

**EMPLOYEE HANDBOOK  
SUMMARY OF SIGNIFICANT CHANGES.**

*Please note: this excludes semantic changes which do not change meanings of articles or sections.*

SECTION/TITLE	FORMER LANGUAGE	NEW LANGUAGE	COMMENT
5. Core Themes	No former language.	<p>1. Academic Transfer – We provide education that results in successful academic transfer to a four-year institution.</p> <p>2. Career and Technical Education – We provide education and training that reflect the economic needs of the community and region and lead to successfully attaining employment.</p> <p>3. Essential Skills – We provide education that supports high school completion and learning English, and develops essential skills such as mathematics, reading and writing.</p> <p>4. We provide diverse special events, enrichment programs, and continuing education opportunities and develop strong partnerships with our community agencies.</p>	
7. Staff Participation and Engagement	<p><b>STAFF PARTICIPATION</b> The college strives to maintain an open and inclusive organizational structure which enables all members of staff to participate in the decision-making process. We believe that all employees should have a clear understanding of how they are connected to this network.</p>	<p><b>Staff Participation and Engagement</b> In the spirit of shared governance, the college strives to maintain an open and inclusive organizational structure which enables all members of staff to participate in the decision-making process.</p>	New Title

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<p><b>7. EMPLOYMENT POLICIES/PROCESSES</b></p>	<p>Equal Employment Opportunity  Clackamas Community College is an equal opportunity employer. There will be no discrimination in hiring or tenure of any employee because of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. All employees can expect to receive equal and fair consideration in all employment matters within the framework of the general policies of the college and guided by the college's commitment to affirmative action. The College's Affirmative Action Plan is on file in the Human Resource Office. (Board Policy 612)</p>	<p><b>Equal Employment Opportunity</b></p> <p>Any employee who feels discriminated against should notify the Dean of Human Resources. If for some reason, they are uncomfortable notifying the Dean of Human Resources, they should report the discrimination to the Vice President of College Services, President of the college, President of their respective association or any confidential employee in the Human Resources Office. The Human Resources staff will confidentially and thoroughly investigate such allegations and respond accordingly. No employee will be retaliated against for raising concerns under this policy.</p> <p>The college strives to achieve prompt and full utilization of minorities, the disabled, qualified veterans, and women in all levels and in all segments of the work force.</p> <p>The College will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures, hiring advancement or discharge, employee compensation, job training, other terms conditions and privileges of employment upon request and advance notice.</p> <p>A reasonable accommodation must not present an undue hardship for the College, be unduly costly, extensive or disruptive, nor present a direct threat to the health or safety of the individual or others in the workplace.</p> <p><b>The College strives to reasonably accommodate</b> qualified individuals with a disability per ORS 659A.115</p>	<p>Section Title &amp; Text Changes</p>

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		<p>so that they can perform the essential functions of a job. The Human Resources Office is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. Contact the Human Resources Office for the appropriate procedure to request such accommodation (Americans with Disability Act Board Policy ACA and ADA Grievance Procedure is Administrative Regulation ACA-AR ADA). (Policy reference: GBA)</p>	
<p>8.Discrimination Complaint Process</p>	<p>No former language</p>	<p><b>Discrimination Complaint Process</b></p> <p>Complaints regarding the interpretation or application of the College’s nondiscrimination policy shall be processed in accordance with discrimination complaint procedures located on the Human Resources website under Helpful Documents:  <a href="http://depts.clackamas.edu/hr/Procedure%20Guidelines.aspx">http://depts.clackamas.edu/hr/Procedure sGuidelines.aspx</a> (Discrimination Complaint Procedures AC-AR)</p> <p>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.</p> <p>Persons having questions about equal opportunity and nondiscrimination 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,</p>	

