



ADMINISTRATIVE EMPLOYEE HANDBOOK

Updated December 2014

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1. PURPOSE AND REVISIONS

This handbook defines the terms and conditions of employment for Clackamas Community College Administrative employees. The Administrative employee group includes executive, managerial, supervisory and confidential employees. Individual employees may have special terms and conditions. In this handbook all reference to “employee” includes executive, managerial, supervisory and confidential employees unless otherwise designated.

This handbook will be reviewed at least every three years beginning in 2013 by a group of five employees which will include at least one confidential employee, or as authorized by the College President. The Dean of Human Resources will convene and staff the group. The group will review and make recommendations to the President. The President, in turn will then review revisions, deletions or additions and forward the revised document to the Board for approval of substantive changes, not otherwise determined by policy, state and federal law.

2. CATEGORIES OF ADMINISTRATIVE EMPLOYEES

All administrative employees are excluded from the Oregon’s Public Employees Collective Bargaining Act (PECBA) (ORS 243.650 to ORS 243.782). The following categories of employees *are* included in the administrative employee group as follows:

Executive: An employee appointed by the Board or designated by the College to perform executive duties (Vice Presidents, President and Deans).

Managerial: An employee serving in a capacity related to coordination of programs and services and exercising authority to formulate and carry out management decisions that control or implement policy. This position may or may not have subordinate employees.

Supervisory: An employee having authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees or having responsibility for directing them, adjust their grievances or effectively recommend such action if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.

Confidential: An employee who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining as defined by PECBA.

Within this handbook relevant employees may be identified as “non-exempt” or “exempt.” These terms refer to eligibility for overtime as defined under the Fair Labor Standards Act (FLSA).

3. RESPONSIBILITIES OF EMPLOYEES

As employees of Clackamas Community College, executive, managerial and supervisory employees have the responsibility to:

- Promote and execute the interests of the College by providing leadership and achievement of the college mission, as expressed in core themes and strategic priorities.
- Oversee development and implementation of operational and strategic plans, assessments and continuous improvement processes.
- Administer College rules and procedures adopted by the College President and policies set forth by the Board of Education; and
- Ensure organizational and individual compliance with all College policies and procedures.

Confidential employees provide support and assistance in this endeavor.

In fulfillment of their duties, all College employees are expected to act in compliance with Oregon Government Ethics Statute (ORS Chapter 244) and to conduct themselves with the professionalism expected of an employee representing an institution of higher learning.

Non-Discrimination:

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the Clackamas Community College and its Board that there will be no discrimination or harassment in any education programs, activities or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and non-discrimination should contact the Dean of Human Resources for Clackamas Community College in Barlow Hall at the Oregon City campus, 503-594-3300. Please note the following areas of responsibility, should you need relevant resources or information: Section 504 Coordinator, Aimee Elber, Disability Coordinator, Oregon City campus, 503-594-3181; Title II Coordinator, Darlene Geiger, Associate Dean, Oregon City campus, 503-594-3392; Title IX Coordinator, Patricia Anderson Wieck, Dean of Human Resources, Oregon City Campus, 503-594-3300.

Employees are expected to know and comply with all Board policies, administrative rules and handbook provisions, including but not limited to the following:

- Non-discrimination – Board Policy.
Confirms the College’s commitment to non-discrimination.
- Sexual Harassment – Board Policy.
Confirms the College’s commitment to a harassment free workplace and defines responsibilities.
- Staff Ethics – Board Policy.
Provides guidance to avoid conflict of interest situations, including nepotism.
- Drug-free Workplace – Board Policy
Defines the college’s commitment to prohibiting the unlawful manufacture, distribution, possession or use of alcohol or illicit drugs in the workplace.
- Americans with Disabilities Act (ADA) – Board Policy.
Confirms the College’s commitment to equity for individuals with disabilities.
- Age Discrimination Act (ADEA) of 1975.
- Titles VI and VII of the Civil Rights Act.
- Family Educational Rights and Privacy Act (FERPA).
- Section 504 of the Rehabilitation Act of 1973.
- Title IX, Violence against Women Act, Campus Security Act and Clery Act.

