

# COCC Administrator and Confidential Handbook

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## **INTRODUCTION: WELCOME, PURPOSE, AND DEFINITIONS**

### ***1. Welcome and Purpose***

All Central Oregon Community College (COCC) employees play a critical role in the success of the College. As an employee, you are an important part of COCC's learning community and make a difference in the lives of our students, faculty, staff, and community members.

This handbook is not intended as a formal or exhaustive statement of employee rights and responsibilities. It is not a contract of employment and does not confer contractual rights. It is a summary of COCC's guidelines, procedures, rules, and benefits for COCC's Administrative (exempt) and Confidential (non-exempt) employees. Accordingly, COCC reserves the right to amend, modify, and/or eliminate any of these guidelines, procedures, rules, and benefits at any time. If you have questions about this handbook or other employment matters, please contact the Office of Human Resources (HR) at [MyHR@cocc.edu](mailto:MyHR@cocc.edu).

As Administrative (exempt) and Confidential (non-exempt) employees of Central Oregon Community College (COCC), you have the responsibility to:

1. Promote and execute the interests of the College by providing leadership and achievement of the College mission, as expressed in policies and procedures, and strategic priorities.
2. Oversee development and implementation of operational and strategic plans, assessments, and continuous improvement processes.
3. Administer and adhere to College policies and procedures adopted by COCC.
4. Provide support and assistance in your roles as Administrators and Confidential employees.

In fulfillment of your duties, all College employees are expected to act in compliance with COCC's [General Policies and Procedures Manual \(GPM\)](#) and [Oregon Government Ethics Statute \(ORS Chapter 244\)](#). Employees are to conduct themselves with the professionalism expected of an employee representing an institution of higher learning. It is your responsibility to read, understand, and comply with the terms and conditions in this handbook, the GPM, and ORS Chapter 244.

Thank you for the work you do at COCC. Together, we have developed a community where our students can achieve their aspirations, and you, personally, can experience a sense of accomplishment.

## **2. INTRODUCTION**

[GPM Reference: [Policy G-32](#) Employment Guidelines]

The purpose of this Handbook is to articulate the employment relationship between the exempt and confidential employees and Central Oregon Community College. The exempt and confidential staff of the College derive their authority and responsibility from the institution's President, who acts as the chief executive officer for the Board of Directors. The chief duty of the College administrative structure is to ensure the effective, orderly, and efficient operation of the institution.

## **3. NONDISCRIMINATION AND EEO/AA STATEMENT**

[GPM Reference: [Policy G-28-1](#)]

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in the GPM, general procedures sections N-1, N-2, or N-3.

#### **4. RELATIONSHIP WITH COLLEGE**

Administrative and confidential staff do not engage in the process of collective bargaining with the College.

#### **5. CONCERNS PROCEDURE**

[GPM Reference: [Procedure HR 18-0 Employee Concerns](#)]

Concerns related to the application of the provisions of these guidelines, or other circumstances, may be addressed through the Employee Concerns Procedure.

#### **6. DEFINITION OF EMPLOYEES COVERED UNDER THIS HANDBOOK**

There are two employee types covered by this handbook: Administrator and Confidential.

##### **A. Administrator**

Administrators are employees who meet the exempt standards (not overtime eligible) as defined by the U.S. Department of Labor under the Fair Labor Standards Act (FLSA). Typically at COCC, exempt employees work full- or part-time (at least .50 FTE) for a period of 12-months or less, have budget, technology specialization, and/or supervisory authority, and are paid based on a fixed salary. Other activities administrators at COCC may undertake include oversight of departments, programs and/or services, and exercising authority to inform and implement policy decisions. Administrators are not represented by a collective bargaining unit.

Note: All provisions of this Handbook apply to the President, except where superseded by a Supplementary Employment Contract between the President and the Board of Directors or where otherwise provided as follows - specifically, Sections 5, 14, 15, 17, and 19 of this Handbook do not apply to the President.

##### **B. Confidential**

Confidential employees assist and act in a confidential capacity to executive management who formulate, determine, and effectuate management policies that may be deemed sensitive, confidential, or related to labor relations. Confidential employees at COCC do not participate in collective bargaining and are eligible for overtime (not exempt under Fair Labor Standards Act).

Confidential staff may be exempted from certain elements of this Handbook, where not specifically noted. Salaries for Confidential staff are based on the approved salary schedule for administrative employees.

## **7. TYPES OF APPOINTMENTS - ADMINISTRATORS**

Administrative employees at Central Oregon Community College serve without tenure and fall into the following appointment categories: Temporary, Probationary, and Regular.

### **A. Temporary Appointment**

Administrative employees funded by Federal or State Grant money or otherwise on a temporary contract or appointment. These employees serve to the end of the grant or contract/appointment period and need not be given notice of intention not to reemploy. The first year of a temporary appointment shall be of a probationary nature.

### **B. Annual Probationary Appointment**

The first year of an administrative appointment shall be of a probationary nature. Performance in the first year of probation will be evaluated by the employee's supervisor and may include peer evaluation. The employee must achieve satisfactory performance ratings in the first year to earn regular appointment status. Probationary employee appointments may be extended for up to six months to allow an employee to address any performance issues. Administrators already in regular status who obtain a new/different administrator position will have a three (3) month probationary period in the new position. No evaluation is required during this period, and it is the responsibility of the supervisor to monitor performance and report any issues to be addressed to HR. Should the employee in the new position have unsatisfactory performance, the probationary period may be extended up to another three (3) months and/or the employee may be dismissed per section 19.C of this handbook, *Ending Employment*.

### **C. Regular Appointment**

A regular appointment shall be given upon the second year of an administrator's appointment to a position, assuming the employee has satisfactory performance evaluation ratings in the first year in the position. The regular appointment is anticipated to be extended from year to year until the employee resigns, retires, or is given notice of non-renewal, termination, or reassignment/restructure according to the provisions of this Handbook. When a regular status Administrator obtains a new/different position and has passed their three-month probationary period for that position, they will resume their regular status in the new position. When it is in the best interest of the College, a regular appointment may be granted at any time by the President.

## **8. TYPES OF APPOINTMENTS – CONFIDENTIAL**

- A. Probationary – the first six (6) months of COCC employment
- B. Regular – after the first six (6) months of COCC employment

Prior to the completion of any probationary period, a confidential employee may be discharged without cause and without appeal. Confidential employees who have completed their initial probationary period

and who accept an appointment to another confidential or an administrator position will have an additional probationary period in the new appointment as follows: 1) three (3) months for a confidential position; 2) one (1) year for an administrator position. At the option of the College, this probationary period may be extended, but not for more than three (3) additional months. Should the employee in the new position have unsatisfactory performance, the employee may be dismissed per section *19.C of this handbook, Ending Employment*.

Upon achieving a satisfactory performance rating at the end of the probationary period, a confidential employee will attain regular appointment status.

#### **9. RIGHT OF RETURN - FACULTY TO ADMINISTRATIVE POSITIONS**

A faculty member accepting appointment as an administrative employee will be placed on probation per this handbook, and will retain faculty status for a time period negotiated between the College and the employee, not to exceed three years. The faculty member, per their request, shall be returned to full-time faculty status upon resignation from the administrative appointment if the resignation is provided during the negotiated period of the appointment. If the faculty member remains in an administrative position beyond the negotiated period, they will be placed on a regular administrative appointment and will lose the right to return to faculty status.

### **BASIC INFORMATION FOR NEW EMPLOYEES**

#### **10. DIRECT COMPENSATION**

##### **A. Salary Schedule**

Administrative and confidential employees shall be compensated according to College-approved salary schedules located on the [Employee Login/Contracts, Manuals, and Salary Schedules](#) page: Compensation is subject to the Oregon Pay Equity Act.

##### **B. Public Employees Retirement System**

The College will pay the employee contribution to the Public Employees Retirement System. The employee contribution will be limited to 6% of the employee gross salary and will be made for those employees who have established membership in the system.

##### **C. Temporary Work Assignments**

There may be instances where administrative or confidential employees are asked or assigned work outside their current job assignment or grade level. This practice is applicable in situations where a lower-grade or equivalent level employee is temporarily assigned work due to the absence or temporary reassignment of an equivalent or higher-level employee. It does not apply to internal professional development opportunities, which typically occur when an employee is given an opportunity to engage in work outside of their immediate scope of responsibility (for example, participation in collective bargaining). Eligible types of temporary work assignments are identified as follows:

Should a lower-grade or equivalent level employee be appointed on an interim basis or temporarily assigned work related to an equivalent or higher-grade level position for more than one (1) month, the College may pay the employee a minimum of a 5% salary increase, or the

minimum of the higher grade level of the interim position, whichever is greater. Human Resources will determine the salary based on a pay equity assessment. The employee must absorb at least 90% of the higher-level position duties to be considered interim and at least 25% of the duties to be considered temporary. The pay increase shall be in effect for the interim and/or temporary period only and the employee will return to their regular salary status at the end of the identified time period. This arrangement must be reviewed and approved by the appropriate Senior Leadership Team (SLT) member and Human Resources. Temporary assignments may also be given and approved by the President.

## **11. WORKING HOURS**

Due to the comprehensive functions of a community college, administrative employees are expected to accept assignments both on- and off campus, in the evenings as well as during the daytime, and occasionally on the weekends. Full-time administrative personnel generally work a minimum of 40 hours per week, although it should be recognized that at certain times workloads can and will increase and/or decrease at the discretion of the College. Part-time administrative employees generally work a minimum of 20 hours per week.

Full-time confidential employees are expected to work 40 hours per week and are eligible for overtime, which must be approved in advance by their supervisor.

## **12. WORK SCHEDULE AND/OR WORK LOCATION CHANGES**

- A. **GENERAL** - Administrators and Confidential employees seeking changes to their work schedule or work location shall coordinate with their supervisor, and SLT member, as applicable, for approval. Individual supervisors or SLT members may have additional guidelines that their departments should follow. Colleagues should be informed of absences involving multiple days in order to assist in work planning. Employees are expected to provide timely requests for both vacation and sick leave.
- B. **REMOTE WORK** - Administrator and Confidential employees may qualify for a Remote Work Agreement, which allows for consistent, scheduled remote work. A Remote Work Agreement is not required for infrequent, intermittent, or occasional remote work requests. For remote work requests, coordinate with your direct supervisor and follow the Remote Work Guidelines. See the [Remote Work Information website](#) for more details:

## **13. BENEFITS: FULL- and PART-TIME ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES**

[GPM Reference: Procedure [HR-14-0 Health Insurance for Spouse/Dependents of Retirees](#); HR web pages [COCC Employee Benefits](#); [Benefits](#); [Retiree Benefits](#)]

Benefits for administrative and confidential employees shall not be less than the fringe benefits of faculty and/or classified staff members.

Full- and part-time administrative and confidential employees shall be eligible for fringe benefits, to include the following as outlined.

### **A. Insurance Coverage**

- i. Health Insurance. The College will contribute toward the cost of College-purchased health insurance to a maximum of 90% of the cost of such insurance. The employee will pay the balance.
- ii. Life Insurance. The College will provide life insurance coverage options to full-time, benefited administrative and confidential employees at no cost, in the amount of \$50,000.
- iii. Long-Term Disability. The College will pay the entire cost of long-term disability insurance premiums for full-time employees. Part-time benefited employees may purchase optional long-term disability insurance.
- iv. Retiree Benefits. Active eligible employees and their enrolled eligible dependents who are not yet age-eligible for Medicare may continue group health benefit coverage upon retirement. The retiree must be benefits eligible and currently enrolled at the time of retirement in medical, dental, and or vision plan options offered by the College through OEBC. Retirees can only choose this self-pay option at time of retirement and are not eligible to add themselves or dependents at a later date.

**B. Vacation accruals**

Vacation accruals shall be determined by an employee’s length of continuous service with the College since their date of hire. Employees who begin work prior to the 16th of the month will accrue vacation as though they worked the entire month; employees who begin work on the 16th of the month or later will accrue no vacation that month. An employee’s continuous service record shall be broken by voluntary resignation, discharge or retirement. If an employee returns to work in any capacity within one (1) year, the break in continuous service shall be removed from their record.

- i. Vacation Accruals for Administrative and Confidential Employees
  - 0 through end of 72 months (0 through end of year 6) - 10 hours/month worked
  - 73 months through end of 120 months (Beginning year 7 through end of year 10) - 12 hours/month worked
  - 121 months through end of 168 months (Beginning year 11 through end of year 14) - 14 hours/month worked
  - 169+ months (Beginning year 15 and ongoing) - 15 hours/month worked
  - Note: Part-time employees are pro-rated based on their hours worked/FTE.
- ii. Use of Vacation Accruals
  - Exempt and confidential employees shall be entitled to use banked vacation with supervisor approval, during the first six (6) months of employment, and accrued vacation after successfully completing six (6) months of employment. Banked vacation hours used cannot exceed the total banked vacation time earned. Banked vacation hours will not be paid out to an employee upon separation if their employment with the College ends prior to completion of their first six (6) months of employment.

Glossary:

  - *Banked vacation hours* – Monthly vacation hours that are put into a banked account on the employee record prior to the completion of their initial six (6) months of employment.
  - *Accrued vacation hours* – Monthly vacation hours earned after completing the first six (6) month period as a regular employee.