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		<p>should an employee 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, Human Resources, Oregon City Campus, 503-594-3300.</p>	
<p>9. Americans with Disabilities Complaint Process</p>	<p><b>Americans with Disabilities Act</b>  Congress has enacted the Americans with Disabilities Act. The college aims to provide access to employment and education, and to alleviate any competitive disadvantage that any disabled person may experience. If a person feels they have been discriminated against because of their disability, they should notify the Director of Human Resources. If for some reason, they are uncomfortable notifying the Director of Human Resources, they should report the discrimination to the Dean of College Services, or any management personnel in the Human Resources Office. The Human Resources Office will confidentially investigate</p>	<p><b>Americans with Disabilities Complaint Process</b>  The Dean of Human Resources is the compliance officer responsible for coordinating the College’s efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The compliance officer shall be a neutral party having had no involvement in the complaint presented. The ADA grievance procedure is located on the Human Resources website under Helpful Documents: <a href="http://depts.clackamas.edu/hr/ProceduresGuidelines.aspx">http://depts.clackamas.edu/hr/ProceduresGuidelines.aspx</a> (ADA Grievance Procedure ACA-AR)</p>	<p>New Title and Text</p>

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	<p>such allegations and respond accordingly. Clackamas Community College will provide qualified applicants and employees with disabilities any reasonable accommodation that does not impose undue hardship. Contact the Human Resource Office for the appropriate procedure to request such accommodation. (Board Policy 612)</p>		
9. Harassment	<p><b>Sexual Harassment</b> The college maintains a working environment that is free from any form of sexual harassment. Sexual harassment is a form of discrimination and will not be tolerated. Sexual harassment constitutes discrimination not only because of the sexual nature of the conduct to which the victim is subjected, but also because the harasser treats a member or members of one sex differently from members of the opposite sex. For the purposes of this policy, sexual harassment includes any unwelcome sexual advances, requests or demands for sexual</p>	<p><b>Harassment</b> All employees are expected and required to treat each other, our students and our community, in a courteous and respectful manner at all times.</p> <p>Harassment of any kind is prohibited. This includes sexual harassment and other harassment based upon characteristics protected under local, state and federal discrimination regulations. This form of misconduct undermines morale and the integrity of the employment relationship, and interferes with the goals of the college.</p> <p><i>Sexual Harassment:</i> Unwelcome sexual advances, requests for sexual favors or sexually suggestive conduct or statements are sexual harassment when (Sexual Harassment Board Policy is GBN/JBA and Sexual Harassment Complaint Procedure is Administrative Regulation GBN/JBA-AR):</p> <ul style="list-style-type: none"> <li>• The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;</li> </ul>	New Title and Text

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	<p>favors and other verbal or physical conduct of a sexual nature when:</p> <ul style="list-style-type: none"> <li>· Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;</li> <li>· Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or</li> <li>· Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive school or work environment.</li> </ul> <p>Sexual harassment may include a range of subtle and not so subtle behaviors</p>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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, the individual's perception of the environment as hostile; reasonableness in viewing the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and gender 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 and gender 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.</li> </ul> <p>Hazing/Harassment/Intimidation/Bullying/Menacing including cyber bullying, by students, staff or third parties is strictly prohibited and shall not be tolerated by the College (Board Policy GBNA/JFCF and Administrative Regulation GBNA/JFCF-AR).</p> <p>Examples of harassment which may violate this policy also include:</p>	

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	<p>and may involve individuals of the same or different gender. Depending on the circumstances which constitute a hostile school or work environment, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body; sexual prowess or sexual deficiencies; leering, cat calls or touching; insulting or obscene comments or gestures; display or circulation in the work place or educational area of sexually suggestive objects or pictures (including via e-mail); and other physical, verbal or visual conduct of a sexual nature.</p> <p>Anyone who is experiencing sexual harassment or who has questions concerning sexual harassment should contact the Director Human Resources. If for some reason, they are uncomfortable notifying the Director of Human Resources, they should</p>	<ul style="list-style-type: none"> <li>• Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;</li> <li>• Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;</li> <li>• Visual forms of harassment such as derogatory, offensive or sexually suggestive posters, cartoons, pictures or drawings displayed in the workplace; and,</li> <li>• Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.</li> </ul> <p>An employee should contact his/her supervisor or the Dean of Human Resources immediately if:</p> <ul style="list-style-type: none"> <li>• He/she feels or perceives harassment by vendors, visitors, customers, co-workers, students, supervisors or others;</li> <li>• conduct which may be harassment prohibited by this policy; or,</li> <li>• Retaliated in any way by anyone for raising concerns under this policy.</li> </ul> <p>If an employee is uncomfortable speaking to his/her supervisor or the Dean of Human Resources, the employee should take concern(s) immediately to the Vice President of College Services, President of the college, president of his/her respective association, or any confidential employee in the Human Resources Office.</p>	

