

**Clackamas Community College Corrections**  
**Section G: Personnel**  
**October 17, 2011**

**613 – Employee Payment of PERS** - Removed policy(ies)

**615 – Telecommuting Work Program** - Removed policy(ies)

**AR 615-001 – Telecommuting Work Program and Agreement** - Removed AR

**DFA-AR(2) – Regulations and Procedures Related to Tax Deferred Annuities and Investment Plans** - Removed AR in section D. Moved to section G for recoding. Deleted in section G; information repeated in DLB still under review

**DLB – Salary Deductions** - Change title to ‘Salary Deductions’; because this relates to payroll it belongs in section D Keep in section D–deleted in G; ON HOLD for review with Chris and Courtney

**DLBA – Draws on Future Paychecks Advance Salary Payments** - Being considered to move to section G; for now keep in section D; still in as draft; needs bracketed language selected or deleted Keep in section D–Deleted in G; ON HOLD for review with Chris and Courtney

**GAB – Job Descriptions** - No change, keep original draft

**GAB – Position Descriptions** - Recode to GAB-AR and keep; correct spelling; in last paragraph keep bracketed language and add *full-time* before ‘employee’; on second page add *or designee* after ‘President’ then replace ‘ensure’ with *oversee*; replace ‘will be’ with *are*

**GBA – Equal Employment Opportunity** - No change, keep original draft

**105GBB – Decision Making Shared Governance** - In first paragraph, first sentence delete ‘A primary objective of’, capitalize ‘the’, replace ‘is’ with *strives*; in second sentence in same paragraph add *and students* after ‘provide staff’; in paragraph under item 6 replace ‘will develop’ with *oversees the development*; delete language following ‘OR’ reflected as original college language

**GBB-AR – Shared Governance** - ON HOLD for committee review

**GBC – Employment of Relatives (Nepotism)** - Removed policy(ies)

**GBC – Staff Ethics** - Selected version 2, removed “Version 2” from title; on page 2 and in item 3 beginning ‘More than one member...’ move bracketed language to second sentence and delete ‘not’ after ‘may’, replace ‘except by’ with *with* then replace ‘President’s approval’ with *dean of human resource’s approval*

**GBC-AR – Staff Ethics** - Remove coding and send to college as document for their use.

**GBDA – Mother Friendly Workplace** - Removed policy(ies)

**GBEBA – AIDS, ARC, or HIV** - No change, keep original draft

**GBEC – Drug-Free Workplace \*** - On page 1 in item 2 keep bracketed language; on page 2 in item 4 replace ‘Board’ with *President* in three places

**GBK/JFCG/KGC – Smoking on College Premises** - In title replace ‘Smoking’ with *Tobacco Use* and in two locations in the first sentence; in second paragraph keep bracketed language and removed all brackets

**GBL – Personnel Records \*** - In item 5 delete ‘members of the central administrative staff’ and add *vice presidents*

**GBM – Staff Complaints and Appeals \*** - In second paragraph keep first bracketed language selection; delete second and removed all brackets

**GBN/JBA – Sexual Harassment** - Removed policy(ies)

**GBN/JBA – Sexual Harassment** - Selected version 2, removed “Version 2” from title; on page 2 in second to last paragraph keep first bracketed language; delete second and removed all brackets

**GBN/JBA-AR – Sexual Harassment Complaint Procedure** - Removed AR

**GBN/JBA-AR – Sexual Harassment Complaint Procedure** - Selected version 2, removed “Version 2” from title; in step 2 keep bracketed language in first paragraph; in same step, second paragraph keep first bracketed language, delete second and remaining text until ‘shall be forwarded to the President’. Sentence now reads: *A copy of the notification letter shall be forwarded to the President.*; in remaining steps 3 and 4 keep bracketed language and removed all brackets; delete second to last paragraph shown in brackets on page 2; college will send form to replace page 3 of this AR; page 4 - no change

**GBNA/JFCF – Hazing/Harassment/Intimidation/Menacing** - In first paragraph replace ‘in’ with *by*; in fourth paragraph keep ‘President’ add *or designee* and removed all brackets; in second sentence in same paragraph delete ‘as needed’ before ‘and’

**GBNA/JFCF-AR – Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures** - In item 4 keep bracketed language and removed all brackets; in item 6 on page 2 keep first bracketed language, delete second and removed all brackets; in step 2 keep bracketed language in first paragraph; in same step reword second paragraph to read: *A copy of the notification letter shall be forwarded to the President.*; in step 3 and 4 keep bracketed language; in last paragraph delete bracketed language and removed all brackets

**GBPA – Children on Campus** - No change, keep original draft

**GCA – Institutional Standards for Instructor Qualifications** - ON HOLD

**GCBA/GDBA – Personnel Contracts** - In five places replace 'Contracts' with *Payroll authorization*; capitalize as necessary

