

Hit the ground running!

Here is some basic information that will help you settle into your new position with SOU.

Anti-Discrimination/Harassment class: You will be required to complete an online class within the first 90 days of employment. You will receive an email from Human Resource Services with a personalized login and further instructions.

Parking

Information about on-campus parking and how to order a parking permit can be found on the **Parking Services webpage**

www.sou.edu/parking/index.html



Driving for University Business: If your position requires you to drive on University business, you will need to complete a DMV background check. Click “Driver Clearance” found on Facilities Management & Planning site www.sou.edu/fmp/index.html.

Center for Instructional Support

The CIS offers services and programs designed to create community and support student success. In partnership with academic departments and student life, the Center serves as a catalyst for enhancing teaching and learning across the University. Contact the CIS for help with Moodle or designing a course. For more teaching resources, visit <https://inside.sou.edu/cis/teaching.html>

Collective Bargaining: Depending on your classification, you will be contacted by either SEIU (Classified) or APSOU.

Employee Assistance Program: SOU contracts with Cascade Centers, Inc. to provide a comprehensive employee assistance program for eligible employees and their dependents. If you are struggling with work or family issues, free confidential help is available through the EAP. You can find more information at www.oregon.gov/oha/pebb/pages/EAPindex.asp (800) 433-2320

Sick/Vacation Leave: Full time Classified & Administrative employees accrue 8 hours of sick leave for each full month of service. Part time employees will accrue on a pro rated basis of 1 hour of sick time for every 30 hours worked. (excludes Student employees in a Federal Work Study Program) After completing six full calendar months of service, eligible employees shall be credited with the appropriate earned vacation leave and thereafter vacation leave shall be accrued for your specific classification and FTE. *The hours are accrued at the end of each month, available for usage the following month.*

General Payroll Information:

Payday for all employees is the last **business** day of the month. Depending on your classification, your pay period will vary. Here is a general overview by classification:

Classified Salaried, Administrative Salaried and Faculty:

Current month; 1st through the last day of the month.

Classified and Unclassified Hourly: The 16th of the current month through the 15th of the following month.

Classified Temporary: The 13th of the current month through the 12th of the following month.

Time sheets can be found on the Business Service site:

www.sou.edu/bus-serv/payroll/timesheets.html



Benefits: You are eligible for benefits the 1st of the month following your date of hire, provided you enroll timely. You have 30 days from the date of hire to enroll for benefits. If you enroll before the end of the month in which you were hired, benefits start the 1st of the following month. If enrolled after the 1st, benefits become effective the 1st of the month following enrollment. If you do not enroll within 30 days of hire, your next opportunity to enroll will be October, during Annual Open Enrollment.

Part time Classified: You are benefits eligible. You can choose to be covered at either part or full time levels. Cost will vary depending on the coverage level you select.

Full time Classified/Administrative .75 FTE or greater, Adjunct Faculty at .50 FTE or greater: You are benefits eligible at a full time level.

Holidays

The following holidays are observed by SOU: New Year’s Day, Martin Luther King Jr.’s birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day (Classified only) and Christmas Day.

Added benefits and services available to eligible SOU employees:

Hannon Library

The Hannon Library offers a large selection of print materials as well as electronic resources. It also hosts a variety of cultural events and several galleries.

All eligible employees of SOU, with staff ID, can:

- Borrow materials (books, DVD, CD, laptops, pads, etc)
- Reserve rooms in the library at no charge (study/conference/electronic rooms)

SOU Outdoor Program

SOU's Outdoor Program offers discounted prices for students, employees (and community members) on gear rental ranging from backpacking gear, volleyball nets, hard shell and inflatable kayaks, and stand up paddleboards.

For more information go to :

sou.edu/outdoorprogram/index.html



Staff Tuition

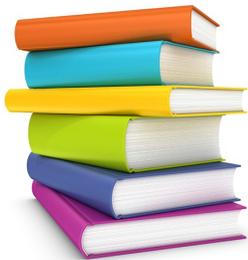
Employees of SOU or qualified family members of SOU employees, who meet the requirements are eligible for the employee tuition rate set at 30% of resident undergraduate tuition, in addition to appropriate fees. Only one staff member, spouse, domestic partner or dependent may use the staff fee benefit per term or semester.

Retired employees and employees on leave are eligible for employee tuition privileges. Subject to approval by the president, the maximum credit-hour limitation may be waived for retired employees and employees on leave.

No application fee will be required of SOU staff members who are eligible for the staff rate.

Staff rates for online courses are available to employees only with an additional \$65/credit hour delivery will be assessed for those courses.

For more information on Staff Tuition, eligibility, deadline dates etc., go to www.sou.edu/sc/staff-tuition.html.



SOU Bookstore

15% discount for eligible employees on most items in the store.

*Discount exclusions: textbooks, sale books and merchandise, computer hardware and software, and convenience products like snacks, beverages, and health aids



IT Product Purchasing

Current SOU employees can purchase popular work-at-home software such as Adobe Master Collection, Adobe Acrobat pro, and the latest versions of Microsoft Office for a nominal fee. You are limited to one license per software package. SOU employees are also eligible for discounts on select Dell products for personal use. For more information go to sou.edu/it/it-purchasing.

Bus Passes

Eligible employees can pick up a new bus pass sticker every term at the Service Center so that you can ride the bus for free, a service through RVTB (Rogue Valley Transportation District). Enjoy a trip down town for lunch, ride to and from work without worrying about parking, or even enjoy the bus for easy weekend transportation.

<https://inside.sou.edu/sc/support.html#bus-pass>

<http://www.rvtd.org/>