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	<p>report the harassment to the Dean of College Services, or any management personnel in the Human Resources Office. Every reasonable effort will be made to protect confidentiality during the investigation. Administrative Regulations on sexual harassment are covered under AR 11-88-0013.</p>	<p>Confidential investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of the investigation. Employees found to be harassing other employees will be appropriately disciplined, up to and including discharge from employment.</p> <p>Clackamas Community College will not tolerate harassment.</p>	
12. Nepotism	<p><b>Employment of Relatives</b>  No one will be employed by the college where that employee would be supervised by a person related by blood or marriage. "Relative" is defined as husband, wife, brother, sister, mother, father, son, daughter, son-in-law, daughter-in-law, mother-in-law, or father-in-law, aunt, uncle, niece, nephew, stepchild, or other person residing in the same household or related by blood or marriage.  In the event that two employees working in the same department become relatives, neither will be required to transfer or terminate unless one will supervise the other. If a transfer or termination is</p>	<p><b>Nepotism</b>  Nepotism is prohibited. 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' 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 (Board Policy GBC).</p> <p>In the <i>conflict of interest</i> context, a "member of the household" means any person who resides with the employee and "relative" means:</p> <ol style="list-style-type: none"> <li>1. The employee's spouse or domestic partner;</li> <li>2. Any children of the employee, or his/her spouse; and</li> <li>3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-</li> </ol>	New Title and Text



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	<p>required, the employee and the college will jointly attempt to find an alternative work assignment for one of the two employees. (Board Policy 603)</p>	<p>law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the employee, or his/her spouse.</p>	
<p>12. Staff Ethics, Conflict of Interest, Outside Employment</p>	<p><b>Conflict of Interest/Outside Employment</b>  In order to avoid potential conflicts of interest, employees should check with their supervisor and collective bargaining contract prior to accepting any outside employment. Conflict of interest will be determined upon the following criteria. Outside employment must in no way:</p> <ol style="list-style-type: none"> <li>1. detract from the efficiency of the employee;</li> <li>2. conflict with the interest of the college; or</li> <li>3. be a discredit to the college.</li> </ol> <p>Extra duty required by Clackamas Community College employment will take precedence over outside employment. If a supervisor determines that outside employment has an adverse impact, the</p>	<p><b>Staff Ethics/Conflict of Interest/Outside Employment</b>  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 (Board Policy GBC and ORS 244.040).  In order to avoid potential conflicts of interest, employees should check with their supervisor and collective bargaining agreement prior to accepting any outside employment. Outside employment must in no way:</p> <ol style="list-style-type: none"> <li>1. Detract from the efficiency of the employee;</li> <li>2. Conflict with the interest of the college; or</li> <li>3. Be a discredit to the college.</li> </ol> <p>Extra duty required by Clackamas Community College employment will take precedence over outside employment. If a supervisor determines that outside employment has an adverse impact, the supervisor will ask the employee to immediately rectify the situation.</p>	<p>New Title and Text</p>

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	supervisor will ask the employee to rectify the situation immediately.		
Resignation	<p>Voluntary Termination - Employees may voluntarily resign by notifying their supervisor and the Human Resource Office. To resign in good standing, an employee must give at least two weeks (14 days) written notice unless the supervisor agrees to permit a shorter period of notice due to extenuating circumstances. Group insurance benefits will be terminated effective on the first of the month in which termination occurs. If the employee has at least 10 paid days in the month of termination, benefits will be terminated at the end of the termination month rather than the first. Continuation coverage may be requested under COBRA (see next section).</p> <p>At will employees may be terminated through voluntary termination or by the college at any time for any reason. To remain in good standing the "at will" employee must follow the above guidelines for voluntary termination.</p>	<p><b>Resignation</b></p> <p>Employees may voluntarily resign by notifying their supervisor and the Human Resources Office. To resign in good standing, an employee must give at least two weeks (14 days) written notice unless the supervisor agrees to permit a shorter period of notice due to extenuating circumstances. Group insurance benefits will be terminated at the end of the month of the termination. Continuation coverage may be requested under COBRA (see Benefits section). (Policy reference: GCPD/GDPB)</p>	New Title and Text

