

EMPLOYEE EMPLOYEE HANDBOOK HANDBOOK

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WELCOME

Dear Clackamas Community College Employee:

In the early 1960s, Clackamas Community College was little more than a dream in the minds of a group of farseeing and energetic Clackamas County residents. Now it is a place where dreams become careers and opportunities and visions can be transferred into realities.

On May 24, 1966, voters in the district approved the organization of Clackamas Community College, and evening classes began the following September in Gladstone High School. Since that time, the college has grown to become one of the top ten employers in Clackamas County. It enjoys a reputation for excellence in the community, the state, and the nation.

One of the college's greatest strengths is its outstanding staff. The overriding concern of that staff -- faculty, classified, and exempt -- is the student. If our students are not successful, the college cannot count itself as successful.

This handbook will assist new staff to become familiar with the way the institution functions. Together with the Human Resource Office's orientation session, the handbook will help you through the confusion any new employee feels the first few weeks on the job, and will continue to provide you with the answers to many questions that will arise as we all go about the work of getting the college's business done.

Nothing in this handbook is intended to create an employment contract or to create contractual obligations of any kind.

We're glad to have you with us and hope that your time here at Clackamas will be a positive and productive experience.

Karen J. Stubblefield, Director
Human Resources

MISSION SUMMARY

Our **Purpose** is creating lifetime opportunities for success through responsive education.

Our **Mission** is to serve the people of the college district with high quality education and training opportunities that are accessible to all students, adaptable to changing needs, and accountable to the community we serve.

Our **Code of Ethics** calls all of us to perform our jobs in a way that fosters personal growth and academic excellence, recognizes the inherent goodness of all people, models personal and academic integrity, respects diversity, and shows concern for the needs and feelings of others.

We subscribe to the following institutional **Values**:

Pertaining to our community; the college staff holds the institution in trust for the citizens of the district.

Pertaining to our students; the college exists to enable students to earn a college education, prepare for the world of work, and learn how to learn.

Pertaining to our staff; all college personnel must contribute to and support the educational mission of the college.

Pertaining to diversity; the college is committed to building awareness of cultural diversity on our campus and in our community.

Pertaining to the environment; the college accepts responsibility as a steward of the environment, not only to teach environmental principles, but also to model appropriate environmental behaviors.

Pertaining to decision-making; the college maintains an open and inclusive organizational structure which enables all members of staff to participate in the decision-making process.

STAFF PARTICIPATION

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.

Every staff member is connected to the college's information-sharing and decision-making network on several levels, beginning with his or her own departmental work group. Each department meets regularly to review issues pertaining to its own area of operation. These issues are resolved directly whenever possible, or else recommendations are sent to the dean or appropriate council for review. Staff members may also enter into the decision-making process through the college's more than 25 standing committees, ad hoc task force teams brought together as needed to address special issues, the VISIONS Group, or their constituent representative associations.

College work groups are organized to promote maximum information sharing and staff participation in the decision-making process. A dynamic network of working and review groups seeks the widest possible input to address college-wide issues, and provides a diversity of communications channels designed to ensure inclusion.

Community input is an integral part of college decision-making at all levels. This ranges from our volunteer advisory committees, which assist departments in curriculum development, to the CCC Foundation, which brings together community leaders to raise funds and friends for the college, to the Board of Education, with final authority to decide college policy.

Each member of staff -- faculty, support, administrative, full-time or part-time--is encouraged to play an active role in this process. If you have any questions about how to become more involved, be sure to ask your supervisor.

EMPLOYMENT POLICIES/PROCESSES

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)

Union and Association Membership

The college recognizes the right of non-supervisory employees to form, join, and participate in a collective bargaining unit for the purpose of representation on matters of employee relations. Employees shall have the right to refuse to join in or participate in the activities of said unions or associations.

In the event an employee chooses not to join, the college shall deduct a fair share fee ("in-lieu-of-dues" payment). Fair share payments shall be equivalent to the normal dues.

At Will Employment

Those non-supervisory employees not eligible for membership in a collective bargaining unit and not covered by a collective bargaining agreement are employees at will. This means that the employment relationship may be ended at any time, by either the employee or the college, for any reason.

Rights of Management

The college has the sole right to conduct the college business and to carry out its obligations recognizing that such rights are subject to conditions, requirements, and limitations applicable under the law, whether it be federal, state, or civil, and that these rights must be exercised consistently with provisions of collective bargaining agreements and Board policy. The power and authority not specifically abridged, delegated, or modified by this handbook or applicable collective bargaining agreements, is retained by the college.

These rights include but are not limited to --

- directing employees;
- hiring, scheduling, transferring, assigning, training or retraining employees;
- disciplining employees, including suspension, demotion, dismissal, or other disciplinary action against an employee;
- determining the methods, means, and personnel by which its operation is to be conducted;
- laying off employees for budgetary reasons.