**GCBDA/GDBDA – Family Medical Leave \*** - No change, keep original draft

**GCBDA/GDBDA-AR(1) – Federal Family and Medical Leave/State Family Medical Leave \*** - ON HOLD

**GCBDA/GDBDA-AR(2) – Request for Family and Medical Leave** - ON HOLD

**GCBDA/GDBDA-AR(3)(A) – Certification of Health Care Provider** - ON HOLD

**GCBDA/GDBDA-AR (3)(B) – Certification of Health Care Provider** - ON HOLD

**GCBDA/GDBDA-AR(3)(C) – Military Family Leave** - ON HOLD

**GCBDA/GDBDA-AR(3)(D) – Military Family Leave** - ON HOLD

**GCBDA/GDBDA-AR(4) – FMLA/OFLA Eligibility Notice to Employee** - ON HOLD

**GCBDA/GDBDA-AR(5) – Sample Designation Letter to Employee - FMLA/OFLA Leave** - ON HOLD

**GCBDA/GDBDA-AR(6) – Designation Notice – FMLA/OFLA** - ON HOLD

**GCBDA/GDBDA-AR(7) – Fitness-for-Duty Certification** - ON HOLD

**GCC – Faculty Selection \*** - In first paragraph delete second sentence

**GCL/GDL – Staff Development** - delete second and third paragraphs; in last paragraph at end add *and Administrative, Supervisory and Confidential Staff Agreements Handbook*

**GCL/GDL-AR – On-Campus Exchanges** - Removed AR

**GCN/GDN – Evaluation of Staff \*** - No change, keep original draft

**GCPB/GDPB – Resignation of Staff \*** - In second paragraph, second sentence replace 'by letter from' with *signed and dated by* then after 'President' add *and forwarded*

**GCQBA – Copyrights and Patents** - No change, keep original draft

**GDC – Authorization of Support Services Positions and Employment \*** - In third paragraph replace 'will' with *may* and replace 'administrative regulations as needed' with *guidelines*

## CLACKAMAS COMMUNITY COLLEGE

## TABLE OF CONTENTS

## SECTION G: PERSONNEL

Job Description .....	<u>GAB</u>
Position Descriptions .....	<u>GAB-AR</u>
Equal Employment Opportunity .....	<u>GBA</u>
Shared Governance .....	<u>GBB</u>
Shared Governance .....	<u>GBB-AR</u>
Staff Ethic .....	<u>GBC</u>
AIDS, ARC or HIV .....	<u>GBEBA</u>
Drug-Free Workplace .....	<u>GBEC</u>
Tobacco Use on College Premises .....	<u>GBK/JFCG/KGC</u>
Personnel Records .....	<u>GBL</u>
Staff Complaints and Appeals .....	<u>GBM</u>
Sexual Harassment .....	<u>GBN/JBA</u>
Sexual Harassment Complaint Procedure .....	<u>GBN/JBA-AR</u>
Hazing/Harassment/Intimidation/Bullying/Menacing .....	<u>GBNA/JFCF</u>
Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures .....	<u>GBNA/JFCF-AR</u>
Children on Campus .....	<u>GBPA</u>
Institutional Standards for Instructor Qualifications .....	<u>GCA</u>
	<u>GCBA/GDBA</u>
Family Medical Leave .....	<u>GCBDA/GDBDA</u>
Federal Family and Medical Leave/State Family Medical Leave * .....	<u>GCBDA/GDBDA</u>
	<u>-AR(1)</u>
Request for Family and Medical Leave .....	<u>GCBDA/GDBDA</u>
	<u>-AR(2)</u>
Certification of Health Care Provider .....	<u>GCBDA/GDBDA</u>
	<u>-AR(3)(A)</u>
Certification of Health Care Provider .....	<u>GCBDA/GDBDA</u>
	<u>-AR (3)(B)</u>
Military Family Leave .....	<u>GCBDA/GDBDA</u>
	<u>-AR(3)(C)</u>
Military Family Leave .....	<u>GCBDA/GDBDA</u>
	<u>-AR(3)(D)</u>
FMLA/OFLA Eligibility Notice to Employee .....	<u>GCBDA/GDBDA</u>
	<u>-AR(4)</u>
Sample Designation Letter to Employee - FMLA/OFLA Leave .....	<u>GCBDA/GDBDA</u>
	<u>-AR(5)</u>
Designation Notice – FMLA/OFLA .....	<u>GCBDA/GDBDA</u>
	<u>-AR(6)</u>
Fitness-for-Duty Certification .....	<u>GCBDA/GDBDA</u>
	<u>-AR(7)</u>
Faculty Selection .....	<u>GCC</u>
Staff Development .....	<u>GCL/GDL</u>

Evaluation of Staff .....	<u>GCN/GDN</u>
Resignation of Staff .....	<u>GCPB/GDPB</u>
Copyrights and Patents .....	<u>GCQBA</u>
Authorization of Support Services Positions and Employment .....	<u>GDC</u>

The following symbol is used on some policies:

\*\* As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

**Clackamas Community College**

Code: **GAB**  
Adopted: 8/03/94  
Orig. Code(s): 601

**Job Description**

Current job descriptions will be maintained by the College human resources office. All job descriptions shall comply with all applicable state and federal laws.