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18. Pay Day	<p>Pay Day Pay day is the first day of each month. <b>All salary payments will be made electronically on the first day following the calendar month worked unless the member chooses to have this payment by check.</b> Automatic payroll deposit is strongly encouraged by the college to ensure receipt of pay no later than the first of each month. Check with the Human Resource/Payroll Office for automatic deposit information. Part-time employees must have their time sheets turned in no later than the 10th of each month in order to be paid on the first of the following month. Part-time instructors hired on Statement of Appointment contracts must submit their completed and appropriately signed contract to the Human Resource Office no later than the 10th of the month in order to be paid on the first of the following month. If there are any questions, contact the Payroll Office,</p>	<p><b>Pay Day</b> Pay day is the last banking day of the month worked. During the summer term, pay day will be on the last day of the month the college is open. All salary payments will be made via direct deposit unless the employee elects otherwise. Direct deposit is strongly encouraged. If an employee elects direct deposit the employee will automatically be enrolled for on-line pay advices. If an employee wishes to opt out, the employee may obtain the opt-out form from Human Resources or on the website at <a href="http://depts.clackamas.edu/hr/">http://depts.clackamas.edu/hr/</a>.</p> <p>Employees must submit their time sheets electronically on the 19th but no later than the 20th of each month to ensure they receive the appropriate pay on pay day.</p> <p>Supervisors of part-time instructors paid through a Faculty Assignment Contract (FAC) must submit the completed and signed FAC to Human Resources no later than the 15th day of the first month of the term in order to be paid according to the pay days discussed above.</p> <p>If there are any questions, contact the Human Resources Office, ext. 3087 or 3092.</p>	

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	ext. 2312, or the Human Resource Office, ext. 2318.		
19. Group Insurance Benefits	<p>Group Insurance Benefits The college offers an insurance package for all full-time employees. This program includes health, dental, life and long-term disability insurance. Eligibility is covered by the respective union agreements or in the Board Policy Manual. Initial enrollment and specifics will be discussed at the new employee orientation. Specific details about the plans are outlined in the insurance coverage booklet, available in the Human Resource Office. (Also see COBRA, page 8).</p>	<p><b>Group Insurance Benefits</b></p> <p>The following benefits apply to all non-faculty employees who are hired to <u>regularly work</u> 20 hours or more per week in each year of employment in a benefit-eligible position and to other full-time and part-time employees who qualify for some or all insurance benefits per policy or applicable law. Benefits may be pro-rated, based on eligibility.</p>	
19. Insurance	No former language	<p><b>Insurance</b></p> <p>Benefits may include medical, dental, vision, life, long-term disability, and accidental death and dismemberment insurance, per the employee's eligibility. Eligibility and coverage is defined in the respective collective bargaining agreement or in Board policy.</p> <p>Initial enrollment and specifics will be discussed at the new employee orientation. Specific details about the plans are outlined in the insurance coverage booklet, available in the Human Resources Office.</p>	

