employee of the University of Oregon;

(e) "Special-needs children" are those who qualify for Early Intervention services. Those services are provided at CCDC and support services are provided to assist in meeting their special needs.

(2) Admission to the EMU Child Care and Development Centers shall be made according to a priority ranking and an admission point system. A change to non-student status for one out of four terms shall not affect access to child care.

(3) Priority ranking for admissions shall be determined as follows:

(a) First admission priority shall be assigned to student families to be ranked according to total number of points (see Section A(4) of this policy);

(b) Second admission priority shall be assigned to University of Oregon employee families according to total number of points;

(c) Third admission priority shall be assigned to "community families" according to total number of points;

(d) First priority within all categories in subsections (a), (b), and (c) of this section shall be assigned to those who are returning according to seniority; second priority shall be assigned to new families.

(4) The admissions point system shall be based on the following scale and applied to student, employee, and community families when needed to establish ranking within these categories. The total number of points to establish seniority shall be calculated as follows:

(a) 1 point -- For each consecutive term one or more children of a family have been enrolled in CCDC;

(b) 5 points -- Full-time student;

(c) 3 points -- Part-time student;

- (d) 2 points -- Student at another university or college or full-time worker;
- (e) 1 point -- Part-time worker, including student employment or GTF;
- (f) Only one parent per family is eligible for the points listed in subsections (b) through (e) of this section.

**(5) When two or more families within the same priority rank qualify for the same number of points, admission eligibility will be determined as follows:**

- (a) First: Returning families have priority over new families;
- (b) Second: Families in which all parents are students;
- (c) Third: Families in which non-students are full-time University employees;
- (d) Fourth: Families who had previously applied and been unable to gain admission into CCDC.

**(6) Families shall not lose seniority points for an absence of one term during the year, for a University of Oregon-granted leave of absence, or for an approved employee leave. Leave of absence is defined in the University of Oregon General Catalog under the heading "On Leave Status."**

**(7) Special-Needs Children:**

- (a) Four primary spaces at the on-campus site will be set aside for qualified special-needs children;
- (b) Up to four spaces at the Westmoreland site may be set aside for qualified special-needs children.
- (c) Priority for admittance to these spaces within this category shall be subject to the enrollment provisions established in Sections A(2) through A(5) of this policy.

**(8) Duration of Care:**

- (a) Child care will be maintained for families, throughout the academic year, once the child is enrolled.
- (b) If any child of a University employee or community family is admitted to the program for Fall, Winter, or Spring Term, that family's enrollment space shall continue until their child enrolls in kindergarten. Such children will constitute no more than 20% of CCDC's population.

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(c) If space is available, any currently enrolled child who reaches kindergarten age will be offered continuing after-school care without regard to the parents' University of Oregon affiliation or the 20% limit set forth in Section A(8)(b). A child not currently enrolled who has reached kindergarten age may be offered space, if any is available, in accordance with sections A(2) through A(5) of this policy.

(9) Applications for Summer, Winter, and Spring terms will be accepted during the University's regular Duck Web registration period for those respective terms. Priorities shall be established no later than two weeks after the final day of registration. Applications received after this time shall be processed on a space-available basis.

(10) Fall Term applications shall be accepted during the scheduled Duck Web registration period for Fall Term. Priorities shall be established no later than four weeks after the final day of Duck Web registration. Applications received after this time shall be processed on a space available basis.

(11) Depending on annual Incidental Fee Committee allocations, subsidies to assist student families to meet CCDC's costs may be available. Application forms are available from the ASUO office. Subsidies are allocated on a sliding scale basis according to financial need.

(12) Fees for child care to the EMU Child Care and Development Centers are published annually pursuant to Policy 571.060(A). A copy of current fee schedules is available at the ASUO office.

(13) Persons with complaints about admission procedures, fees, or other administrative problems must:

(a) First submit a written complaint to the EMU Child Care Coordinator;

(b) If a problem is not resolved, persons with such complaints may then appeal to CCDC's Parent Council;

(c) The final appeal within this process may be presented to the Erb Memorial Union Board of Directors;

(d) If the complaint is not resolved through the process outlined in subsections (a)-(c) of this section, the complaint may be filed as a grievance under the University's Grievance Procedures in UO Policies beginning 571.003, et seq.

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**Related Resources**

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N/A