An employee requesting a copy of his/her job description will be provided one without cost to the employee. Job descriptions will be used as a reference for employee evaluations.

END OF POLICY

---

**Legal Reference(s):**

OAR 589-008-0100(1)(c)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.  
Title II of the Genetic Information Nondiscrimination Act of 2008.  
Section 503 of the Rehabilitation Act of 1973.

<h2>Clackamas Community College</h2>
--------------------------------------

Code: **GBA**  
 Adopted:

### Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the College regardless of race, color, national origin, religion, sex, sexual orientation<sup>1</sup>, age, disability, veterans' status, genetic information or marital status if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The President will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008 (ADA), and Section 504 of the Rehabilitation Act of 1973. The President will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments of 1972. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

END OF POLICY

---

#### Legal Reference(s):

<u>ORS 174.100</u>	<u>ORS 659A.009</u>	<u>ORS 659A.233</u>
<u>ORS 192.630</u>	<u>ORS 659A.029</u>	<u>ORS 659A.236</u>
<u>ORS 243.672</u>	<u>ORS 659A.030</u>	<u>ORS 659A.309</u>
<u>ORS 341.290(1)</u>	<u>ORS 659A.043</u>	<u>ORS 659A.409</u>
<u>ORS 659.805</u>	<u>ORS 659A.046</u>	
<u>ORS 659.850</u>	<u>ORS 659A.109</u>	<u>OAR 589-008-0100(1)(j)</u>
<u>ORS 659.870</u>	<u>ORS 659A.142</u>	<u>OAR 589-010-0100</u>
<u>ORS 659A.003</u>	<u>ORS 659A.145</u>	<u>OAR 839-003-0000</u>
<u>ORS 659A.006</u>		

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2006).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

R9/23/10 | RS

---

<sup>1</sup>"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with in the individual's sex at birth.

<b>Clackamas Community College</b>
------------------------------------

Code: **GBB**  
Adopted: 9/14/05  
Orig. Code(s): 105

### Shared Governance

The College strives to empower greater numbers of participants in the operation of the College through shared governance. The concept of shared governance is to provide staff and student involvement in decision making in a climate of mutual trust and respect. The goal of shared governance is to reach solutions through a collaborative decision-making process.

The benefits of shared governance include:

1. A greater understanding and acceptance of decisions;
2. A greater identification with decisions and therefore greater commitment to their implementation;
3. A broader perspective of College objectives and of the ways to achieve them;
4. The promotion of cooperation, mutual understanding, team identity and coordination;
5. Increased opportunities for conflict resolution through consultation and consensus building;
6. The expertise, insight and analytical skills from a broader base of individuals throughout the organization.

The President and Presidents' Council oversees the development of guidelines as needed for the implementation of shared governance.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)

<b>Clackamas Community College</b>
------------------------------------

Code: **GBC**  
Adopted:

## **Staff Ethic**

### **I. Conflict of Interest**

No College employee will use his/her College position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the \$50 gift limit for one who has a legislative or administrative interest in any matter subject to the decision or vote of the College employee.

College employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as staff members. This means that:

1. Employees will not use their position to obtain financial gain or avoidance of financial detriment from students, parents or staff;
2. Any device, publication or any other item developed during the employee's paid time shall be College property;
3. Employees will not further personal gain through the use of confidential information gained in the course of or by reason of position or activities in any way;
4. No College employee may serve as a Board or budget committee member in the College;
5. An employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the position's responsibilities; nor will an employee use any College facilities, equipment or materials in performing outside work.
6. If an employee authorizes a public contract, the employee may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

If an employee has a potential or actual conflict of interest, the employee must notify his/her supervisor in writing of the nature of the conflict and request that the supervisor dispose of the matter giving rise to the conflict.

## Nepotism

In order to avoid both potential and actual conflicts of interests, College employees must abide by the following rules when an employee's relative or member of the household is seeking and/or holds a position with the College:

1. A College employee may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless he/she complies with the conflict of interest requirements of ORS Chapter 244. This rule does not apply to employment decisions regarding unpaid volunteer position, unless it is a Board-related position.
2. A College employee may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. An employee may still serve as a reference, provide a recommendation, or perform other acts that are part of the normal job functions of the employee.
3. More than one member of an employee's family may be hired as a regular College employee. Employees who are members of the same family may be assigned to work in the same department with the dean of human resources's approval. In accordance with Oregon law, however, the College may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family.

In the *conflict of interest context*, a "member of the household" means any person who resides with the employee and "relative" means:

1. The employee's spouse<sup>1</sup>;
2. Any children of the employee, or his/her spouse; and
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse.

## II. Gifts

College employees must comply with the following rules involving gifts:

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the College employee. All gift related provisions apply to the employee, their relatives, and members of their household. The \$50 gift limit applies separately to the employee, and to the employee's relatives or members of household, meaning that the employee and each member of their household and relative can accept up to \$50 each from the same source/gift giver.