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19. Health Savings Account	No former language	<p><b>Health Savings Account</b></p> <p>Employees who are eligible to receive Clackamas Community College insurance benefits may elect to enroll in the high deductible Health Savings Account (HSA) and maintain a health savings account. Refer to the collective bargaining agreement or contact the Human Resources Office for more information.</p>	
20. Unemployment Insurance	<p><b>Unemployment Compensation</b></p> <p>The college covers employees under the State of Oregon Unemployment Insurance program.</p>	<p><b>Unemployment Insurance</b></p> <p>The college participates in the State of Oregon unemployment insurance program. Contact the State of Oregon Employment Department for eligibility information.</p>	New Title and Text
20. Workers' Compensation Insurance	<p><b>Workers' Compensation Insurance</b></p> <p>The college pays the cost of providing workers' compensation insurance for all full-time or part-time employees. It is designed to provide payment for medical expenses and disability income in the case of an on-the-job injury or illness and survivor benefits in case of job-related death. The amount of the benefit is set by the State of Oregon. Employees must report <b>all</b> on-the-job injuries to their supervisor immediately, and fill out an Accident Report Form and the Worker's Compensation 801 Form.</p>	<p><b>Workers' Compensation Insurance</b></p> <p>The college complies with federal and state workers' compensation insurance regulations. Workers' Comp provides payment for medical expenses and disability income in the case of an on-the-job injury or illness and survivor benefits in case of job-related death. The amount of the benefit is set by the State of Oregon. Employees <u>must immediately report all</u> on-the-job injuries or near misses to their supervisor <u>and</u> complete the CCC Incident Injury/Illness report form and the state Workers' Compensation 801 Form, <u>if relevant</u>. Both forms can be obtained online or by contacting the Human Resources Office.</p>	

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	Both forms are available in the Human Resource Office.		
20. Non-Insurance Benefits	No former language	<p><b>Non-Insurance Benefits</b></p> <p>The following benefits apply to all non-faculty employees who are hired to <u>regularly work</u> 20 hours or more per week in each year of employment in a benefit-eligible position and to other full-time and part-time employees who qualify per collective agreement, policy or applicable law. Benefits may be pro-rated, based on eligibility.</p>	
21. Leaves of Absence	<p><b>Leaves of Absence</b></p> <p>Unless defined otherwise in the applicable collective bargaining agreement, the college provides time off, other than earned vacations, to employees according to the following terms and conditions:</p>	<p><b>Leaves of Absence</b></p> <p>An employee may be granted pro-rated leave (paid or unpaid) on days in which the employee is scheduled to work per policy, collective agreement or law. Eligibility for the following leaves vary, dependent on employee status (full-time/part-time) per collective agreements and law. If there is a conflict between this handbook and a collective bargaining agreement, the agreement will prevail. The college provides time off, other than earned vacations, to employees according to the following terms and conditions:</p>	
23. Bereavement Leave	<p><b>Compassionate Leave -</b></p> <p>Employees shall be entitled to three days leave with pay in the event of a death in the immediate family. Immediate family includes current spouse, children, mother, father, sister or brother, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law or brother-in-law.</p>	<p><b>Bereavement Leave</b></p> <p>In the event of death in the employee’s immediate family, the employee may be granted up to three (3) days leave with pay, prorated per employee status 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,</p>	New Title and Text

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		<p>personal leave, vacation, or time off without pay as agreed by the College.</p> <p>Concurrent bereavement leave may be granted per applicable state and federal law. Bereavement leave will not accumulate from year to year.</p>	
23. Family Medical Leave – Federal and State	<p><b>Employee Pregnancy, Parental, and Family Medical Leaves</b> - The 1995 Oregon Legislature combined all of Oregon's employee medical leave acts to include federal requirements under one Oregon statute. These leaves are covered under ORS 659.010 through 659.570. Oregon's Administrative Rules define length of leaves, paid and unpaid leaves, notice requirements and conditions of return to work, etc. Contact the Human Resource Office for details.</p>	<p>Family Medical Leave - Federal and State</p> <p>The college is a covered employer under both the Federal (FMLA) and State of Oregon (OFLA) family leave laws. The family leave laws grant eligible employees unpaid leave for qualifying events. Contact the Human Resources Office for detailed information. (Policy reference: GCBDA/GDBDA &amp; GCBDA/GDBDA-AR (1) – AR (7))</p>	New Title and Text
23. Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS) Leave	No former language	<p>Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS) Leave</p> <p>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. (Policy reference: GCBDC/GDBDC)</p>	
24. Veterans Day Leave for Veterans	No former language	Veterans Day Leave for Veterans	