For information on the person or persons designated to ensure the College's compliance with these laws, contact the Dean of Human Resources at the Oregon City Campus, 19600 Molalla Avenue; Tel: 503-594-3300.

4. JOB CLASSIFICATION

The College will maintain a classification system for all Administrative employees. Refer to the Human Resources office for further information.

5. JOB DESCRIPTIONS

By authority of the President, positions will be defined and job descriptions developed describing the commensurate duties, responsibilities, and minimum qualifications. Job descriptions will be maintained by the Human Resources office.

6. HIRING

The recruitment and hiring of employees will be consistent with the College’s personnel practices, affirmative action policy, and the Affirmative Action Plan.

The Dean of Human Resources will assist employees in determining appropriate job classification and salary range (for both general fund and non-general fund positions) prior to submitting a grant proposal or a position opening request.

7. SALARY

Compensation

Human Resources will maintain a system of compensation and benefits for Administrative employees. Such compensation and benefits will be designed to represent a total compensation package consistent with the appropriate labor market for the services performed and within the limits of College resources.

Periodically, but not less than every five years, the College will review the administrative salary schedule(s) using a survey conducted by Human Resources staff or a qualified consultant. Based on a review of appropriate market data, an incumbent's salary and/or a position's assigned pay level may be adjusted.

In the event that market data indicates a lower salary range is appropriate, the employee's salary will be frozen until such time as the salary range increases and the employee's salary is no longer above the appropriate range. At that time the employee may be eligible for step/cost-of-living increases.

Confidential non-exempt employees are eligible for overtime compensation or compensatory time for hours worked over 40 in any work week. Overtime must be approved in writing by the employee's supervisor in advance. When overtime is required a reasonable notice will be given, when possible. The College does not provide overtime compensation or compensatory time to Fair Labor Standards Act (FLSA) exempt employees.

Employees (including probationary employees hired before January 1 of the current year) having documented satisfactory performance and who are not at the top of their salary range will be awarded a step increase, dependent upon available funding. Step increases are effective the first pay period of the following fiscal year. In the case of documented, unsatisfactory performance a step increase may be withheld until performance is documented as "satisfactory."

Initial Salary Placement

The Dean of Human Resources will evaluate the employee's applicable qualifications to determine salary placement in the position. Generally, new employees meeting the minimum education and experience requirements, as recorded on the position description, will be placed at the entry salary (step 1) for that level. Employees may be placed above the minimum of the salary range if their commensurate experience and/or

education exceed the minimum requirements. Factors influencing salary placement include the employee's education, directly related experience and salaries of incumbents (employees in the same salary range or equivalent position). Salary placement may exceed an incumbent's pay if objective information demonstrates the employee being hired, promoted, reassigned, etc. has a combination of directly-related experience and education that surpass that of the incumbent.

If a full-time faculty member, academic professional or classified employee applies for and is selected to fill a full-time administrative position the same salary placement criteria will be applied.

Salary placements will be prepared by the Dean of Human Resources or designee and discussed with the hiring supervisor prior to being offered to any position candidate. Salary placements above the mid-point require the President's approval.

Movement to a Different Salary Range

Voluntary Transfer: If an employee requests a transfer to, or applies for and accepts a job the employee's salary will be adjusted within the salary range of the new job.

Involuntary Transfer: If the College assigns an employee to a position with a lower salary range, the employee's salary will be frozen until his/her current salary falls within the range of the assigned position. If the College assigns an employee to a position to a higher salary range, the employee's salary will be adjusted within the salary range of the new job.

Reclassification: If an employee's job is reclassified to a position at a lower salary range, the employee's salary will remain unchanged provided it is within the salary range of the new job. If the employee's current salary is above the new range, his/her salary will be adjusted to the top of the new range.

Interim Designation: An Administrative employee may be designated in writing by the President or a Vice President to fill a higher level position for an interim period. The duration of the interim appointment will be at least thirty (30) days but no longer than twelve (12) months. Extension requests beyond twelve (12) months must be approved by the President. The employee's current classification will not change and the employee will be compensated as follows:

1. If assuming the full scope of responsibilities a salary adjustment will be determined by initial salary placement.
2. If assuming a substantial portion of the scope of responsibilities (greater than 50%), a salary adjustment will be determined by the Dean of Human Resources and approved by the President.