---

<sup>1</sup>The term spouse includes domestic partners.

1. "Gift" means something of economic value given to an employee without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.
2. "Relative" *in the gift context* means the spouse of the employee; any children of the employee or of the employee's spouse; siblings, spouses of siblings or parents of the employee or of the employee's spouse; any individual for whom the employee has a legal support obligation; or any individual for whom the employee provides benefits arising from the employee's public employment or from whom the employee receives benefits arising from that individual's employment.
3. "Member of the household" means any person who resides with the employee.

### **Determining the Source of Gifts**

Employees should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the employee's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the College employee. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the employee need not keep track of it, although they are advised to do so anyway in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the official decision of an employee.

A decision means an act that commits the College to a particular course of action within the employee's scope of authority and that is connected to the source of the gift's economic interest. A decision is not a recommendation or work performed in an advisory capacity. If a supervisor delegates the decision to a subordinate but retains responsibility as the final decision maker, both the subordinate and supervisor's actions would be considered a "decision."

### **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the employee does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the employee's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the employee is \$25. This example requires that the employee does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the employee's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the employee.
3. Upon request by the employee, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

#### **Value of Unsolicited Tokens or Awards: Resale value**

Employees may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

#### **Entertainment**

Employees may not accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision of the employee unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The employee is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when an employee appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence of the employee at a special occasion associated with the entertainment. Examples of an appearance by an employee at an entertainment event for a ceremonial purpose include: throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

**Exceptions**

The following are exceptions to the ethics rules on gifts that apply to employees.

1. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
2. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
3. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:

*Organized Planned Events.* Employees are permitted to accept payment for travel conducted in the employee’s official capacity, for certain limited purposes:

- (1) Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
  - (a) The employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the College; AND
    - i) The giver is a unit of a:
      - a) Federal, state, or local government;
      - b) An Oregon or federally recognized Native American Tribe; OR
      - c) Non-profit corporation.
    - (b) The employee is representing the College:
      - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
      - ii) Officially designated negotiations or economic development activities where receipt of the expenses is approved in advance by the President.
  - (2) The purpose of this exception is to allow employees to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
4. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the employee is representing the College.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.
5. Food or beverage consumed by employee acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(I).

6. Waiver or discount of registration expenses or materials provided to employee at a continuing education event that the employee may attend to satisfy a professional licensing requirement.
7. A gift received by the employee as part of the usual or customary practice of the employee's private business, employment or position as a volunteer that bears no relationship to the employee's position.
8. Reasonable expenses paid to employee for accompanying students on an educational trip.

**Honoraria**

An employee may not solicit or receive, whether directly or indirectly, honoraria for the employee or any member of the household of the employee if the honoraria are solicited or received in connection with the official duties of the employee.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the employee.

END OF POLICY

---

**Legal Reference(s):**

ORS 244.010 to-244.400  
ORS 260.005  
ORS 294.311  
ORS 294.336

ORS 332.016  
ORS 659A.309  
OAR 199-005-0003 to-199-020-0020  
OAR 584-020-0040

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

<b>Clackamas Community College</b>
------------------------------------

Code: **GBEBA**  
 Adopted: 1/11/06  
 Orig. Code(s): 408

### AIDS, ARC or HIV

The College recognizes the importance of information and education relating to AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS-Related Complex) and HIV (Human Immunodeficiency Virus). The College also recognizes the need to provide proper protection for its students and staff, while remaining sensitive to the needs of any student or staff member with AIDS, ARC or HIV infections.

Consistent with current medical evidence that AIDS is not transmittable through casual work or campus contact, the Board hereby declares the following statements, relating to students or staff members infected with AIDS virus, ARC or HIV infection, as policy until such time as new medical or legal information mandates update or change:

1. The College will not require employees, applicants for employment or students to be tested for the AIDS virus;
2. Confidentiality concerning employees and students will be maintained. Self-disclosure is voluntary;
3. All students and staff will be allowed to participate in all phases of College life including classes, programs, activities and employment consistent with established College policies;
4. Coverage under employee benefit packages will continue to be consistent with bargaining agreements;
5. Any employee refusing to work with another employee or student having, or suspected of having, AIDS or a related condition, will be provided with educational information in an attempt to allay his/her fears. If the employee still refuses to work, that employee may be subject to disciplinary action up to and including dismissal.

END OF POLICY

---

**Legal Reference(s):**

<u>ORS 243.650</u>	<u>ORAR 333-012-0270</u>
<u>ORS 342.850(7)</u>	<u>ORAR 333-017-0000</u>
<u>ORS 433.008</u>	<u>ORAR 333-018-0000</u>
<u>ORS 433.045</u>	<u>ORAR 333-018-0005</u>
<u>ORS 433.260</u>	<u>ORAR 581-022-0705</u>

<b>Clackamas Community College</b>
------------------------------------

Code: **GBEC**  
Adopted:

## **Drug-Free Workplace**

The College recognizes controlled substance abuse as illegal and interfering with effective teaching, work and the development of a safe and healthy environment for learning. The College has a fundamental legal and ethical obligation to prevent controlled substance abuse and to maintain an alcohol/drug-free work and educational environment.