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		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.	
26. Telephone Calls and Internet Use	<p><b>Telephone Calls</b> It is requested that personal telephone calls be limited to rest periods and lunch periods, and that relatives and friends be asked not to call at the college except in case of emergency.</p>	<p><b>Telephone Calls and Internet Use</b> Personal telephone calls and personal internet use shall be limited. For more information on the college's electronic use policy refer to Board Policy IIBGA and Administrative Policy IIBGA-AR.</p>	New Title and Text
29. Mother Friendly Workplace	No former language	<p><b>Mother Friendly Workplace</b> The College recognizes that a normal and important role for mothers is to have the option and ability to provide for their eligible child/children by breast feeding or expressing milk in the workplace. Further information is available in Board policy GBDA.</p>	
29. School Closures / Late Openings	<p>School Closures/Late Openings In the event the college closes or opens late due to inclement weather conditions or other emergency, the closure/opening will be announced on local television and radio stations at or before 7:00 a.m., and the college switchboard will refer you to ext. 5950 for closure information. Employees should either listen for radio and/or</p>	<p><b>School Closures/Late Openings</b> In the event the college closes or opens late due to inclement weather conditions or other emergency, the closure/opening will be announced on local television and radio stations at or before 7:00 a.m., and on the college switchboard ext. 6000. Employees should either listen for radio and/or television announcements or call the college's ext. 6000 to determine if they are to report to work. All closure/late opening information will also be posted on the college website at <a href="http://www.clackamas.edu">www.clackamas.edu</a>. Employees will also be notified through the college's "FlashAlert" system. Please keep employee contact information current through the "myClackamas" portal. When the College closes due to adverse weather conditions, all events and activities will be canceled</p>	



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	<p>television announcements or call the college's ext. 5950 to determine if they are to report to work.</p> <p>If the college remains open or opens late, but college employees are late or do not report to work due to inclement weather or hazardous driving conditions, they may have the time deducted from personal business leave. If the employee has used all personal leave, they may then use earned vacation time or unpaid leave. For details see Administrative Regulation 6-96-0029.</p>	<p>(Facilities Use and Term Conditions is Administrative Regulation KG-AR).</p> <p>If employees are late or do not report to work due to inclement weather or hazardous driving conditions, they may choose to have the time deducted from their personal leave. If the employee has exhausted personal leave, he/she may choose to use accrued vacation or unpaid leave. If the College is closed due to inclement weather/emergency and an employee has <u>scheduled</u> leave for that day (sick, vacation, personal, etc.) the employee will have their leave banks reduced for the scheduled time off.</p>	
29. Expense Reimbursement	<p><b>Travel Reimbursement</b></p> <p>Authorized college personnel will receive per diem and mileage reimbursement while on official college business. Whenever the cost for lodging and meals exceeds the per diem rate, personnel will be reimbursed when documentation supporting the additional costs are submitted to the Business Office on a travel voucher form. Details are covered under Administrative</p>	<p><b>Expense Reimbursement</b></p> <p>The college will reimburse employees and board members for approved related travel expenses. (Board Policy BHD and DLC) For details, please refer to the Travel Policies maintained by the Business Office and on the website at <a href="http://depts.clackamas.edu/businessoffice/">http://depts.clackamas.edu/businessoffice/</a>.</p>	New Title and Text

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	Regulation 6-96-0033 and Board Policy 713.		
29. Animals in College Facilities or on Campuses	No former language	<p><b>Animals in College Facilities or on Campuses</b></p> <p><b>Inside of Buildings</b>            In the College’s effort to maintain a safe and healthy environment for all building occupants, animals may not enter College facilities. Animals utilized for classroom instruction may be brought into classrooms or buildings as part of standard college classroom instructional functions except for the following areas: Community Center cafeteria, the Bookstore and all of Randall Hall.</p> <p>Service animals serving persons with disabilities are an exception to this policy.</p> <p><b>Outside of Buildings</b>            Animals are required to be kept on a leash while on campus and under direct physical control of the owner. The College reserves the right to call Clackamas County Animal Control to remove animals not kept on a leash or those that pose a safety or health risk. Persons bringing animals on campus are responsible for the removal of all animal waste. Events and activities that include animal participation must occur out-of-doors, and require prior approval from the facility reservations department (Board Policy ING).</p>	
Acknowledgment	Excluded	Included. See below.	

## ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Administrative 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 the 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 (Print)

\_\_\_\_\_  
Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE