

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Annie Herz, Associate Director, Employee & Labor Relations
Policy Title/# (if applicable):	Work-Life Policy
Submitted on Behalf Of:	Mark Schmelz, Chief Human Resources Officer and Associate Vice President
Responsible Executive Officer:	Jamie Moffitt, Vice President for Finance and Administration

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): Jeslyn Everitt

GENERAL SUBJECT MATTER

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

Support and flexibility for students or employees who have personal needs that arise outside the workplace or classroom; work-life balance for university community members.

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.

“Family Support” (1995)- proposed for repeal

<https://policies.uoregon.edu/policy/by/1/0312-work-life-resources/family-support>

“Child Care: Support for Parent Initiated Child Care in the Workplace” (1992)- proposed for repeal

<https://policies.uoregon.edu/policy/by/1/0312-work-life-resources/child-care-support-parent-initiated-child-care-workplace>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

With this proposal, we aim to update the university’s policies as they relate to appropriate child care in the workplace and to ensure the university has a policy that supports the well-being of all employees at the university. To accomplish this, we seek to repeal the above-cited policies, which have not been substantively reviewed or updated since the 1990s, and replace them with a single, comprehensive and updated policy that lays out the university commitment to support any employee encountering a personal need or challenge, including those related to childcare or parenting, that requires flexibility in the workplace.

AFFECTED PARTIES

Who is impacted by this change, and how?

All employees of the university

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive?

Name	Office	Date
Jessica Marquez	SOJC	*
Jenna Rakes	HR	*
Eleanor Wakefield	Instructor of English, UA rep	*
Jeslyn Everitt	General Counsel	*
Lourdes Ginart	Geography, GTFF rep	*
Martin Stanberry	HR, ADA Coordinator	*
Michael Omogrosso	University Housing, SEIU rep	*
Dan Currier	HR	*
Chris Meade	HR	*
Kaia Rogers	HR	*
Missy Matella	HR	*
Chiefs of Staff	various offices	10/19

**Note: The above-listed individuals reviewed this policy in their role as members of an HR policy advisory group, which met winter- summer 2019.*

Reason for Policy

To maintain and enhance the health and wellbeing of the faculty, staff, and students at the University of Oregon.

Entities Affected by this Policy

All employees of the university

Web Site Address for this Policy

[to be updated after posting]

Responsible Office

For questions about this policy, please contact the office of Human Resources at 541-346-3159 or uoelr@uoregon.edu.

Enactment & Revision History

[to be completed upon enactment]

Policy

The University of Oregon supports faculty, staff, and students in their pursuit of a balanced lifestyle. The university offers programs, policies, referrals and education that support employees at work, school, and home.

University leaders, managers, and supervisors are expected to provide support and flexibility to their employees, while at the same time, ensuring that the unit is able to meet operational needs. Whenever possible, supervisors are strongly encouraged to provide support and flexibility when students or employees have personal needs that arise outside the workplace or classroom. These needs may include, but are not limited to: death of a loved one; caring for children or other family members; personal physical, mental and emotional wellness; major life changes, such as job loss, birth or adoption of a child, etc.

University leaders, managers, and supervisors have the discretion to establish and implement work-life balance-related practices and are encouraged to give serious consideration to all reasonable requests on a case-by-case basis. Arrangements should be authorized only when it does not create unreasonable challenges for the University.

Within these guidelines, the responsibility for determining the relevance, feasibility, and timing of work-life arrangements rests with the supervisor. Considerations, including but not limited to, operational needs, safety concerns, and avoidance of disruptions to regular activities will always be substantial factors in such determinations.

University leaders, managers, and supervisors must continue to remain in compliance with all related federal and state laws, university and unit-level policies, and collective bargaining agreements.

Related Resources

- Flexible Work Arrangements (currently being drafted)
- [Work-life Resources](#)
- [Employee Leaves](#)
- [Tenure Clock Considerations](#)
- [Workplace accommodations](#)
- [Collective Bargaining Agreements](#)

Reason for Policy

To set forth guidelines to meet the University's commitment to support members of the campus community with family responsibilities. This policy is intended to encourage consideration and reasonable accommodation, but does not limit or replace any other personnel rules or policies.

In accordance with Oregon Revised Statute 326.785, family, for the purpose of this policy, is defined as a group of individuals related by blood, marriage or adoption, or individuals whose functional relationships are similar to those found in such associations.

Entities Affected by this Policy

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/0312-work-life-resources/family-support>

Responsible Office

Office of the Vice President of Finance and Administration: 541-346-3003, vpfa@uoregon.edu

Enactment & Revision History

02/08/2010 Policy number revised from 3.02 to 02.12.01

Reviewed and Approved By: President's Staff 09/30/1995

Policy

Recognizing the vital role the family plays in the well-being and productivity of its students, staff and faculty, the University of Oregon is committed to helping its members balance their work, educational and family responsibilities. The organizational benefits of family support, as established by national research, include improved employee motivation, morale and capacity for service. These immediate and long-range benefits emphasize the importance of implementing family-support practices.

In order to create an environment that results in high productivity while responding positively to the family issues of its members, the University asks deans, directors, department heads and supervisors to:

Recognize the existence and importance of family responsibilities;

Work with employees and students to understand and accommodate their needs;

Establish and implement flexible and responsive practices whenever possible to accommodate employee needs in ways that remain consistent with unit goals.

This respectful and supportive environment shall include the continuation of a professional, non-demeaning atmosphere for women who become pregnant and recognition of the legitimacy of requests for reasonable accommodation due to family responsibilities and consideration of such request without recrimination. Requests may include but are not limited to reasonable accommodation in committee meeting times and assignments, flexible work schedules, reserved parking permits, children occasionally in the classroom or workplace, accommodation of space and time for nursing mothers, adjustments to student and faculty deadlines and allocation of resources.

Within these guidelines, the responsibility for determining the relevance, feasibility, and timing of implementation of family support practices that produce mutually beneficial solutions rests with the individual's supervisor. Safety concerns and avoidance of disruptions to regular activities will always be factors in such determination.

Implementation:

Deans, directors and department heads are responsible for implementing this policy, and for assisting unit heads and supervisors adopting successful strategies for family support. The President's office will promulgate this policy and periodically solicit information from each vice-president describing successful strategies for family support.

Related Resources

NA

Reason for Policy

To Facilitate Parent-Initiated Child Care in the Workplace

Entities Affected by this Policy

Web Site Address for this Policy

<http://policies.uoregon.edu/policy/by/1/0312-work-life-resources/child-care-support-parent-initiated-child-care-workplace>

Responsible Office

Office of the Vice President of Finance and Administration: 541-346-3003, vpfa@uoregon.edu

Enactment & Revision History

02/08/2010 Policy number revised from 3.700 to 03.12.02
Issued by VP for Administration; Approved by President's Staff 02/12/1992

Policy

The University is committed to helping employees balance their work and family responsibilities. To support their efforts, the University asks each department to consider proposals for employee-initiated child care arrangements in the workplace and to respond equitably.

To the extent that job responsibilities of the involved parents and their work associates are not impaired, and space is available, directors and department heads shall permit care of children of its employees to occur within its facilities during working hours according to guidelines and procedures set forth by the Child and Family Services Administrator.

Employees seeking to arrange for such care shall contact the Child and Family Services Administrator to establish a proposal which shall be reviewed and approved by the respective dean or director and, if approved, shall be submitted to the appropriate Vice-President for final determination.

Related Resources

NA

FOR REPEAL