This policy applies to all members of the College (students, faculty, staff) while at the workplace, as that term is described below.

### **1. Definitions**

- a. "Workplace" shall mean the site for the performance of work done for the College in connection with a federal grant or contract, including any building premises used by the College, any College-owned vehicle (or any other College-approved vehicle used to transport students or fellow employees to and from work-related activities or to transport fellow employees to and from different work sites) and any off-College property used for any College-sponsored or College-approved activity, event or function.
- b. "Drugs" shall include any illegal drug, hallucinogenic drug, prescription drug (in the possession of an individual without a valid prescription), narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance (as the same is defined in ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. Section 812).
- c. "Alcohol" shall include any form of alcohol for consumption, including beer, wine, wine coolers or distilled liquor.

### **2. College Policy**

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs in the workplace. Alcohol may be consumed on the campus only upon the written consent, obtained before usage, of the President.

No College employee shall knowingly sell, market or distribute steroid or performance enhancing substances to College students with whom the employee has contact as part of the employee's College duties; or knowingly endorse or suggest the use of such drugs.

### **3. College Awareness Program**

The College shall provide notice at least annually through in-service or otherwise of the following:

- a. The dangers of alcohol/drug abuse in the workplace;
- b. The College's policy of maintaining an alcohol/drug-free workplace/College;

- c. Information on appropriate, available alcohol/drug counseling or assistance programs; and
- d. Notice of the penalties that may be imposed upon employees/students for alcohol or drug abuse violation in the workplace/College.

#### 4. College Action

An employee who violates the terms of this policy shall, at his/her own expense, satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by the President. If the employee fails to satisfactorily participate in such program, employment may be suspended, his/her contract nonrenewed or he/she may be dismissed, at the discretion of the President, which shall base its decision on the risk to the health or welfare of students or staff posed by the employee or on the probability of recurrence of the employee's violation of the policy in the future. Any student who violates the terms of this policy shall be subject to such disciplinary actions as the President determines is appropriate.

#### 5. Federal Drug-Free Workplace Act of 1988<sup>1</sup>

No employee engaged in work in connection with a direct federal grant or contract of \$100,000 or more shall unlawfully manufacture, distribute, dispense, possess or use any drug or alcohol on or in the workplace.

Each employee who is engaged in work related to a direct federal grant or contract of \$100,000 or more shall notify his/her supervisor of his/her conviction of any criminal drug statute based on conduct occurring in the workplace, as defined above, no later than five days after such conviction.

The College shall notify the federal granting agency within 10 days after receiving notice of an employee's conviction on any criminal drug violation occurring in the workplace.

#### 6. Good Faith Effort

The College shall make a good faith effort to maintain an alcohol/drug-free workplace through implementation of this policy.

END OF POLICY

---

#### Legal Reference(s):

ORS 342.721  
ORS 342.723

ORS 342.726  
ORS 657.176

OAR 581-022-0416

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 (2006); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 85.600 - 85.645 (2006).

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).  
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).

R9/28/07 | JW

Corrected 10/17/11

---

<sup>1</sup>Colleges directly receiving grants or contracts of \$100,000 or more from the federal government are required to meet this obligation.

Clackamas Community College

Code: GBK/JFCG/KGC  
Adopted:

**Tobacco Use on College Premises**

Tobacco use on College premises is restricted to designated outdoor tobacco use areas.

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes). This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation.

END OF POLICY

---

**Legal Reference(s):**

ORS 192.710  
ORS 341.290(2)  
ORS 433.835 - 433.990

<b>Clackamas Community College</b>
------------------------------------

Code: **GBL**  
Adopted:

### **Personnel Records**

An official personnel file will be established for each person employed by the College and will be maintained in the human resources office.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The President will be responsible for establishing regulations regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file and may submit a written response to be attached to the file copy.

Except as provided below, or required by law, College employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the human resources office to inspect the contents of his/her personnel file on any day the human resources office is open for business;
2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The President and vice presidents;
6. College administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the human resources office;
8. Attorneys for the College or the College's designated representative on matters of College business.

The President may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The President will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)

ORS 652.750

OAR 589-008-0100(4)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Clackamas Community College

Code: GBM  
Adopted:

**Staff Complaints and Appeals**

Procedures for processing staff grievances and appeals for those employees covered by a collective bargaining agreement will be contained in the appropriate agreement.

Procedures for processing grievances and appeals for those employees not covered by a collective bargaining agreement will be developed by the President or designee, as necessary

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)

OAR 589-008-0100 (1)(i)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).