If at the conclusion of the interim appointment the employee returns to his/her previous position, the employee's prior salary will be restored as though the employee not been assigned the interim position.

If at the conclusion of the interim appointment the employee competes for and is selected for the position or if the College determines a direct appointment to the position is in the College's best interest, the Dean of Human Resources will conduct a review of the employee's education and related experience to determine the appropriate salary compensation.

Part-time Teaching: If an FLSA-exempt administrative employee's job contains teaching/ training college courses(s) as a component of his/her position description, the employee will not receive additional compensation for these duties. However, an administrative employee whose job does not contain teaching/training college classes as a component of his/her position description but who teaches a college class in addition to performing his/her normal job duties will be compensated according to the part-time faculty scale.

8. WORK SCHEDULES

Work Year

Full-time employment status is based on a position budgeted for 2080 hours during the 12 month fiscal year (July 1 - June 30).

Work Week/Work Day (Exempt)

The work of FLSA-exempt employees is generally professional in nature and not defined by a standard schedule for daily hours or in some cases, days of the week. Variations from an 8 a.m. to 5 p.m. schedule including breakfast or evening meetings and attendance at weekend events are not uncommon. Job requirements may necessitate additional days, longer hours and/or an adjusted work schedule.

Work Week/Work Day (Non-exempt)

Full time non-exempt employees are normally scheduled to work a 40-hour work week. The schedule is determined by the supervisor. A non-exempt employee may work overtime per section 7 of this handbook. The weekly schedule may be a flex-time schedule as approved in writing by the supervisor.

Summer Schedule

From the first week of summer term through Labor Day weekend, the College shifts to a 4-day, 9 -hour per day workweek (36 hours). The College is closed Fridays. An FLSA-non-exempt employee who works or is in paid status for the 4-day, 9-hour schedule will not suffer a reduction in regular pay during this summer schedule. During the reduced

summer schedule (and any other time that the college is closed for business) the job requirements of FLSA-exempt employees may nevertheless necessitate additional days and longer hours.

9. EMPLOYMENT STATUS

Probationary Employees

Upon hire, employees will be provided a letter of employment containing employment status, job title, name of supervisor, beginning date, salary placement and probationary period, accompanied by a current position description and a copy of the Administrative Employee Handbook.

If the employee was previously subject to a collective bargaining agreement at the College, the employee will be provided with comparative and transitional information relating to his/her change in employment status, compensation and/or benefits.

New employees in executive, managerial or supervisory positions will serve twenty-four (24) full months of probation. New confidential employees (or employees new to the confidential designation) will serve twelve (12) full months of probation.

Supervisors will evaluate the performance of the confidential probationary employee at 3 months and at 9 months during the first year of employment. Supervisors will evaluate the performance of the non-confidential probationary employee no later than at six-month intervals during the first probationary year and conduct a final evaluation during the ninth (9th) month of employment in the second probationary year.

Employees promoted or transferred either through the competitive process or through direct appointment are subject to the probationary period and evaluation schedule for new employees in the position.

Interim appointments will be given credit for time served in the position, if hired directly to that position.

Supervisors will evaluate the performance of the promoted employee at six-months and just prior to the employee's completion of the twelve month probationary period.

In the event of an approved leave of longer than thirty (30) calendar days, the probationary period may be extended to ensure the full probationary period is served.

During the probationary period, an employee may be terminated at any time for any reason deemed sufficient by the College.

Non-Probationary Employees

Employees have a “reasonable assurance of continued employment” with the College, as described by ORS 341.547, provided they are not in violation of the College’s rules and regulations as they exist or are changed over time. The College reserves the right to notify employees of nonrenewal, reassignment or termination for any reason.

Nonrenewal

Nonrenewal for Administrative employees may occur at the College’s discretion. A notice of nonrenewal will be provided as soon as is practicable but no later than one hundred and eighty calendar days prior to the end of employment. The notice will include the number of months to be worked in the current year and will confirm the end date of employment.

Termination

Probationary employees may be terminated at any time for any reason. Probationary employees do not have appeal rights concerning the termination.

A non-probationary employee may be terminated at any time for any reason deemed sufficient by the College. If the employee disagrees with the action, the employee may appeal the termination to the College President under the complaint procedure specified in Section 27.

Resignation

Employees are expected to notify the College of the decision to resign from their position as far in advance as possible; however, the College requests no less than two calendar weeks’ notice prior to the employee’s last work day.

10. EVALUATION

Employee evaluations serve several purposes:

1. Documentation of performance and/or areas of strengths and need for development or improvement;
2. A basis for determining individual and organizational needs;
3. An aid in preparing a development plan to strengthen employee qualifications and/or performance;
4. An aid in setting specific work objectives;
5. A basis for identifying employee potential performance;
6. Continuing documentation of employee work history; and
7. Documentation to support disciplinary action, including employee termination.

The performance evaluation is based on the employee’s job description, job performance, accomplishments and activities as well as individual professional goals.

Input beyond the supervisor's observations may also be considered such as self-evaluation, subordinate evaluation, peer evaluation (or others as deemed appropriate by the supervisor), and consideration of special assignments or projects initiated/undertaken by the employee.

Typically evaluations will be completed prior to the end of the fiscal year to document the granting/withholding of step increases. If the employee has worked at least six (6) months, the evaluation will be completed on the approved evaluation forms by May 1. An annual written evaluation will contain recommendations regarding retention, training, termination or other actions such as professional leave. Additional evaluations consistent with the above purposes may be completed whenever the supervisor determines it is appropriate.

During the course of the evaluation process, an employee may provide oral or written feedback to the supervisor. Any formal response to the annual evaluation must be submitted in writing to the supervisor within ten (10) working days of the supervisor's final review.

The signed original of the supervisor's evaluation of the employee's performance and the employee's response (if provided), will be filed and kept in the employee's personnel file.

11. CLASSIFICATION

An employee or his/her supervisor may request a review of his/her job duties for possible reclassification or clarification of performance expectations. Position Analysis Questionnaires (PAQs) are submitted through an employee's immediate supervisor to the Human Resources office.

The Human Resources office will review the documentation and if after review it is determined material and substantial changes to the job have occurred, the documentation will be evaluated for reclassification.

If reclassification is justified, Human Resources will inform the Executive Team of the outcome of the evaluation. The Executive Team may approve implementation of the new classification or adjust the responsibilities to maintain the current classification. The implementation date for a classification change will be the date that the PAQ was submitted to the Human Resources office for review (as evidenced by date stamp or date of e-mail). Adjustments to pay will be determined as described in section 7 of this handbook.

Reclassification from Confidential to Represented: A confidential employee may be reclassified as a represented employee whenever lawfully appropriate.

Reassignment of an administrative employee to a represented position will be subject to the applicable provisions of the respective collective bargaining agreement(s).

12. PERSONNEL RECORDS

The College will maintain an official personnel file in the Human Resources office. Further information is available in Board Policy.

Employees' personnel records are considered confidential and accessible only to College officials with whom the employee has a reporting relationship (respective supervisor, Dean, VP and College President, Human Resources staff and those authorized or allowed under state law). Others must present a signed authorization from the affected employee or other legally sufficient evidence of a right to access. Materials that are obtained confidentially by the College during the hiring process will not be made part of the personnel file. Employees will have reasonable opportunities to inspect their personnel files consistent with Oregon law.

13. EMERGENCY CLOSURE

The College will make every effort to notify employees as soon as possible should hazardous or emergency conditions (including inclement weather) force a closure. In the fall of each year, the Vice President of College Services will distribute detailed information about how College closures and late starts will be administered. Further information is available in Board Policy.

If the College closes for any part of a regular business day, employees will not be expected to use their paid leave unless previously scheduled. If however, the College is open and the employee chooses not to attend due to hazardous conditions, then the employee will submit a leave request to his/her supervisor. In the case of a mid-day closure, non-exempt employees need not submit a leave request.

Essential personnel (persons designated by the college) will be required to continue their respective duties, as is relevant or assigned.