Anti-Discrimination Policy

Clackamas Community College is an Equal Opportunity Employer. Clackamas Community College is committed to the goal of equality of opportunity, the development of an environment for employees and students free of discrimination, bias, prejudice, and/or harassment and an environment conducive to accomplishing the educational goals of this institution. It is the policy of the college to be fair and impartial in all

relations with its employees, applicants for employment, and students, without regard to race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, or family relationship. Any employee who feels discriminated against 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 such allegations and respond accordingly.

Americans with Disabilities Act

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 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)

Sexual Harassment

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 favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- 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.

Sexual harassment may include a range of subtle and not so subtle behaviors 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.

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 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.

Retaliation and False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, furnishes information or otherwise participates in an investigation or inquiry of any form of harassment or violation of a right is prohibited. Such retaliation shall be considered a serious violation of the college policy and is independent of whether the initial complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Employee Classifications

Employee classifications for Clackamas Community College are defined by the state collective bargaining laws and existing agreement(s) with respective bargaining units. The college's seven classifications are defined as follows:

1. Faculty* - All full-time and regular part-time (three-quarter time or more) annually contracted employees. These include instructors, librarians, counselors, coaches and department chairpersons.
2. Classified Staff* - All regular full-time and part-time (20 hours per week or more) employees whose work is not of instructional or academic nature, and who do not supervise other employees. Included are those appointed to a scheduled monthly or hourly salaried position, or who are employed on a temporary, non-instructional or non-academic basis.
3. Exempt Employees* - As defined in ORS 243.650 are contracted employees who are exempt from bargaining unit status. Supervisory positions are directly involved with the supervision and recommendation for hiring and dismissal of faculty, classified, other exempt, and student employees. (Board Policy 609)
4. Part-Time Instructors - Instructors with a term-by-term teaching assignment.
5. Work-Study - Federally funded student work experience.
6. Part-Time Classified Staff - Employees working fewer than 20 hours per week.
7. Probationary - All employees, until completion of stated period. CCC has separate probation periods, as follows:

Faculty - A minimum of three years and maximum of five years before consideration for continuing contract.

Classified - Six months (180 calendar days) before receiving full fringe benefits.

Exempt - No established probationary period, but after three full fiscal years of service, timely notice requirement for dismissal is in effect.

*These positions are considered full-time equivalent (FTE) positions.

Promotions and Transfers

The college has an interest in finding and promoting qualified employees from within.

Staff job openings will generally be posted on bulletin boards for eight calendar days to give staff opportunity to apply before the openings are made known to the general public. If a qualified and acceptable staff member is found to fill the position, the opening will not be publicly advertised. **Part-time faculty on Step 2 are considered internal candidates for all “Staff Only” openings.** If a staff member wants to be considered for an opening, the staff member must complete the application process in the time lines outlined in the applicable posting.

Classified employees may not apply for internal transfers during the six-month (180 calendar days) probationary period. Refer to contract provisions for additional information.

Employment of Relatives

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 required, the employee and the college will jointly attempt to find an alternative work assignment for one of the two employees. (Board Policy 603)

Conflict of Interest/Outside Employment

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:

1. detract from the efficiency of the employee;
2. conflict with the interest of the college; or
3. be a discredit to the college.

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 rectify the situation immediately.

Performance Analysis and Review

The performance review is a time set aside for supervisors to discuss overall appraisals of employee performance. Each performance review is intended to provide fair and objective information in a constructive, systematic manner. Job performance, attendance, attitude and pride in work performance are factors considered in an employee's performance review.

Formal performance reviews are made on a regular basis according to employee group. An employee may receive more than one formal performance review throughout the year at the discretion of the supervisor. Employees may request one additional evaluation annually. Such request must be made in writing either to the immediate supervisor or the Human Resource Office.

Disciplinary Action

Disciplinary actions and procedures are outlined in collective bargaining agreements

and the Board Policy Manual. Violation of college rules may result in disciplinary action, up to and including dismissal. The college will follow any applicable collective bargaining agreements or Board policy.

Any questions about the college's disciplinary procedures or rules should be referred to the Human Resource Office.

Termination of Employment

Circumstances may arise in which termination may be necessary. The college will follow any applicable collective bargaining agreements or Board policy.

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).

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.

Continued Medical Coverage (COBRA)

The Consolidated Omnibus Budget Reconciliation's Act of 1985 (COBRA) permits employees who lose health or dental coverage due to termination or reductions in hours the opportunity for continuous coverage. In the case of an employee's death, divorce, or separation, any dependent previously covered will have the opportunity to continue coverage. Please check with Human Resource Office for details on costs and procedures.

Firearms and Destructive Devices on College Property

Firearms are specifically prohibited on all college premises except as covered under ORS 166.360 - 166.384, "Possession of Firearms or of Destructive Devices in Public Buildings", or as required for classes offered on campus. Any firearm for such classes must be carried in the open in an appropriate gun case or sleeve. At no time should a firearm in a loaded position be transported through the college, on the premises, or in the possession of any individual. (Administration Regulation 6-96-0037)

Workplace Violence

Any language or action taken by one employee against another employee or student which can reasonably be interpreted as violence or threats of violence is absolutely prohibited, regardless of the intent. Any similar actions taken against or by a former employee, student, client, family member, member of the public or current employee is absolutely prohibited.