<b>Clackamas Community College</b>
------------------------------------

Code: GBN/JBA  
Adopted:

## Sexual Harassment

The Board is committed to the elimination of sexual harassment in its programs, services and intercollegiate activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in College business, such as employees of businesses or organizations participating in cooperative programs with the College and others not directly subject to College control at athletic competitions or other events. "College" includes College facilities, College premises and noncollege property if the student or employee is at any College-sponsored, College-approved or College-related activity or function where students are under the control of the College or where the employee is engaged in College business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the College involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or talking about one's sexuality in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the compliance officer or department supervisor who has overall responsibility for all investigations or any College administrator. A student may also

report concerns to an instructor or counselor who will promptly notify the appropriate College official. The student or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the College against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the College to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or designee.

Additionally, the College may report individuals in violation of this policy to law enforcement officials.

The President shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of College officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students and staff in student and staff handbooks.

The President will establish a process of reporting incidents of sexual harassment.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)  
ORS 659.850  
ORS 659A.006

ORS 659A.029  
ORS 659A.030

OAR 589-010-0100

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).  
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).  
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

<b>Clackamas Community College</b>
------------------------------------

Code: GBNA/JFCF  
Adopted:

### **Hazing/Harassment/Intimidation/Bullying/Menacing**

Hazing, harassment, intimidation, menacing, bullying, including cyberbullying, by students, staff or third parties is strictly prohibited and shall not be tolerated by the College.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or Board.

Individuals may also be referred to law enforcement officials.

The President or designee is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure notice of this policy is provided to students, staff and third parties.

END OF POLICY

---

**Legal Reference(s):**

ORS 163.190  
ORS 166.065  
ORS 166.155 - 166.165  
ORS 341.290(2)  
OAR 589-010-0100

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

**Clackamas Community College**

Code: **GBPA**  
Adopted: 4/06  
Orig. Code(s): AR 717-008

**Children on Campus****Employees**

Except for employer-sponsored programs such as "Take Your Child to Work Day," institutional liability prohibits employees from bringing their children to work if they will be supervising the child(ren) while they are working. Prior approval for rare exceptions are at the sole discretion of the supervisor.

**Students**

Only enrolled students may sit in classes or labs, except for sponsored programs (i.e. Skills Contest). Prior approval for rare exceptions are at the sole discretion of the instructor.

Minors who are brought to any College campus site by a responsible adult, including parking area, are not to be left unattended or unsupervised; and the adult assumes all liability for the child's welfare and negligence. Child care is the responsibility of the adult and not the College. This regulation does not prohibit College premises from being used as it is intended by any customer of the College (i.e. library).  
END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)

<b>Clackamas Community College</b>
------------------------------------

Code: GCA  
Adopted:**ON HOLD****P****Institutional Standards for Instructor Qualifications**

An individual, selected for employment with the College as an instructor, shall meet the minimum qualification standards established by the Board. The President may establish additional position qualifications as needed as part of the employee's position description.

Minimum standards shall include, but not be limited to, the following:

**1. Lower Division Transfer Course Instructors**

Minimum standards for full-time or part-time temporary instructors in College transfer courses include the following:

- a. A master's degree with a major in the primary instructional assignment; or
- b. A master's degree in any discipline and 24 quarter hours of graduate credit in the primary instructional assignment; or
- c. Currently enrolled in an appropriate graduate degree program with satisfactory completion of 24 quarter hours of graduate credit; or
- d. Demonstrated and evaluated competency in the subject matter area acquired through specialized training, professional work experience, relevant cultural or life experience.

**2. Professional Technical Education Instructors**

Minimum standards for full-time or part-time temporary instructors in occupational education include:

- a. Three calendar years of work experience in an occupational area directly related to the instructional program; (The work experience must be beyond that acquired in apprenticeship, on-the-job training); or
- b. Occupational competency for the teaching assignment secured through a combination of three years of work experience had specialized training. (When applicable, the applicant's qualifications may be reviewed by the appropriate occupational advisory committee.)

**3. Complementary General Education and Other Education Instructors**

Minimum standards for full-time or part-time temporary instructors in these areas include:

- a. Possession of baccalaureate degree in the field of instructional assignment; or
- b. Possession of special, demonstrated competence in the subject matter area (such as art, music, drama or speech); or

- c. Minimum of three years of full-time professional work in a field directly related to the instructional assignment.

4. Counselors

Minimum standards for full-time or part-time temporary counselors include the following:

- a. A master's degree in counseling and guidance; or
- b. A master's degree in psychology; or
- c. Currently enrolled in an appropriate graduate degree program with satisfactory completion of 24 quarter hours of graduate credit; or
- d. Demonstrated and evaluated competencies in the area of counseling and guidance acquired through specialized training, professional work experience, relevant cultural or life experience.