14. COPYRIGHTS—PATENTS

The College complies with applicable law regarding the protection of proprietary materials. As part of new employee orientation employees are required to review the College's "Copyright Manual." The manual is available on the Human Resources website. Further information is available in applicable Board Policy.

15. EMPLOYEE BENEFITS

The College provides a comprehensive benefit package for eligible employees. An Insurance Committee, including representatives from administrative, faculty and classified employees will review the benefits annually, and recommend changes. A complete list and description of current college-paid and voluntary benefits is available on the Human Resources' website.

Health, Dental and Vision Coverage: The College offers multiple plans to choose from with varying levels of coverage and college/employee contribution. For less than full time employees, benefits will be prorated as follows: .5 but less than .75 will receive 50% of the benefit entitlement; .75 to 1.0 will receive 100% of the benefit entitlement. The College will contribute a prorated amount for each eligible employee.

Eligible employees who choose to "opt out" of the College medical, vision and dental insurance and provide evidence of current insurance coverage receive a monthly stipend.

Section 125: Employees may enroll in a flexible spending account to allow for payment of qualified expenses through pre-tax deductions.

Life Insurance: Employee-only, basic coverage is included in the CCC employee benefit package.

Long-Term Disability/Accidental Death & Dismemberment Insurance: The College provides employee-only, Long-Term Disability and Accidental Death & Dismemberment insurance.

Employee Assistance Program (EAP): This confidential service provides assistance with work, life and personal issues.

PERS: The College picks up the employees' 6% PERS contribution.

Sick Leave Transfer: Employees transferring from another Oregon PERS employer may transfer half of their accrued sick leave hours up to a maximum of 600 hours. To qualify for the sick leave transfer, breaks in service cannot exceed two years.

Tuition Waiver: The College provides tuition waivers for eligible employees, eligible spouse/domestic partner and eligible children under the age of 24 (per IRS code definition of legal dependent).

Professional Development: The College supports professional development by providing funding for continuing education, conferences, workshops, and other activities designed to enhance the employee's knowledge, skills and abilities in the workplace.

Tax Sheltered Annuities & Oregon Savings Growth Plan (PERS Affiliated):

Employees may choose to contribute a portion of their pre-tax wages to a TSA or the Oregon Growth Savings Plan.

Early Retirement: This benefit is available only to employees hired full-time prior to July 1, 2011.

Eligibility

- A. Employees who have completed at least twelve (12) consecutive, full-time years of service with the college just prior to retirement, who are qualified and executing PERS retirement, but who are not yet sixty-five (65) years of age (“the early retirement criteria”), will be eligible to request early retirement under the terms stated below. For purposes of determining “consecutive years” of service, paid leave (including up to two years Long Term Disability) will be counted as time served. Unpaid leaves do not constitute a break in consecutive years of service, but will not be counted as time served.
 - B. If the employee is not yet age sixty-two (62) upon meeting the early retirement criteria in Paragraph A above, the employee will be eligible for the benefits stated below in item C.
 - C. If the employee is age sixty-two (62) or older but not yet age sixty-five (65) upon meeting the early retirement criteria in Paragraph A above, the employee will be eligible for the benefits listed in items 1, 2 and 3 below.
- 1) Stipend Payment - Upon early retirement before age sixty-two (62), the employee will receive a monthly stipend shown in the chart below, based on the employee’s pay grade at the time of retirement. The stipend will be paid for a maximum of 48 months or until the employee reaches age sixty-two (62), whichever occurs first. Employees retiring before age fifty-eight (58) may opt to receive monthly payments equal to the monthly stipend x 48 months, divided by the number of months eligible up to age sixty-two (62).

Administrative

Grade	6	7	8	9	10	11	12
Amount	\$556	\$602	\$650	\$703	\$760	\$800	\$843
Grade	13	14	15	16	17	18	19
Amount	\$887	\$934	\$984	\$1,036	\$1,083	\$1,131	\$1,182

Confidential

Grade	5	6	7	8	9	10
Amount	\$470	\$535	\$610	\$695	\$793	\$802

- 2) Medical Insurance – Medical, vision and dental insurance generally provided to college staff will be limited to two-party cap until the retiree reaches age sixty-five (65), subject to approval of the carrier. In the first year of retirement this benefit will be the dollar amount in effect during the employee’s last year of work increased thereafter by the previous calendar year’s Portland area CPI-U (with a range of 2.5% - 3.5%). (Note: For employees hired full-time as of July 1, 2002, the CPI-U adjustment will not be applied.)