The college will take prompt disciplinary action against any employee engaging in workplace conduct which could be interpreted as violent, regardless of the intent of the actor. In addition, the college may contact the police or other law enforcement agency to intervene or to prosecute violators of this policy to the maximum extent allowable.

Employees, former employees, students and visitors are prohibited from bringing firearms, weapons, or drugs on to the college property.

Employees who engage in any of the above described behavior will be subject to discipline up to and including termination.

Employees have a “duty to warn” if they are aware of any suspicious workplace activity. This includes threats or acts of violence, aggressive behavior, etc. If an employee is being threatened outside of work by an acquaintance or family, notify your supervisor so that appropriate workplace precautions can be taken in the best interest of you and your co-workers.

Electronic Information Resources Policy

The electronic information resources are to be used in a manner that supports the educational mission of the college. CCC by mission and policy encourages learning, research, creativity, teaching, and the free exchange of ideas in a climate of openness and sharing. Electronic information technologies are an important set of tools in this effort. Guidelines establishing measures for the protection, access, responsibility and acceptable use of CCC's electronic information resources are contained in Administrative Regulation 2-96-0028.

Use of College Facilities and Equipment for Personal Gain

As public employees of a tax supported political sub-division, it is expressly prohibited to use college facilities, equipment or employed paid time for personal gain. Any such violations may be grounds for immediate disciplinary action including dismissal and/or criminal prosecution, if appropriate. (Administrative Regulation 6-96-0036)

Alcohol and Drug Use

In accordance with Public Law 101-226, Drug-Free Schools and Community Act Amendments of 1989, Clackamas Community College prohibits alcohol and all illegal substances on all college premises. Under this act an employee who performs work for a government contract or grant must notify the college of a criminal conviction for drug-related activity occurring in the workplace.

It is the college's desire to provide a drug-free, healthful and safe workplace and learning environment. Employees are required to report to work in appropriate mental and physical condition to perform their job in a satisfactory manner. While on college grounds, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including termination of employment. The college reserves the right to require an employee to participate in and successfully complete a drug or alcohol rehabilitation program as a condition of continued employment.

Employees with drug and alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all college policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the college any undue hardship.

STUDENTS OF CONCERN REFERRAL PROCESS

Who Is a Student of Concern?

Clackamas Community College offers students and staff a safe place to teach and learn.

A student of concern could be someone:

1. Who continually displays behavior that creates a barrier to students being able to be successful in the classroom or college environment.
2. Who causes concern by sharing information in an assignment or dialogue that displays self destructive patterns (abuse, addiction, or manifesting suicide tendencies).
3. Who is violent or threatening in either verbal or physical ways to staff or students.

What Is The Recommended Approach?

Staff members are encouraged to initially work with the student in a direct problem solving approach. Staff members have the right to create a productive, meaningful, and safe college and classroom environment.

What If Problem Solving With The Student Does Not Work?

Staff members are encouraged to contact the Department Chair of Counseling to discuss the situation and develop a plan of action. This plan of action is an informal process that will be used to help both the staff member and student resolve the situation.

What If The Issues Are Highly Emotional and/or Serious Mental Health Concerns?

There is always a counselor on-call and available Monday – Thursday, 8:00 a.m. - 6:00 p.m. and Friday, 8:00 a.m. - 5:00 p.m. Contact can be made by a staff member or a student calling for a counselor to meet in the Counseling Center or another designated area.

The Counseling Staff members are always available for consultation with faculty and staff on how to most effectively deal with a student.

Department Chair: Ellen Wolfson	Ext. 2550
Division Liaisons:	
Baldwin Van Der Bijl – Jean DeVenney	Ext. 5105
Kay Slusarenko – Lupe Martinez	Ext. 2717
Scott Giltz – David Blessman	Ext. 2267
Donna Accord – Lupe Martinez/Bill Zuelke	Ext. 2717/2268
Larry Levi – David Campbell	Ext. 2600
Glenda Tepper - Ellen Wolfson	Ext. 2550
Roxie Hobart – Ellen Wolfson	Ext. 2550

Thank you for working together to offer students and staff a safe place to teach and learn.

PAY AND WORK HOURS

Hours of Work

The normal work week for a college employee will be 40 hours, consisting of five eight-hour days, or four ten-hour days, unless assigned otherwise or covered by other stipulations in a bargaining agreement. **The normal work week during the summer (the first week of summer term until Labor Day) will be 36 hours, consisting of four nine-hour days.** Work weeks and shift hours may vary according to the departmental function and the nature of the job. In some work areas, flexible work hours are possible. Exceptions to the established work day may be made at the discretion of the supervisor and the Director of Human Resources. Employees are responsible for verifying their work schedule to their supervisor.

Employees will be at their work stations ready for work at the starting time.