5. Librarians

Minimum standards for full-time or part-time temporary librarians include the following:

- a. A master's degree with a major in library science; or
- b. Currently enrolled in an appropriate graduate degree program with satisfactory completion of 24 quarter hours of graduate credit; or
- c. Demonstrated and evaluated competency in library science acquired through specialized training, professional work experience, relevant cultural or life experience.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)

OAR 589-006-0050

OAR 589-008-0100(1)(b)

<b>Clackamas Community College</b>
------------------------------------

Code: GCBA/GDBA  
Adopted:

## Payroll Authorizations

Each employee of the College who is not covered by a collective bargaining agreement will be issued a payroll authorization. Such payroll authorization will specify the duties, funding sources, if appropriate, and salary. Payroll authorizations will be issued prior to May 30 of each year.

Additionally, payroll authorization of professional staff members will include the date by which the payroll authorization shall be renewed for the following academic year.

Payroll authorization decisions will be based on current duties, ability of a given employee to assume additional duties, based upon job skills and abilities and the employee's evaluation.

Written notice of reasonable assurance of continued employment to all employees who are to perform services in the same or similar capacity during a subsequent academic year or term, or in the period immediately following a recess period will be given to employees by May 30.<sup>1</sup>

Employees hired subsequent to May 30 will be given notice as of the date of hire.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290

ORS 341.547

OAR 589-008-0100(1)(e)

R8/24/01 | MW

---

Corrected 10/17/11

<sup>1</sup>Pursuant to ORS 341.547, faculty members on annual or indefinite tenure, classified staff members on regular status and management service employees are considered to have been given notice for the purpose of this policy.

<b>Clackamas Community College</b>
------------------------------------

Code: GCBDA/GDBDA  
Adopted:

### Family Medical Leave

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Act of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under federal law, he/she must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12-month period.

In order to be eligible under state law, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. For parental leave purposes, however, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Federal and state leave entitlements generally run concurrently.

The President will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

---

**Legal Reference(s):**

ORS 332.507

ORS 342.545

ORS 659A.090

ORS 659A.093

ORS 659A.096

ORS 659A.099

ORS 659A.150 - 659A.186

OAR 839-009-0200 to-0320

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, § 585(a).

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

R12/10/09|RS

Corrected 10/17/11

Family Medical Leave - GCBDA/GDBDA

1-1

Clackamas Community College

Code: GCC
Adopted:

Faculty Selection

The President shall be responsible for establishing procedures, as needed, for recruiting, screening, interviewing and recommending candidates for faculty positions.

No employment agreement will be issued to the candidate or appointment made until the Board has acted on the President's recommendation.

END OF POLICY

Legal Reference(s):

- ORS 341.290(1)
ORS 659.850
ORS 659A.009
ORS 659A.029
ORS 659A.043
ORS 659A.046
ORS 659A.109
ORS 659A.142
ORS 659A.145
ORS 659A.233
ORS 659A.236
ORS 659A.309
ORS 659A.805
OAR 589-008-0100(3)

- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.
Title II of the Genetic Information Nondiscrimination Act of 2008.

<b>Clackamas Community College</b>
------------------------------------

Code: **GCL/GDL**  
Adopted: 10/11/06  
Orig. Code(s): 604

### Staff Development

The Board believes that the College's most important asset is its staff. The Board also believes that the success of the institution is directly related to how the staff is perceived by those who use its services. Improving the capabilities of the staff to meet the changing needs of the public will improve the quality and effectiveness of the college.

Specifics covering staff development functions may be found in bargaining contracts and the College *Employee Handbook and the Administrative, Supervisory and Confidential Staff Agreements Handbook*.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(2)

OAR 589-008-0100(1)(g), (4)

Clackamas IED Assn. v. Clackamas IED, No. C-141-77, 3 PUB. EMPL. COLL. BARG. REP. 1848 (ERB 1978).  
Eugene Educ. Ass'n v. Eugene Sch. Dist. 4J, No. C-93-79, 5 PUB. EMPL. COLL. BARG. REP. 3004 (ERB 1980).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

**Clackamas Community College**

Code: GCN/GDN  
Adopted:**Evaluation of Staff**

An effective evaluation program is essential to a quality educational program. It is an important tool to determine the current level of an instructor's performance of the teaching responsibilities. It is also an important assessment of support services employees and current performance of their job assignments. Under Board policy, the President is responsible for developing a staff evaluation program. The evaluation program shall serve as a tool for supervisors who are responsible for making decisions about appointments, promotion, demotion, contract renewal or nonrenewal, dismissal and discipline.

This evaluation program shall be designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities and receive supervisor responses to them; to receive peer assistance as appropriate; to have formal and informal classroom observations; to assess performance of other duties and job responsibilities of all staff; to receive verbal and written comments and suggestions for improvement from supervisors; and to have opportunities to make required improvement(s) within specific timelines.

END OF POLICY

---

**Legal Reference(s):**ORS 341.290(2)OAR 589-008-0100(1)(h)

**Clackamas Community College**

Code: **GCPB/GDPB**  
Adopted:

**Resignation of Staff**

A resigning employee shall deliver a written and signed notice of resignation to the Human Resources Office.