- iii. Expiration and Use of Accrued Vacation Hours
  - Unused vacation may expire (“use it or lose it”) under the terms provided in this section. Vacation accrued in any given fiscal year (July 1 – June 30) must be used by August 31 of the following calendar year (14 months later).
  - Employees may work with their supervisors and SLT members for additional options and flexibility for extraordinary circumstances.
  - Administrator and Confidential employee vacation accruals will be paid a maximum of 160 vacation hours if they resign, retire, or are terminated.

#### **C. Sick Leave**

1. Pursuant to [ORS 238.355](#), employees shall accrue sick leave at the rate of one day per month (8 hours, for full-time or pro-rated based on part-time FTE). Unused sick leave shall accumulate for an unlimited number of days.
2. Sick leave may be used for the employee’s own illness or health condition or that of an immediate family member, medical appointments for the employee or immediate family, and as outlined in Section 18 for FMLA/OFLA/PLO/Military leaves.
3. The College has requested, per PERS requirements for Tier 1 and Tier 2 members, that these employees be compensated for accumulated unused sick leave with pay in the form of increased retirement benefits upon service or disability requirement, as per [ORS 238.350 \(1\)](#), as amended by Oregon Laws 1977. This does not apply to any non-Tier 1 and Tier 2 (for example, OPSRP) PERS members, thus unused sick leave is not calculated for their retirement benefits, nor is any sick leave paid out upon retirement, resignation, or termination.
4. Sick Leave Report. All administrative and confidential employees shall notify their immediate supervisor when absent due to personal illness or when any other use of sick leave is anticipated. Administrative employees, except the President, shall utilize Bobcat Web for leave reporting to document any sick hours in their monthly Employee Leave Report. Confidential employees shall use Bobcat Web Time Entry to report any sick hours in their monthly timesheet.

#### **D. Personal Leave**

1. Employees shall have available two (2) days of non-cumulative personal leave per year which shall be charged against sick leave. If possible, personal leave must be requested from the appropriate supervisor in advance of when it is needed. Personal leave may be used for personal, business, or emergency situations.

#### **E. Bereavement Leave**

1. Annual Bereavement Leave. Employees shall have available up to five (5) paid days of Bereavement Leave in a fiscal year per incidence of death of an immediate family member per the Oregon Family Medical Leave Act (OFLA) definition. Any bereavement leave shall run concurrently with state or federal laws.
2. Additional Bereavement Leave and Use of Sick Leave. Employees will be granted the bereavement leave in alignment with Oregon Family Medical Leave Act (OFLA). Accrued sick and vacation time can be used to cover any bereavement days needed beyond the five (5)



paid bereavement day allowance. The immediate supervisor, with approval from the appropriate SLT member, may grant extra leave, at their discretion, in exceptional circumstances. The employee may use available sick, vacation, or leave without pay under these circumstances.

3. Bereavement Leave for Non-Immediate Family Members. Leave granted for other family relationships may be granted on a case-by-case basis by the immediate supervisor, with approval from the appropriate SLT member, but may not be eligible for the (5) paid leave days per 13.E.1.
4. Bereavement Leave for Part-Time Employees. Part-time employees shall be granted such leave in a prorated amount based on the same percentage as their FTE.
5. Non-Accumulation of Bereavement Leave. This leave is not cumulative, and may not be used for any other non-bereavement leave.

#### **F. Tuition Waiver**

1. Employees of the College, their spouses, and dependents, to the age of 25, are eligible for credit and non-credit course tuition waiver(s) per the [College's tuition waiver policy](#).

#### **G. Holidays are consistent for all employee groups:**

January 1 - New Year's Day

January - Martin Luther King Day

May - Memorial Day

June 19 - Juneteenth

July 4 - Independence Day

August or September - Friday prior to Labor Day

September - Labor Day

November 11-Veterans Day

November - Thanksgiving

November - Day after Thanksgiving

December - Winter Break\*

- \* The five (5) working days that occur during the week in which the College is closed between the fall and winter term (winter break) will be paid as holidays, including the day observed as Christmas.
- Weekend Holidays. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as a holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as a holiday.
- Employees must be in "paid" status both the day before and the day after a holiday to be eligible for holiday pay. Paid status means actually working or using approved vacation or sick leave. Employees not in paid status both the day before and the day after a holiday may not choose to be in paid status during holiday periods for the sole reason of obtaining holiday pay.

## H. Part-time Exceptions: Administrative and Confidential Employees

This section outlines a few differences for part-time administrative and confidential employees.

1. Part-time employees shall receive prorated benefits as outlined on the COCC employee benefits website. With the exception of the tuition waiver, which is consistent for all regular employee groups, employees who work 20 to 29 hours per week will receive benefits prorated at fifty (50) percent. Employees who work 30 to 39 hours per week will receive benefits prorated at seventy-five (75) percent.
2. Sick Leave, Holidays, Vacation and Annual Leave shall be pro-rated at 50% and 75% (as noted in 13.H.1, above) in accordance with the part-time employment status of the employee. All other conditions and provisions of sick leave, holidays, vacation and annual leave shall be consistent with those provided to full-time employees. If a holiday falls on a day that the part-time employee is not regularly scheduled to work, they will not receive holiday pay.

## I. Employee Recognition Acknowledgment

Administrators and Confidential employees will be recognized for their service to the College per [GPM policy G-32-14 Employee Recognition](#).

## 14. PERSONNEL FILES

[GPM Reference: [Policy G-32-13 Employee Personnel File Policy](#); [Procedure HR-8-0 Personnel File Review Procedure](#)]

### A. Access to an employee personnel file

Access shall be limited to the employee involved, administrators of the College who are assigned to review or place material therein, and clerical personnel whose duty it is to maintain personnel files. Employee personnel files shall be stored in secure surroundings when not in use by those officially designated.

### B. Content

Personnel files will include the following:

- Application for employment
- Official transcripts, as required
- Job description
- Performance Evaluations
- Professional development documents
- Other supporting documentation for the position

Employees may submit a written response to any material in their personnel file. In addition to the personnel file, the Office of Human Resources will maintain a confidential file and a medical file, as applicable, on each employee. The confidential file will include employment and sabbatical agreements and initial hiring information (reference checks, letters, etc.). This information is not available to the employee. Medical records must be maintained separate

from the personnel file. The Americans with Disabilities Act (ADA) prohibits employers from including medical information in an employee's general personnel file. As applicable, Human Resources will create a separate file for employee medical information that includes records related to medical leave, reasonable accommodations, workers' compensation claims, etc.

**C. New Material**

New material added to the personnel file must be dated and approved by appropriate HR personnel.

**D. Sealed Materials**

Employees may request that some materials in their files be placed in a sealed envelope. Approval to do so will be granted by the Chief Human Resources Officer and SLT member. Such materials will remain in the personnel file. The seal may only be removed by the employee, supervisor, SLT member or HR.

**E. Copies of File Materials**

With the exception of material used in the hiring process (e.g., letters of reference, reference checks), employees may request copies of materials in their personnel file. If the cost is excessive, the employee may be required to pay for copies.

**INFORMATION FOR ESTABLISHED EMPLOYEES**

**15. PERFORMANCE EVALUATIONS**

[GPM Reference: [Policy G-32-11 Employee Evaluation Policy](#), [Procedure HR-5-0 Employee Evaluation Procedure](#) ]

Performance evaluations are directed by the Employee Evaluation instructions which are located on the Human Resources website. The evaluation of administrative and confidential employees provides individuals with feedback on performance, objectives for the next year, recognition of excellence and areas for growth. It is expected that employees and supervisors have regular contact and review with regard to performance, unit goals, and individual goals. Both administrator and confidential employees are evaluated using the administrator evaluation process, timeline, and forms.

**A. Evaluation of Administrative Employees**

Administrator evaluations take the form of annual evaluations and may include periodic peer evaluations. Administrators are evaluated during their first year of probation.

**B. Evaluation of Confidential Employees**

All confidential employees will be hired on probation and evaluated six (6) months following their date of hire. Subsequent evaluations will take place annually. Confidential evaluations take the form of annual evaluations and may include periodic peer evaluations.

Unsatisfactory performance may result in corrective and/or disciplinary action; supervisors and/or SLT members should work with Human Resources for appropriate guidance.

## **16. PROFESSIONAL DEVELOPMENT: ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES**

Professional Development Funds are provided by COCC for both long- and short-term activities, and are available to eligible administrative and confidential COCC employees who have completed their probationary period at the College. Complete information to apply for professional development and requirements can be found on the [Human Resources Forms website](#). Employees will complete and submit the required Administrator/Confidential Professional Development Fund Request form and email to [MyHR@cocc.edu](mailto:MyHR@cocc.edu) in advance of the requested professional development activity(ies). Please allow at least 30 days' notice and review time.