Attendance and Punctuality

Attendance and punctuality are requirements of the job. **All vacation and personal leaves are to be requested in advance.** All other absences must be reported as soon as possible to the supervisor. Verification from a doctor may be required of any absence of more than five working days. Excessive absence, unauthorized absence, or repeated tardiness in reporting for work may be considered by the college to be cause for discipline and/or discharge.

Rest and Lunch Periods

During each working day, one 15-minute rest period is observed for any four consecutive hours worked. A lunch period with a minimum of 30 minutes will be observed for any eight consecutive hours worked. Lunch periods are generally not considered time worked.

Supervisors are responsible for determining specific schedules for rest and lunch periods.

Overtime Pay/Compensatory Time

Classified employees, covered by a collective bargaining agreement, are eligible for compensatory and/or overtime pay for any work performed in excess of 40 hours in a designated work week. A work week and compensatory time are defined in the CCC Association of Classified Employees Agreement.

Work performed during overtime hours will be paid at the rate of time and one-half the regular rate of pay or compensated with time off at the rate of time and one-half of the regular time worked overtime. If covered by a collective bargaining agreement, compensatory time may be taken in lieu of overtime pay by mutual agreement between employees and their supervisors, and must be used within the same or the next two pay periods following the date it was earned.

NOTE: Any arrangement to **earn and** use compensatory time must be reported on the college's Comp Time Report form. **There shall be no exceptions to this requirement.**

Overtime hours are to be worked only when authorized by the supervisor. If overtime hours are worked without supervisory approval, it may be grounds for disciplinary action. Repeated violations may be grounds for discipline, up to and including

termination. If there are any questions about this policy, it should be discussed with the supervisor and/or Human Resource Office.

Temporary Change in Work Schedule

As an option to overtime, a supervisor and an employee may agree to a temporary change in work schedules for that week. Any changes in work schedules must be completed within the same week that the overtime would have accrued, if the regular schedule had been worked. Time cannot under any circumstances be carried over from one work week to another or accumulated outside the defined work week. If there are any questions about this policy, it should be discussed with the supervisor and/or the Human Resource Office.

Pay Day

Pay day is the first day of each month. **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.** 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, ext. 2312, or the Human Resource Office, ext. 2318.

Payroll Deductions

Federal and state income taxes, social security, and other deductions which may be required by law, and those authorized by the employee, will be deducted from the employee's monthly pay. The paycheck stub will show total earnings, the amount of each deduction and net earnings. Should employees have any questions about their check, they should contact the Payroll Specialist immediately so the matter can be clarified.

By signing a payroll deduction authorization, an employee may have money automatically withheld for approved voluntary benefits, financial institutions, United Way, CCC Foundation, and/or tax-sheltered annuity contributions. All voluntary payroll deductions will remain effective until terminated, in writing, by the employee.

Payroll Draws

Payroll draws are granted on an emergency case by case basis. Payroll draws are strongly discouraged. The definition of emergency is solely within the discretion of the Dean of College Services and/or the Director of Human Resources. Requests for draws must be presented to the Human Resource Office between the 1st and the 15th of the month.

BENEFITS

Holidays

The college observes ten holidays during the year. Unless otherwise covered by a collective bargaining agreement, employees are required to work or be on a paid leave of absence the day prior and the day after the holiday to be eligible for paid holiday benefits.

Established holidays include:

New Year's Day	Martin Luther King, Jr. Day
Memorial Day	Independence Day
Labor Day	Veterans Day
Thanksgiving Day and day after Thanksgiving	
Last working day prior to Christmas Day and Christmas Day	

If a holiday falls on Sunday, it will be observed on Monday. When a paid holiday falls on Saturday, it will be observed on the preceding Friday.

Regular and probationary employees will be paid for each of the above holidays which occur during the period in which they are normally scheduled to work.

Specific employment conditions and work schedules will dictate the holiday benefits. Specific information on holiday provisions can be obtained in the appropriate union agreements or from the supervisor.

When a paid holiday occurs during an employee's scheduled vacation, it will not be counted as a vacation day.

Vacations

Information about vacations can be obtained in specific bargaining contract agreements and in the Board Policy Manual.

Vacation cannot be taken until earned, nor can an employee receive pay in lieu of time off.

Vacations must be requested in writing prior to the desired date(s) of vacation. In scheduling vacation time, consideration will be given to employee's preference in order of seniority and departmental needs.

An employee, other than an exempt employee, who terminates and has accrued vacation leave is entitled to payment for earned and unused vacation leave. Exempt employees who terminate their employment with the college will receive payment for vacation time not to exceed 15 working days. An exempt employee who executes early retirement on PERS from the college will receive payment for vacation time not to exceed 48 working days.

Leaves of Absence

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:

Sick Leave - Sick leave shall accrue at the rate of eight hours for each full

calendar month of service for all permanent full-time **classified and exempt** employees. **Faculty employees accrue at the rate of 80 hours (10 days) per year.** Permanent part-time bargaining unit employees accrue sick leave on a pro-rated basis. Unused sick leave may be accumulated without limit.

