

Research Workers United Preferred Hire List

Employee Guide

If your Research Workers United (RWU) position is eliminated due to layoff or loss of grant funding, you will be placed on the Research Preferred Hire List (rPHL). For employees with a permanent FTE reduction of .25 or greater, employees can elect (within five working days of the notice) to be placed on the rPHL while remaining in their reduced FTE role. The rPHL is designed to provide RWU employees with consideration for other open RWU-represented OHSU positions that align with their job profile, qualifications, and experience.

This guide provides an overview of the rPHL process.

Disclaimer

This guide is intended as a general overview and does not replace or supersede the terms of the applicable union agreement, employment contract, or OHSU policies. Employees are responsible for reviewing official documents and are encouraged to consult with their Human Resource Business Partner (HRBP) or Union Representative to fully understand their rights and obligations.

1. Layoff Notice

Employees and the union must receive at least 60 calendar days' written notice before a layoff takes effect.

During the notice period, employees may:

- Meet with a Union Steward
- Ask questions about the process
- Begin applying for other OHSU roles
- Plan next steps for their employment

2. What is the Preferred Hire List?

RWU-represented employees whose positions are eliminated or permanently reduced by .25 FTE or greater due to lack of work, loss of funding, or reorganization are placed on the Research Preferred Hire List (rPHL).

The rPHL is a 12-month eligibility period that provides employees with priority consideration for open RWU-represented OHSU positions that align with their job profile, qualifications, and experience.

How the rPHL works:

- You must apply for open positions you are interested in

- Your application is reviewed to determine if you meet the minimum qualifications and any required specialized skills, knowledge, and demonstrated abilities
- If you meet the minimum qualifications and required specialized skills, knowledge, and demonstrated abilities, you are given priority consideration over other candidates

What “priority consideration” means:

- Qualified rPHL candidates are considered before other applicants
- rPHL candidates are reviewed first when they meet the requirements of the position
- The hiring manager determines whether the candidate meets the minimum qualifications and required specialized skills, knowledge, and demonstrated abilities for the role

OHSU will make a concerted effort to place employees from the rPHL into suitable positions when available; however, placement is not guaranteed.

3. Which Jobs Provide Priority Consideration

Employees on the rPHL may receive priority consideration for RWU-represented positions that are funded and vacant, where they meet the minimum qualifications and possess the relevant specialized skills, knowledge, and demonstrated abilities

The determination of qualifications, including any required specialized skills, knowledge, and demonstrated abilities, is made by the employer.

Employees may also apply to any open OHSU position for which they meet the minimum qualifications; however, priority consideration applies only to RWU-represented positions.

4. Returning to Your Previous Position

If your previous position becomes available again within 12 months, you have the first right to return to that position if:

- The job is restored
- The duties and responsibilities have not significantly changed

5. How Long rPHL Eligibility Lasts

Placement on the rPHL lasts 12 months from your layoff date. You will be removed from the list if:

- 12 months pass without placement
- You accept another position at OHSU
- You request to be removed from the rPHL

6. Your Responsibilities While on the rPHL

Employees on the rPHL must actively participate in the hiring process.

You should:

- Update your resume and iCIMS profile
 - Before separating from OHSU, change your email address in your iCIMS profile to a personal email account.
- Apply for open OHSU positions you are interested in and qualified for
- Ensure you meet minimum qualifications
- Monitor OHSU job postings regularly
- Stay in communication with your Talent Acquisition Partner or HR Business Partner
- Respond promptly to interview or hiring requests

You may also apply to non-RWU-represented positions; however, priority consideration does not apply to those roles.

Being on the rPHL does not automatically place you in a job.

7. What Happens to Your PTO

If you are rehired from the Preferred Hire List, any remaining PTO and EIB accruals that were not cashed out at layoff will be reinstated.

Example: If you had 100 hours of PTO and cashed out 40 hours, the remaining 60 hours would be restored when you return.

8. Involuntary- Permanent FTE Reductions

If your position is not eliminated but permanently reduced in FTE:

- You must receive 60 days' written notice
- If the reduction is 0.25 FTE or greater, you may:
 1. Stay in the reduced position **and/or**
 2. Request placement on the rPHL

You must make this decision and inform your manager and HR Business Partner within five working days of notice, with the notice counting as the first day.

9. rPHL Process from Notice to Hire

Step 1 – Layoff Notice

You receive written notice at least 60 days before the layoff takes effect.

Step 2 – Placement on the rPHL

Once the layoff becomes effective, you are placed on the Research Preferred Hire List (rPHL). You remain on the list for up to 12 months.

Step 3 – Job Applications

Employees on the rPHL may apply for open RWU-represented OHSU positions during their eligibility period.

You should apply for positions where you:

- Meet the minimum qualifications
- Have the required skills and experience for the role

Research positions may include specialized skills or experience requirements beyond standard minimum qualifications, depending on the needs of the research project, lab, or program.

Step 4 – Hiring Manager Review

After you apply, the hiring manager reviews your application. rPHL candidates who possess the relevant specialized skills, knowledge, and demonstrated abilities, are given priority consideration in the hiring process.

The hiring manager determines whether the rPHL candidate:

- Meets the minimum qualifications
- Possesses the required experience, specialized skills, knowledge, and demonstrated abilities

Step 5 – Informational Meeting

The hiring manager shall schedule an **Informational Meeting** which is an informal conversation with the candidate.

This meeting allows the hiring manager to:

- Learn more about the candidate's experience, specialized skills, knowledge, and demonstrated abilities
- Discuss the research work or position
- Further assess whether the candidate meets the required qualifications and skills
- Allow the candidate to ask questions about the role

Step 6 – Hiring Decision

If the hiring manager determines that the candidate meets the minimum qualifications as well as the relevant specialized skills, knowledge, and demonstrated abilities, the candidate may receive a job offer.

10. Evaluation Period After Rehire

If you are hired into a different position, you shall serve a 6-month internal job change evaluation period. If you were a formally regular status employee and return to your previous

role with the same job profile and in the same work unit, you will not be required to serve a probationary period.

11. Resources and Support Available

Your Manager:

- Provides the layoff notice and explains the next steps.

HR Business Partner (HRBP):

- Provides guidance on the process and ensures compliance with the RWU agreement.

Talent Acquisition (TA) helps employees:

- Navigate job postings
- Apply for positions
- Understand hiring processes

Your Union Steward:

- Can provide support and answer questions regarding the RWU agreement.

12. Frequently Asked Questions

Do I automatically get another job?

- No. You must apply for positions and possess the relevant specialized skills, knowledge, and demonstrated abilities

Do I lose my seniority?

- Time on layoff does not count toward seniority but does not break service.

Can I apply for any OHSU job?

- The rPHL process applies only to RWU-represented research positions.
- You may apply to non-RWU positions, but those applications are not subject to the rPHL process.

What happens when I accept a job at OHSU?

- Accepting **any position** at OHSU will remove an individual from the Research Preferred Hire List (rPHL).
- Once a candidate accepts any OHSU job, they are no longer eligible to remain on the rPHL, regardless of role type, schedule, or employment category.
- This applies to **all OHSU job types**, including but not limited to:
 - Research positions
 - AFSCME represented roles
 - Unclassified administrative positions
 - Temporary, flex, or relief roles

- Limited duration appointments
- Part-time or full-time positions

What happens if I decline a job offer?

- Declining an offer does not affect your status on the rPHL.