Professional development activities for administrative and confidential employees, and the review, funding, and approval, thereof, will be solely at the discretion of the College and is designated to the appropriate supervisor, SLT member and Human Resources. Professional development activities for the President are approved by the Board of Directors.

Activities for administrative and confidential employees' professional development are required to be related to the employee's position and/or future professional development at the College and must meet at least one of the following outcomes:

- 1) Contribute to the improved learning and/or professional capacity related to your current responsibilities at COCC.
- 2) Meet goals for completion identified in an Annual Evaluation.
- 3) Support future professional development to enhance professional career opportunities at COCC.

Any required training and/or professional development is, first, the responsibility of individual department/unit budgets to provide to their employees. If department/unit training funds are insufficient, an eligible employee may request training funds from this professional development fund. It is expected that departments review their own internal budget resources prior to requesting this form of professional development.

The College will contribute \$20,000 annually to the Administrative and Confidential Professional Development Account to support professional development opportunities. This account is a roll over account with authority to spend given by the Chief Human Resources Officer. These funds are not for the President. Employee payroll and benefits will be reviewed and may continue to be paid by the employee's department based on any approved professional development. Employees are eligible to request up to \$2,000 per fiscal year towards approved professional development activities, and will be reimbursed after the event(s).

### **A. Professional Development Purpose**

The purpose of Professional Development for an administrative or confidential employee is to encourage employees to participate in ongoing opportunities to grow and learn in a professional capacity. This type of professional development supports an employee furthering their educational degree goals, and/or seeking opportunities to achieve enhanced learning, knowledge and goal attainment related to their professional career.

### **B. Required Professional Development**

The College may require professional development for an employee. Required professional development will be funded and/or provided, first, by the employee's department and if sufficient funds are not available, a request for professional development funds (per this handbook) should be submitted via email to the appropriate SLT member for review. No forms are required to be completed for this type of training, except as deemed necessary by the employee's supervisor and/or SLT member.

## **17. ADMINISTRATORS TEACHING FOR COCC**

Approval to teach will be given by the Vice-President for Academic Affairs or their designee. Acceptance of a teaching assignment over and beyond the regular administrative assignment, and within a time frame that impacts the primary administrative assignment, will require the concurrence of the immediate supervisor. Teaching assignments that do not impact the primary administrative assignment, e.g., evening, lunch hour, online, or weekend courses, will not require concurrence of the supervisor. Compensation will be at the established part-time instructor and/or community education rates. In the event that an administrator's primary assignment is adjusted to include teaching responsibilities, no additional compensation will be provided.

## **18. LEAVES OF ABSENCE**

[GPM Reference: [Policies under G-32-12 Leaves of Absences Policies](#) ; GPM [Procedure HR-7-0 Family Medical Leave Act](#), HR Intranet Web Page - [Leaves](#)]

### **A. FMLA/OFLA/Paid Leave Oregon – Employee Leave Laws**

COCC acknowledges the applicability of employee leave laws for employees' and their immediate family members' serious health conditions. Leave laws include the federal Family Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), the Oregon Military Family Leave Act, Paid Leave Oregon (PLO) and Oregon law providing leave to Victims of Domestic Violence, Harassment, Sexual Assault or Stalking (ORS 659A.270 *et seq.*).

Immediate family is defined as parents, siblings, spouse, children (biological, foster, adopted), in-laws, stepparents/stepchildren, and grandparents/grandchildren. Immediate family also includes relationships related to the employee through a domestic partner.

By law, information pertaining to Oregon and Federal Employee Leave Laws is posted on bulletin boards in COCC buildings, both on- and off-campus. Requests for Oregon and Federal mandated employee leaves must be submitted in writing within the timelines established by law and will be granted within the guidelines of the individual Oregon and Federal Employee Leave laws. Leave forms and information pertaining to these laws is available through the Office of Human Resources, Newberry Hall.

Employees must first use sick leave, then other forms of paid leave to which they are entitled with the approved type of leave. If the employee is out of leave time, they will go into a leave without pay (LWOP) status during their protected leave.

The Employer's determination of leave eligibility may require medical or other appropriate certification that the leave is needed due to a qualifying condition of the employee or that of a

covered member of the immediate family. At the College's expense, a second opinion may be requested.

As required under the appropriate type of leave, employees must give 30 days' written notice in advance of leave, unless the leave is taken for an emergency. In an emergency, employees must give verbal notice within 24 hours of starting a leave.