If an employee comes to the college from another Oregon public school system, including community colleges, half of accrued sick leave, not to exceed 75 days, is transferable to Clackamas Community College. The Human Resource Office will request that a letter be furnished from the former employer certifying the number of sick leave days the employee has accrued. The appropriate number of days will then be credited to the employee's college employment record.

In the event of illness or inability to report as scheduled, employees should call their supervisor as soon as possible prior to the commencement of the normal work day. Any employee absent from work on sick leave for a period of five consecutive working days or more, may be required to provide a doctor's release prior to reporting to work. Upon return, an absence report must be completed and signed by the supervisor and forwarded to the Human Resource Office.

Abuse of sick leave benefits may be cause for discipline and/or discharge.

Classified and faculty employees may donate up to 10% of their accrued sick leave time to any employee in their same employee classification who has exhausted all available types of accumulated leave time. Contact the Human Resource Office for specific information and the appropriate sick leave donation form.

Personal/Emergency Business Leave - Personal business leave, as defined in the appropriate bargaining contract agreements or in the Board Policy Manual, must be requested at least five days in advance, except in the event of an emergency.

Compassionate Leave - 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.

Employee Pregnancy, Parental, and Family Medical Leaves - 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.

Jury Duty - A leave of absence with pay will be granted for the time required for jury duty or for an appearance in court as a subpoenaed witness related to Clackamas Community College business. Employees shall immediately inform their supervisor and the Human Resource Office. Earnings other than mileage, meals, and parking which are received by the employee for serving on jury duty must be reimbursed to the college. Check with the Human Resource Office for details or questions.

Military Leave - Military leave is granted to employees for active uniformed service as required by federal and state law.

Employees who are called to serve. **This leave with pay could be up to 11 work days in the case of an employee who is ordered to duty intermittently during the year. The college uses October 1 - September 30 to calculate military leave.**

Requests for military leave should be made well in advance to allow supervisors time to schedule work loads properly. A copy of military orders assigning leave must accompany requests for military leave.

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).

IRC 125 Flex Program - All employees eligible to receive Clackamas Community College insurance benefits may also participate in the IRC 125 Flex Program. Open enrollment is during September each year for coverage **beginning October 1**. The program allows employees to tax shelter health and dental insurance premiums, health and dental expenses not covered by insurance plans and dependent care. **Enrollment is not automatic; employees who wish to participate must re-enroll each year.** Details and information are available from the Human Resource Office.

Workers' Compensation Insurance

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 **all** on-the-job injuries to their supervisor immediately, and fill out an Accident Report Form and the Worker's Compensation 801 Form. Both forms are available in the Human Resource Office.

Unemployment Compensation

The college covers employees under the State of Oregon Unemployment Insurance program.

Social Security (Old Age & Survivor's Insurance)

All employees are covered by the benefits of federal Social Security. The benefits received by employees, their dependents or survivors are set by federal law.

Information about this program is available upon request from local Social Security offices listed in area telephone directories.

Public Employees Retirement System (PERS)

Upon completion of six months employment or 600 hours of work in a calendar year, employees become members of the Oregon State Public Employees Retirement System (PERS) – membership is mandatory. Membership in PERS vests after five (5) years of employment. Except for exempt staff, the college pays the employee contribution, which is six percent of the employee's gross monthly wages. In addition, the college pays the required employer contribution which is set by statutes on an annual basis; that amount is generally ten percent, plus or minus, as determined by the PERS Board.

If an employee was covered by PERS in previous employment and did not withdraw from the system, that coverage is immediately transferred to the employee's college employment with no six month waiting period. That period also applies for calculation of vesting time.

The contributions of new employees/PERS members will be placed in the regular fund which is invested in common stocks, fixed-income securities and a variety of other investment vehicles. The employee has the option to place up to 75 percent of his/her contributions in a stock investment program called the Variable Annuity Program. The annuity program may be changed once a year. Forms to enroll or to change one's participation in the Variable Annuity Program are available in the Human Resource Office. Forms making such changes must be delivered to PERS no later than December 31 of any given year to be effective the next calendar year.

A statement of individual account is mailed each year by PERS. Any employee terminating employment prior to retirement should contact PERS concerning the status of his/her account.

Upon death of the employee prior to retirement, the designated beneficiary will receive all funds credited to the employee's account at that time, plus an equal amount from the college's contributions, if eligible. It is the responsibility of each employee to keep current the designation of beneficiary. Forms for this purpose are available in the Human Resource Office.

NOTE: The 1995 Oregon Legislature passed several important bills that in essence establishes a two-tier retirement system. Employees hired prior to January 1, 1996 are covered by one tier, which retains the PERS program as established by statute prior to January 1, 1996. All employees hired on or after January 1, 1996 are covered by a second tier. There are major differences in both membership requirements and benefits received at retirement. Employees may contact PERS for detailed explanations or pick up a PERS Member's Handbook in the Human Resource Office.