- 3) Life Insurance Coverage - Existing (employer paid group plan) life insurance coverage at the time of retirement (maximum \$50,000) for employee until age sixty-five (65).

A minimum of six (6) months’ notice must be given prior to the planned date of retirement to be eligible for early retirement benefits. This requirement may be waived in writing by the College President. Stipends and/or benefits are not transferable to a spouse in the event of the employee's death.

If a payment has been authorized and a retirement date established, payment does not become an obligation of Clackamas Community College until the agreed upon retirement date. Death or termination of employment for any reason, prior to established date, terminates the obligation to pay by Clackamas Community College.

16. HOLIDAYS

The following days will be paid holidays when occurring during an employee’s scheduled term of employment:

Independence Day	July 4
Labor Day	First Monday in September
Veterans’ Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
The working day before or after Christmas	Varies
Christmas Day	December 25
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents’ Day	Third Monday in February
Memorial Day	Last Monday in May

17. VACATION LEAVE

Executive, managerial and supervisory employees earn vacation at the rate of 16 hours for each month the employee is in paid status.

Confidential employees will earn vacation at the following rate (see table below) for each month the employee is in paid status. In determining the applicable accrual rate the number of years served as a full-time employee will be considered. Accruals will increase upon completion of the third, fifth and seventh years.

Years of Service	0-2	3-4	5-6	7+
Hours per Month	10	12	14	16

Less than full-time employees in any position will receive a prorated accrual, based on their FTE. All employees may accumulate vacation hours up to a maximum of forty-eight (48) days (384 hours), effective July 1, 2013. Use of vacation time will be scheduled in advance and approved by the employee's immediate supervisor. Employees are responsible for monitoring their leave balances and working with their supervisor to schedule vacation at a time least likely to interfere with the operational requirements of the College. Upon separation from employment with the college, earned but unused vacation hours will be paid to the employee not to exceed forty-eight days (48) or 384 hours.

The supervisor will work with the employee to schedule vacation at a mutually convenient time.

Non-exempt (FLSA status) confidential employees will submit vacation leave requests to the employee's supervisor for accrued vacation for the number of hours absent from the regularly scheduled workday.

Due to the nature of the work, accrued vacation leave for exempt employees is intended to be used for absences spanning an entire workday – it is not necessary for those listed employees to submit a leave request for a partial day absence. Abuse (lack of availability to customers and staff) of this vacation leave provision may result in disciplinary action.

If an employee becomes sick or injured while on vacation, the employee may choose to use unused sick leave for the period of time sick or injured. Vacation leave may be taken during the year as scheduled with the employee's supervisor.

18. SICK LEAVE

All full-time employees are granted eight (8) hours of sick leave for each month worked, up to a maximum of twelve (12) days per year. Less than full-time employees will receive a prorated accrual, based on their FTE. The unused portion of sick leave will accumulate for an unlimited number of hours. Sick leave has no cash value in the event of separation from the College.

Administrative employees absent due to illness or injury are required to keep their supervisor(s) informed regarding their return-to-work status and must submit a leave request in advance or as soon as possible in the event of an emergency. The supervisor may require a health care provider's signed statement or other management approved verification of illness or injury for each period of absence of five or more consecutive work days.

Accrued sick leave may be used in the case of employee or immediate family member (as defined below under "Bereavement Leave") for illness or physician appointments which require absence. Exempt employees will use sick leave if an absence spans an entire workday.

19. BEREAVEMENT LEAVE

In the event of death in the employee's immediate family, the employee will be granted up to three (3) days leave with pay for the purpose of attending the funeral or making necessary arrangements. Immediate family will be defined as current spouse/same gender domestic partner, child, parent (or one standing in the place of a parent or child of the employee), sister, brother, grandparents and grandchildren, and current spouse's/same-gender domestic partner's same.