Employees may not be eligible nor are they guaranteed the continued use of accrued leave (sick/vacation) beyond the period of approved leave eligibility; employees are required to provide ongoing medical certification to be considered for continued absence from work beyond the initial approved leave and may be eligible for [ADA accommodations](#) (see HR website/ADA Accommodation information). Employees and/or supervisors may reach out to Human Resources for additional guidance and forms.

Note: Administrators or Confidential employees utilizing sick leave, vacation leave, or FMLA/OFLA/PLO/Military or other approved leaves shall pay health insurance premiums at the rate in effect at the time of their leave, e.g., 10% of the premium.

**Paid Leave Oregon.** The Paid Leave Oregon (PLO) program provides employees with up to 12 weeks of leave per year with partial wage replacement funded through payroll contributions. The employer will follow Oregon's PLO program and Oregon Employment Department (OED) regulations with the following modifications/clarifications: a) Employees may choose to supplement the PLO weekly benefit amount by using their accrued sick and/or vacation time up to 100% of their wages. For example, if the employee's PLO weekly benefit amount is 80% of their weekly wage, they may use their accrued sick or vacation in order to receive the equivalent of their full weekly wage.

## **B. Court and Jury Duty**

Full-time administrators and confidential employees shall not have deductions made from their salary for required appearances in court or hearings resulting from a call to jury duty, subpoena, or a request to appear to testify where the staff member is not personally involved in the action as a plaintiff, the defendant, or the object of the investigation. Any remuneration received for such appearances held on a work day, less travel costs, will be waived by the employee and/or endorsed over to the College. Any regularly employed full-time staff member excused from appearing in court before the end of the College work day shall make every effort to report back to the College for work (ORS 10.090).

## **C. Unpaid Leaves of Absence (Leave without Pay)**

[GPM Reference: [Procedure HR-6-2 Benefits During LWOP](#)]

Leave without pay (LWOP) for administrative and confidential employees will be considered when the employee makes a written request to their supervisor. The supervisor will then review with the appropriate SLT member and Human Resources. Employees are required to use leave accruals in this order before being considered for leave without pay (LWOP): sick leave (if applicable), then vacation. Employees may qualify for FMLA, PLO, and/or OFLA during LWOP.

LWOP for the President may be granted based on a written request to the Board of Directors. Unpaid leaves of absence will not normally be extended beyond a one(1) year period. The conditions of approved unpaid leaves shall be specified in a written contract between the College and the applicant. Benefits, e.g., sick leave, annual leave, and PERS service time, do not accrue during an unpaid leave, nor does the College contribute to PERS during the unpaid leave. Benefit accrual and contributions to PERS will resume upon the employee's return from unpaid leave. Insurance benefits will resume on the first of the month following the employee's unpaid leave. Employees may remain under the College insurance program during the unpaid leave by paying the College for the total cost of the insurance premium. Arrangements for insurance coverage must be completed prior to the beginning of the unpaid leave. Note: Employees utilizing accrued leave to cover absences shall pay health insurance premiums at the rate in effect at the time of their leave.

**D. Employees not returning from unpaid leave**

Employees who do not return from unpaid leave at the time scheduled shall, upon that date, cease to be an employee of the College and shall have no claim upon the College of any sort. Employees who wish to extend the period of an unpaid leave shall prepare a written request to their supervisor and Human Resources with final approval from their SLT member, no later than one (1) month prior to the end of the leave period. Granting or not granting such an extension is solely at the discretion of the College. Any of the foregoing may be modified by mutual agreement of the employee and the College.

**E. Abnormal Situations**

Pay will be granted in cases where absence is occasioned by inability to reach the place of employment caused by flood, storm, or other acts of nature when, in the judgment of the appropriate supervisor, every reasonable effort shall have been made to anticipate such emergency and to make the necessary arrangements to be available for work.

**19. ENDING EMPLOYMENT**

An end to employment at COCC may be employee- or College-initiated.

**A. Employee-initiated resignation**

1. Administrative employees will provide 30 calendar days' written notice of their intent to resign their position at the College. The resigning employee will be compensated for accumulated unused vacation up to 160 hours (20 work days) at the employee's current salary. This notice must be given for the employee to be eligible to be listed as "Rehireable." Unused annual vacation leave can be taken prior to termination date or compensated on the employee's final paycheck, in consultation with the employee's supervisor and HR. Generally, no more than two weeks of the 30 days' notice period can be taken as vacation. Any requested exceptions to the notification period must be reviewed by HR and approved by the appropriate SLT member.
2. Confidential employees will provide ten (10) working days' written notice of their intent to resign their position at the College. The resigning employee will be compensated for

accumulated unused vacation up to 160 hours (20 work days) at the employee’s current rate of pay. This notice must be given for the employee to be eligible to be listed as “Rehireable.” Unused annual vacation leave will be taken prior to termination date or compensated on the employee’s final paycheck, in consultation with the employee’s supervisor and HR. Generally, no more than one week of the 10 working days’ notice period can be taken as vacation.