Early Retirement

In addition to Oregon's PERS, Clackamas Community College offers an early retirement program. Details are covered in the employee bargained contracts and in the Board Policy Manual. Contact the Human Resource Office for additional information. (Board Policy 606)

Voluntary Benefits

The college offers on a voluntary basis the opportunity for employees to purchase additional life, accident/sickness, cancer, disability, and/or long-term care insurance. Pre-paid legal services are also available on a voluntary basis. Contact the Human Resource office for information on any of these benefits.

Credit Unions

The college has memberships available in two credit unions:

Clackamas County Federal Credit Union
Portland Teachers Credit Union

Tax Sheltered Annuities (TSA's)

Tax sheltered annuities are available through the college on payroll deduction system. Lists of approved companies and appropriate agents are available in the Human Resource Office. There are elements that can modify the amount the employee is able to shelter in a Tax Sheltered Annuity. It is the responsibility of the employee to see that

the amount withheld does not exceed the statutory exclusion allowance under the United States Internal Revenue Code. The employee agrees to assume all consequences that might occur. If further information is needed, contact a tax advisor. Administrative Regulation AR 9-87-0012 covers TSA's.

Tuition Waivers

Full-time employees and their dependents (as defined by the IRS) are eligible for a tuition waiver for college-sponsored classes. Fees are not waived. Contact the Human Resource Office for authorization.

Tuition at CCC may be waived for part-time faculty who are members of the bargaining unit and the member's IRS dependents. For each credit hour taught, a like amount of tuition will be waived to a maximum of six credit hours per term. These credits may accumulate each academic year (summer through spring) to a maximum of 18 credit hours and can be transferred only to summer term of the subsequent academic year. Contact the Human Resource Office for authorization.

Other part-time employees are not eligible for tuition waivers.

Staff Development

Staff members may work toward a Certificate or Associate Degree through the staff development program. Information on the number of courses which may be taken, plus the procedure and other details, may be obtained from the Human Resource Office.

Staff development activities are available for all employee groups. Questions regarding funding or specific activities should be referred to the Human Resource Office. (Board Policy 604)

Clackamas Community College has also developed a partnership agreement with Marylhurst College for employees working toward a Bachelor or Master Degree with 1/3 tuition waived by Marylhurst, 1/3 tuition paid by Clackamas Community College, and 1/3 tuition paid by the employee. Tuition help is also available at other colleges and universities if the employee's course of study is not offered at Marylhurst. Contact the Human Resource office for details and procedure.

Check Cashing

An employee may cash checks up to \$100 at the Cashier's window. Second-party checks are prohibited. A \$25 charge will be made for returned checks.

THINGS TO KNOW

Personal Information

Employees have the responsibility to notify the Human Resource Office immediately in case of a change in name, address, telephone number, number of dependents, marital status, beneficiaries, etc.

Employees should also report any change in personal medical status or occurrence of a condition that could require special or emergency attention. This will help determine in advance the emergency action which may be necessary.

College Information

Employees with computer access will be able to find college news and information on

the FYI-Today, CCC Homepage, CCC Intranet, HR Homepage and the F:drive.

College Catalog or Directory Changes

The full-time staff directory and college catalog are updated annually. Any changes to the information listed should be submitted to the Human Resource Office so they may be reflected in the next publication. The publication of employee home addresses and telephone numbers in the staff directory is at the option of the individual employee, and may be changed on an annual basis. The directory is available as F:\1hr\Staff Directory.

Additionally, there is a part-time faculty directory available as F:\1staff\PTDIRECTORY.

Personnel Files

Copies of materials in official personnel files shall be confidential and shall be restricted for use to formal institutional meetings, normal administrative requirements or when otherwise required by law. Excluding confidential material secured by the college during the employment process, each staff member shall have access to their own personnel file during normal business hours. A staff member shall have the right to read all material and append to it answers to any charges, complaints, or statements therein contained.

Safety and On-the-Job Injuries

Prevention of work-related accidents, injuries and illnesses is a primary concern. We must all share the responsibility for following instructions and rules issued to prevent accidents, ensuring safe working conditions, acquainting oneself with the location of exits, fire alarm stations, fire extinguishers equipment and medical kits, and for becoming familiar with and complying with safety rules of employee's own job or occupation.

A Building Emergency Plan and a Public Safety Operations Manual have been prepared to advise each employee of the policies and procedures pertaining to the safety of the college and staff. All employees should be familiar with the contents of these documents. They are available in each designated building office and from the college Environmental Safety Office, ext. 2632, and the college Public Safety Office, ext. 2302.

Any unsafe working condition or equipment should be reported to a supervisor, the Environmental Safety Coordinator, or the Public Safety Office. Recommendations will be welcomed and carefully considered. Any on-the-job injury must be reported immediately to the employee's supervisor and the necessary paperwork completed. Not only is this important for the protection of the employee and the college, but there are also deadlines required by State law for the submission of such information.

In accordance with Oregon law and OSHA regulations, the college has an all-staff safety committee chaired by the Environmental Safety Coordinator, ext. 2632.

Telephone Calls

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.