Extended time may be granted, using accrued sick leave, personal leave, vacation, or time off without pay as agreed by the College. Concurrent bereavement leave may be granted per applicable state and federal law. Bereavement leave will not accumulate from year to year.

20. JURY DUTY/WITNESS LEAVE

An employee will be granted leave with pay for service on a jury or when subpoenaed as a witness. The employee will forfeit all compensation received for jury duty (excluding compensation for travel) to the College. Individuals appearing in court on their own behalf are required to use personal or vacation days.

21. PERSONAL LEAVE

Employees are granted thirty-two (32) hours leave with pay each year for personal business, which cannot be conducted within regular College business hours. Less than full-time employees will receive a prorated number of hours, based on their FTE status.

Employees will communicate with their immediate supervisor prior to taking personal leave. Employees beginning employment with the College at a date other than July 1 will receive a prorated amount of personal leave for the fiscal year in which their

employment begins. Personal leave hours not used by June 30 are forfeited, have no cash value and do not accumulate from year to year.

22. FAMILY LEAVE

Eligible employees may take family leave in accordance with the Family and Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) and any other leaves per applicable state and federal law. Employees will use any accrued sick, compensatory time, personal and vacation leave while on FMLA and/or OFLA leave prior to leave without pay. Check with the Human Resources office for details.

23. DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT OR STALKING (DVHSAS) LEAVE

Employees who are victims of DVHSAS are eligible to take unpaid leave for DVHSAS, consistent with applicable law or policy. Absence may be covered with pay by the employee's use of sick, personal or vacation leave accruals. The College will provide reasonable safety accommodations for the employee, as far as is practicable.

24. POLITICAL LEAVE

An administrative employee elected or appointed to a full-time or part-time public office which requires absence from duty with the College for an extended period of time may be granted a political leave of absence without pay. The employee will submit a written request to the College President indicating the office, the duties to be fulfilled and the desired time frame. If approved, upon return the employee will be returned to their original or a comparable position and placed at no less than the same step on the salary schedule as at the time the leave was granted. If the employee's position is abolished during the employee's absence the employee will be provided written notice consistent with Section 9 above.

25. PROFESSIONAL LEAVE

Administrative employees completing three (3) years as a non-probationary employee with the College (five total years) are eligible for professional leave. Application for leave will be prepared by the employee and submitted to the immediate supervisor at least three (3) months prior to the date the leave is to begin. Leave applications will include the purpose of the leave, the beginning and end date of the leave, and the expected value to the College.

Leaves of absence may be granted for a maximum of six months and must be directly related to the employee's job (exceptions must be granted by the College President). Professional leave applications as recommended by the supervisor and appropriate division administrator will be submitted to the Executive Team for consideration. The Executive Team will review leave applications and recommend approval or denial to the College President. Compensation during professional leave will be 75% of the employee's base salary. During an approved leave, the employee will be required to provide reports to the immediate supervisor regarding accomplishments and/or progress. The timetable for such reports will be set by the supervisor before the leave commences.

Upon completion of the professional leave, the employee will return to employment with the College for at least twice the length of the leave. If the employee fails to return to employment with the College for at least twice the length of leave, the employee may be required to return any or all of the compensation received from the College during the professional leave period. Employees are required to provide a report and presentation to the Board of Education upon return. Employees on professional leave who do not comply with the intent of the leave will forfeit leave pay.

26. MILITARY LEAVE

Paid Military Leave

An employee who has been employed for at least six (6) full months with the college before applying for military leave and who has not been on military leave at the time of application, shall be granted a military leave of absence with pay for a period not to exceed fifteen (15) calendar days in any one training year, in accordance with ORS 408.290.

Unpaid Military Leave

If an employee is called to military service, the College will grant leave in accordance with the provisions of the Uniformed Services Employment and Re-employment Rights Act (USERRA).

Veterans Day Leave for Veterans

An employee who qualifies as a veteran may be granted leave without pay to celebrate the actual Veterans Day when the college observed Veterans Day does not coincide with the actual Veterans Day. Leave will be granted in accordance with applicable state and/or federal law.