**B. Employee-initiated retirement/Emeritus**

[GPM Reference: [G-32-19 Staff Retirement Policies](#); [G-32-19.2.1 Emeritus eligibility criteria](#); [HR-13-0 Emeritus procedure](#); [G-32-19.1 Retired Employee Card](#)]

Administrative and confidential employees who have served the institution for at least fifteen (15) years, and who are retiring, are eligible for consideration of Emeritus status after retirement and should follow the identified guidelines in COCC’s general policy and procedures manual (GPM) for their employee group. Administrative and confidential employees with at least ten (10) years’ service to the College are eligible for a [retired employee card](#).

**C. College initiated non-renewal or termination**

**Administrative or Confidential employees non-renewal or termination by appointment type are outlined in the table below. Note:** Administrators and Confidential employees are at-will employees of the College and are not guaranteed any continued employment. It is at the discretion of the College to appoint, renew, or terminate employees based on job performance, adherence to policies and procedures, and the employment needs of the College.

<b>Notification Periods for Release based on Employee/Situation Type</b>				
	<b>Elimination of position; Restructure; Reorganization</b>	<b>Unsatisfactory Performance</b>	<b>Cause</b>	<b>Financial Exigency</b>
<b>Temporary (must have worked in position for at least 6 months)</b>	30 days (1 calendar month)	15 days (1/2 calendar month)	Immediate termination	30 days (1 calendar month)
<b>Probationary (must have worked in original position 0-1 yr; 3 month probation for regular status Administrator/Confidential when obtaining new position)</b>	30 days (1 calendar month)	15 days (1/2 calendar month)	Immediate termination	30 days (1 calendar month)
<b>Regular (must have worked in position 1+ yrs)</b>	60 days (2 calendar months)	30 days (1 calendar month)	Immediate termination	30 days (1 calendar month)



<b>Confidential (must have worked in position 6 months) *see probationary language in Section 8</b>	60 days (2 calendar months)	30 days (1 calendar month)	Immediate termination	30 days (1 calendar month)
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*\*All notification timelines are based on calendar days not work days*

**Definitions:**

**Elimination of position/restructure/reorganization:** The College may determine that a position held by an administrative or confidential employee will be eliminated, restructured and/or reorganized as part of a change in COCC business, departmental, and/or budget needs. If there is no position available to the employee as a result, the College will follow the non-renewal notification periods as outlined in the table above for the employee type.

**Unsatisfactory Performance:** The College may determine that an employee’s performance in their position is not meeting expectations. As such, the College reserves the right to take corrective and/or disciplinary action, up to and including termination, for an employee with unsatisfactory performance. The College will follow the notification periods as outlined in the table above for the employee type.

**Cause:** Termination for cause occurs when the College determines an employee has engaged in severe or egregious misconduct. As such, the College reserves the right to terminate an employee for cause based on the situation. The College will follow the notification periods as outlined in the table above for the employee type.

**Financial exigency:** Financial exigency exists when the Board of Directors formally declares a financial exigency and the following conditions exist: that the institution faces an imminent financial crisis; that there is a current or projected absence of sufficient funds for the campus as a whole to maintain current programs and activities at a level sufficient to fulfill its educational mission and goals; and that the budget can only be balanced by extraordinary means, which includes the termination of employees. The College reserves the right to follow the notification periods as outlined in the table above for the employee type.

**CONCLUSION**

In summary, this handbook is Central Oregon Community College’s collection of guidelines, policies, and procedures that govern employee and workplace interactions and approaches to employee-related matters that impact the Administrator and Confidential employees of the College.

This handbook will be reviewed at least every two years for updates and changes. Human Resources, in collaboration with and at the direction of the President, will maintain this document and make it accessible on the Employee Intranet. The College reserves the right to update the handbook content at any time, as necessary.

For further information or clarification on topics contained in this handbook, please feel free to contact the Office of Human Resources at [MyHR@cocc.edu](mailto:MyHR@cocc.edu) or 541-383-7216.