Solicitation

Sales solicitation and/or distribution of literature for selling purposes on college property during work time is not permitted. Any employee solicited for any reason should notify

the Human Resource Office immediately. (Administrative Regulation 6-96-0038)

Smoking/Eating

The use of any tobacco product is restricted to designated outdoor facilities on campus. The use of tobacco products is forbidden in campus buildings. Eating will be confined to designated areas only. For details refer to Administrative Regulation 8-90-0019.

Communication

Opportunity to make your opinions or points of view known are provided in several ways. Faculty and classified staff unions, campus-wide committees or task forces all offer forums for individual expression. All staff are encouraged to become involved in campus activities as a way to become acquainted with other employees, and to become more knowledgeable about the college and its programs.

Every college standing committee has representatives from each employee group. They would welcome your suggestions or comments. For the names of committee members, contact the Office of the President.

Professional Organizations

College employees are encouraged to join appropriate professional and service organizations. Employees may attend conferences and short courses if it will benefit the employee and/or the college to do so. Permission to attend meetings must be given by the employee's immediate supervisor.

The college may reimburse employees for reasonable expenses necessary to join and participate in appropriate professional organizations to the extent that budgeted resources are available. Supervisors should be contacted for more information.

Copyright Manual

There are extensive federal and state copyright laws. Before you copy information, please pick up a Copyright Manual available in the Human Resource Office. Copyright information is also available in Administrative Regulation 2-91-0021 and Board Policy 719.

Recycling

Recycling bins are available in most office areas. We encourage their use.

Bulletin Boards

Employees should check the college employee/personnel bulletin boards in their building for matters concerning employment at the college. Any questions regarding the posted information should be directed to the classified building representatives or the Human Resource Office. Postings on official college bulletin boards shall be done only by designated employees.

Publications

FYI - The staff newsletter is published every two weeks (except once a month in July and August). This publication contains items of interest to all staff, including notices, meeting and event schedules, construction news, general information, and personal items about the college and its employees. If you are not able to access this publication on FYI-Today on campus computers, you may subscribe. Contact Marketing and Community Relations to subscribe and/or to submit news/information for inclusion in the

FYI.

THE PRINT - The college newspaper, written and edited by journalism students, is published weekly and distributed on Wednesdays during fall, winter, and spring.

The Schedule of Classes is published each term and mailed to all district residents prior to registration. It contains registration and scheduling information for credit, continuing education, district community school and senior center classes. More extensive information is published in the college catalog each year. Catalog material and term credit course information are also published via the Internet.

A number of campus publications are available to staff by "subscription," through the President's Office; they are also available on the F:drive. These include the Board of Education meeting agendas and minutes of those meetings, and the President's Council synopsis.

Other publications of which staff should be aware are the Board Policy Manual, available in the Library, the Archives, in each administrative office, and with each employee section president; and the faculty and classified staff collective bargaining contracts. The contracts are available to each faculty and classified staff member, and to those who supervise faculty or classified staff.

Public Safety

The Department of Public Safety is responsible for the public peace and the investigation of all criminal activity associated with Clackamas Community College. The department also has established a system of crime prevention information which is available to all faculty, staff and students on our campuses.

In a life-threatening situation: (medical, criminal, fire, etc.)

Dial 911 - from a campus or pay phone (money not required) and have the following information available:

Give the campus location of individual or situation (*be specific, campus/building/room number etc.*);

Describe nature of problem;

Please! Remain on the line, until you are told that you are no longer needed.

In classrooms with TV monitors:

Pick up the attached phone to contact the Video Department, ext. 2270.

After you have contacted 911:

Dial 503-804-5597 (*Public Safety*)

In a non-life-threatening situation, or if you need other assistance:

During normal work hours, you may call ext. 2571 (Chief of Public Safety) or ext. 2385 (Campus Services). All hours including holidays, weekends, and term breaks, dial 503-804-5597 (Public Safety Officer cell phone).

As an employee of this college, public safety officers require your assistance to observe and report criminal activity which will make our campuses safer and better places to work.

Parking

Parking for employee vehicles is available; however, there is no designated employee parking available on any Clackamas Community College campus. All employees operating and/or parking a vehicle on college premises are held responsible for observing the established motor vehicle regulations, which are published in the Board Policy Manual, or are available through the campus Public Safety Office.

Vehicular traffic, other than certain designated college utility vehicles, is prohibited

around and between buildings.

Clackamas Community College public safety officers are sworn Clackamas County deputy sheriffs and may write traffic citations for county court appearances. In addition, some citations require student court appearances. See information in the Student Handbook for details.

College Motor Pool

A motor vehicle fleet is maintained by the college as primary transportation for group travel, such as field trips, conventions, workshops, athletic competition, meetings, and other authorized purposes. **Vehicle use is for college business only.**

Currently, the motor pool fleet consists of three 15-passenger vans, one 11-passenger van (ADA compliant with lift), one 8-passenger mini-van, and three trailers (two enclosed and one flatbed).

Guidelines for Use of Motor Pool Vehicles

A Motor Pool Vehicle Request form is to be completed and received a minimum of ten (10) days prior to date of requested use, except in special circumstances. A telephone inquiry as to vehicle availability will not guarantee use of said vehicle.