The President or designee shall have authority to accept an employee's resignation on behalf of the Board. If the President decides to accept the resignation, acceptance shall be signed and dated by the President and forwarded to the employee, a copy of which shall be placed in the employee's personnel file. The resignation shall be final upon receipt by the President. The resignation shall be effective as of the date specified in the notice. If no effective date is specified in the notice, the resignation shall be effective as of the date specified in the President's acceptance letter.

The President shall make a report to the Board of all resignations accepted.

END OF POLICY

---

**Legal Reference(s):**

ORS 652.140

Pierce v. Douglas County Sch. Dist., 297 Or. 363 (1984).

## Clackamas Community College

Code: GCQBA  
Adopted:

### Copyrights and Patents

The Board asserts the College's proprietary rights to publications, instructional materials and other devices prepared by College employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced by College personnel for College use with College time, money and facilities as part of an employee's job responsibilities remain the property of the College.

The College will apply for copyrights and patents when deemed appropriate by the President. Employees will be expected to cooperate in the College's efforts.

In the event that an employee produces items described above partly on his/her own time and partly on College time, the College reserves the right to claim full ownership. The employee, however, may petition the College for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the President.

END OF POLICY

---

**Legal Reference(s):**

ORS 332.745

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133 (2006).  
Patents, 35 U.S.C. §§ 1-376 (2006).

<b>Clackamas Community College</b>
------------------------------------

Code: **GDC**  
 Adopted:

## Authorization of Support Services Positions and Employment

The President may authorize positions within the Board-approved organizational chart, employment and salary of all employees (or changes needed) within College salary schedules, policies and the total budget established for employees. Such authorization may be delegated by the President.

Selection and termination of support services personnel is the responsibility of the President or designee.

The President may develop guidelines for recruiting, screening, interviewing and recommending candidates for support services positions.

END OF POLICY

---

**Legal Reference(s):**

ORS 341.290(1)  
ORS 659.850  
ORS 659A.009  
ORS 659A.029  
ORS 659A.043  
ORS 659A.046  
ORS 659A.109

ORS 659A.142  
ORS 659A.145  
ORS 659A.233  
ORS 659A.236  
ORS 659A.309  
ORS 659A.805

OAR 589-008-0100(1)(d)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

# Clackamas Community College

## Staff Ethics

College employees are allowed financial benefits as identified in ORS 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria and unsolicited awards for professional achievement. College employees are prohibited from using or attempting to use his/her College position to obtain a financial gain or to avoid a financial detriment for the College employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the College. Specifically, this means that:

1. Employees will not use College equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:
  - a. Fax machine<sup>1</sup>;
  - b. Phones to make long distance personal calls;
  - c. College vehicles;
  - d. Professional technology equipment (e.g., wood shop, automotive shop, CAD); and
  - e. Athletic facilities (e.g., pool or weight room).

Further, the College's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the College's computer cannot be used to sell products on an auction website during school hours.

2. When employees are traveling on official College business, any gift given because of this travel must be either declined or passed on to the College for use for future College travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the College for future College travel. The frequent flyer miles earned when traveling on official College business can only be used for College travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).
3. Employees may not use personal credit cards for College travel or other College business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.
4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this

---

<sup>1</sup>The College could establish a fee schedule that would allow only College employees to pay for the personal use of the College fax machines. If the College established a fee schedule for the use of fax machines the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.

discount only because of their official position, a teacher cannot use the discount to purchase personal items. The teachers may use the discount to purchase items for College use. Employees can also accept the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to College extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales). In order to promote employee participation in extracurricular activities, the College may include free passes in employees' official compensation packages or employees may be reimbursed by the College for the cost of admission.
6. The employee's College position is not to be used to take official action that could have a financial impact on a private business with which you, a relative or member of your household are associated. For example, if your brother owns a pest-control business which is seeking a contract with the College, you must declare an actual conflict of interest in writing, describing the nature of your conflict, and provide this to your supervisor.
7. Confidential information gained as a College employee is not to be used to obtain a financial benefit for the employee, a relative or member of the public official's household or a business with which any are associated. For example, you should not use the information that a student in your class is falling behind in math to provide the parents a referral to your sister's tutoring business.
8. College employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the College employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, College employee must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use College facilities for this purpose only if they comply with the College's public use of facilities policy. It is not an ethics violation to accept reasonable expenses for accompanying students on an education trip.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board. The definition of a fact-finding mission is, in part, any activity related to a cultural or educational purpose. See OAR 199-005-0020(3)(a). The College employee must be directly and immediately associated with the event or location being visited. If a College employee only acts as a chaperone and does not provide instruction or guidance for the students in language usage or cultural events, the trip may not meet the requirements of ORS 244.020(6)(H)(I). Further, the employee can only accept the reimbursement of reasonable travel expenses from the private company, not any further compensation.

These restrictions do not apply if the College compensates the College employee for chaperoning the trip.

Approved by President's Council: \_\_\_\_\_  
(Date)