27. COMPLAINT PROCEDURE

It is the purpose of this procedure to provide an effective and acceptable means for employees to bring problems and concerns regarding perceived violation of the terms of their employment to the attention of the College in order to resolve them.

If an employee believes his/her concerns have not been addressed informally with his/her direct supervisor, then the employee may choose to submit his/her issue(s) to the College in writing with a request to initiate this complaint procedure. The complaint shall be addressed to the supervisor, giving a clear and concise statement of the issue(s) including any facts, the issue(s) involved and any resolution sought. The formal written request should be given not later than the tenth (10th) working day after the initial discussion with the employee's supervisor.

The supervisor will reply to the employee in writing within ten (10) working days of the receipt of the employee's written complaint.

If the employee believes the response given or actions suggested/taken by the supervisor do not resolve the concern, the employee may then submit a written complaint to the appropriate division administrator, vice-president, or president, as is relevant within ten (10) working days of the supervisor's response with copies directed to the supervisor and the Dean of Human Resources.

The appropriate division administrator will meet with the employee and with the supervisor to discuss the complaint. The division administrator may meet with both the employee and the supervisor simultaneously. The division administrator will reply in writing to the employee and the supervisor no later than ten (10) working days after the last meeting.

Should the employee believe that the reply from the division administrator does not remedy the complaint; the employee may direct an appeal to the College President. The appeal will be submitted in writing to the President with a copy to the Dean of Human Resources within ten (10) working days after the reply is received from the division administrator.

The President or designee may conduct interviews as deemed appropriate and will submit a written decision to the employee, the Dean of Human Resources, division administrator and supervisor not later than ten (10) working days after the last meeting/interview. The President's decision will be final. Failure at any step in the procedure by the College to communicate the decision in writing within the specified timelines will permit the employee to proceed to the next step. Failure at any step in this procedure to appeal a complaint to the next step within the specified timeline will be deemed acceptance of the decision rendered at that step.

Complaints against the President will be forwarded to the Vice President of College Services who will ensure that the complaint is appropriately addressed, consistent with the complaint process of employees covered by this handbook or as set forth by the Board of Education. Final appeals will be submitted to the Chairman of the Board of Education, whose decision will be final.

28. MOTHER FRIENDLY WORKPLACE

The College recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The college will provide accommodations for working breastfeeding mothers, in compliance with state and federal laws. Further information is available in Board policy.

29. TELECOMMUTING WORK PROGRAM

Telecommuting may be available to staff as an alternative to daily commuting to the work site. This is consistent with the College's commitment to help decrease air pollution by devising alternatives to driving. All College employees are eligible (where not in conflict with applicable policies, agreement or work requirements), and approval of the option will be determined in advance on a case-by-case basis between the supervisor, employee, and the Human Resources office.

30. CELL PHONES

To meet the needs of communication and safety within College staff, two methods of providing cellular phone use may be provided. For cellular phone use that is part of the daily work of staff and where the phone is assigned to a department, not an individual, and remains on campus, the College will own and pay for the phone services.

Employees with College-owned cell phones are to use the phones primarily for College business purposes only and should not violate college policies. For individuals who are required for operational or emergency purposes to be accessible by phone when off campus, the College may provide a stipend for College use of those individual's personal cell phone. When the college pays for all or part of an employee's cell phone or cell phone service the employee is expected to provide the current phone number to the college and to respond to required communication within a reasonable time.

Employees should not have any expectations of privacy with regards to cell phones owned or operated for college business related to data and activity in connection with college business.

ADMINISTRATIVE EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Administrative Employee Handbook.

I agree that, as an employee, it is my responsibility to:

- Read this handbook.
- Ask **questions** of my supervisor or Human Resources if I need additional information regarding items covered in this handbook.
- Abide **by and observe** the policies and procedures of Clackamas Community College which are generally explained in this handbook.

I understand that I am subject to all college policies and procedures, even those not outlined in this handbook. I also understand that the college may periodically change policies and procedures and that I will be responsible to abide by and observe such changes.

Employee's Signature

Employee's Name (Printed)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

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