A Motor Pool Vehicle Trip Sheet form is to be completed by the driver after each usage. Keys, trip sheets, credit cards are to be picked up and returned to Motor Pool Coordinator in Lewelling. Drivers of college vehicles **must** possess a valid operator's license and be 21 years of age or older.

Vehicles are to be picked up and returned to Lewelling and be returned as specified.

When the demand for college vehicles exceeds the number of college vehicles available, allocation will be based on the cheapest cost scenario, which will be composed of cost factors for similar vehicles in the market place, and will be applied to any conflict that may occur up to two weeks prior to a previous request. If a conflict arises during the two weeks prior to any reserved date, the first request will be honored. When the cheapest cost scenario applies, the Motor Pool Coordinator will research the market place for the lowest costs and, when appropriate, make arrangements with the selected vendor.

The Motor Pool Coordinator will provide credit cards that can be used by college staff when picking up rented vehicles.

Smoking is not allowed in college vehicles.

Personal Appearance and Conduct

As employees of a tax-supported educational institution, college staff members are engaged in public relations on a daily basis. They are expected to conduct themselves professionally in a friendly and courteous manner. College employees are expected to maintain high standards of neatness, cleanliness, and grooming appropriate to their positions on campus.

Children in the Workplace

Except for employer sponsored programs like Mother/Daughter, Father/Son days, etc., children may not accompany their parents to work. Institutional liability prohibits this activity. Employees who find themselves in this situation should make other arrangements for child care or may use personal business leave under the emergency

clause as outlined in the bargaining agreements. (Administrative Regulation 6-96-0035)

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 television announcements or call the college's ext. 5950 to determine if they are to report to work.

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.

Travel Reimbursement

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 Regulation 6-96-0033 and Board Policy 713.

Leadperson Assignments

Specific classified positions may have leadperson responsibilities. Details of a leadperson assignment description, required qualities, and the process for lead assignments may be obtained from the Human Resource Office.

Release of Student Information

All employees having student information must follow The Family Educational Rights and Privacy Act of 1974 (FERPA). Clackamas Community College policy on release of student information, as required in the FERPA are as follows:

I. Release of Directory Information

A. Level I - If there is no FERPA restriction on a student, Level I directory information will be released at the Registrar's Office:

- Verification of full- or part-time status
- Verification of periods of attendance
- Degrees or certificates awarded
- Residency status
- Major

B. Level II - Referred to the Dean of Instruction's Office:

- Student name, address, telephone number
- In emergency, locate student in class to deliver message

II. Release of Personally Identifiable Information

A. NON-RELEASABLE. All information not included as directory information. This information may not be released without the consent of the student, except under the following circumstances:

- Officials of CCC, including teachers, who have a legitimate educational interest in the information.
 - State and local officials or authorities to whom such information is specifically required to be reported.
 - Appropriate parties in a health or safety emergency.
 - Persons holding a judicial order or lawfully issued subpoena. The Registrar must make a reasonable effort to notify the student of the order or subpoena.
- B. ACCESS. CCC shall permit an eligible student to inspect and review the education records of the student and to control the review and inspection of education records by third parties. Students accessing education records must provide proof of identification.
- C. Students will be notified of their FERPA rights annually by publication in the Student Handbook.

NOTE: At any time there is a question concerning release of student information you are not clear about, contact the Registrar's Office.

College Rules

The following rules are designed to ensure an efficient and orderly environment and for the protection of the safety and health of all employees. Should an employee engage in any of the actions below, it will be considered sufficient cause for disciplinary action, including suspension or discharge.

- Insubordination
- Dishonesty
- Fighting, horseplay, or disorderly conduct on college premises.
- Possession or use of intoxicants, drugs, firearms, weapons, or chemicals on college premises.
- Being under the influence of alcohol, drugs or intoxicants.
- Smoking or eating in prohibited areas.
- Inferior work, carelessness, or negligence resulting in waste and/or interference with productivity.
- Incompetency
- Willful destruction and/or unauthorized removal of college property or property of other employees.
- Unexcused or habitual absence or tardiness.
- Sleeping on the job.

CONCLUSION

This handbook is intended to provide answers to many of the questions that may arise in an employment relationship. It is the employee's responsibility to be knowledgeable about the contents of this handbook as well as the collective bargaining agreement which may govern the employee's work. If there is a conflict between this handbook and a collective bargaining agreement, the agreement will prevail. Any questions about the information outlined in the preceding pages, a collective bargaining agreement, or any aspect of an employee's work, should be discussed with the employee's immediate supervisor. Employees may also contact the Human Resource Office for clarification of any work rule or contract interpretation.

Periodically the college reviews its employment policies and procedures and wage and

benefit programs. Therefore, the information contained in this handbook is subject to change due to such review. Most changes will occur within bargained contracts which are updated each contract cycle. Employees may also check with new and/or revised administrative regulations and changes in the Board Policy Manual.

Should an employee foresee any necessary changes or policies that should be reviewed or included, please communicate them to the Human Resource Office. Your suggestions are welcome.