



Employee Handbook

Revised December 2014

Table of Contents

Welcome	1
Mission Summary.....	2
Values	2
Core Themes	2
Staff Participation and Engagement.....	4
Employment Policies	4
Equal Employment Opportunity	4
Discrimination Complaint Process	5
Americans with Disabilities Complaint Process	6
Harassment	6
Retaliation and False Charges	7
Union/Association Membership	7
Employee Classifications.....	8
Employment at Will	8
Rights of Management.....	9
Promotions or Transfers	9
Nepotism	9
Staff Ethics/Conflict of Interest/Outside Employment.....	10
Performance Analysis and Review	10
Disciplinary Action	10
College Rules	10
Termination of Employment.....	11
Resignation.....	11
Firearms and Destructive Devices on College Property	11
Workplace Violence	11
Electronic Information Resources Policy	12
Use of College Facilities and Equipment for Personal Gain	12
Alcohol and Drug Use.....	12
Students of Concern	13
Pay and Work Hours	13
Hours of Work.....	13
Attendance and Punctuality	14
Break and Lunch Periods	14
Overtime Pay/Compensatory Time.....	14
Temporary Change in Work Schedule.....	15
Pay Day	15
Payroll Deductions.....	15
Payroll Draws	16
Group Insurance Benefits.....	16
Insurance.....	16
Section 125 Flexible Spending (Flex) Program	16
Health Savings Account.....	16
Continued Medical Coverage (COBRA)	17
Other Insurance Benefits	17

Unemployment Insurance	17
Workers' Compensation Insurance	17
Non-Insurance Benefits	17
Holidays	17
CCC Tuition Waivers	18
Staff Development	18
Leaves of Absence	19
Vacations	19
Sick Leave	19
Sick Leave Donation	20
Personal/Emergency Leave	20
Bereavement Leave	20
Family Medical Leave - Federal and State	20
Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS) Leave	21
Jury Duty	21
Military Leave	21
Veterans Day Leave for Veterans	21
Retirement	21
Public Employees Retirement System (PERS)	21
Early Retirement	22
Tax Sheltered Annuities (TSA's)	22
Helpful Information	22
Personal Information	22
College Information	22
College Catalog or Directory Changes	22
Personnel Files	22
Safety and On-the-Job Injuries	23
Telephone Calls and Internet Use	23
Solicitation	23
Tobacco Products	23
Professional Organizations	23
Copyright Manual	24
Recycling/Sustainability	24
Bulletin Boards	24
Publications	24
Campus Safety	25
Reporting Emergencies	25
Parking	25
College Motor Pool	26
Personal Appearance and Conduct	26
Children on Campus	26
Mother Friendly Workplace	26
School Closures/Late Openings	26
Expense Reimbursement	27
Release of Student Information	27
Animals in College Facilities or on Campuses	27
Conclusion	27
Acknowledgment and Receipt	29
Index	29

Welcome

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 transformed into realities.

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

One of the college's greatest strengths is its outstanding staff. The overriding concern of staff—faculty, classified, administrative and confidential—is the student. If our students are not successful, the college is not successful.

This handbook will assist staff, new and continuing, to become familiar with the way our institution functions, and will provide you with the answers to many questions that will arise as we serve our college community.

Nothing in this handbook is intended to create an employment contract or to create contractual obligations of any kind. The college reserves the right to modify the policies set forth herein at any time. In this handbook, you will occasionally see references to Board Policy, Administrative Rules and collective bargaining agreements. If there is any inconsistency or conflict between this handbook and any such Policies, Rules, or collective bargaining agreements the respective collective bargaining agreement takes precedence. A current version of all Board Policies and Administrative Rules is available at <http://policy.osba.org/clackcc/>. In addition, many of the procedures, guidelines and forms referred to in this document may be found on the CCC Human Resources website at: <http://wcmsprod.clackamas.edu/Internal/HR/Procedures/>

We are pleased to have you with us and hope that your time here at Clackamas will be a positive and productive experience. Please feel free to call upon us should you have any suggestions, questions and/or concerns.

Patricia Anderson Wieck
Dean of Human Resources

Dr. Joanne Truesdell
President

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.

Values

We subscribe to the following institutional values

Community - the college staff holds the institution in trust for the citizens of the district.

Students - the college exists to enable students to earn a college education, prepare for the world of work, and learn how to learn.

Staff - all college personnel must contribute to and support the educational mission of the college.

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

Environment and sustainability - the college accepts responsibility as a steward of the environment, not only to teach environmental principles, but also to model appropriate environmental behaviors.

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

Core Themes

Our core themes describe the essential elements of our mission fulfillment. They are:

Academic Transfer – We provide education that results in successful academic transfer to a four-year institution.

Career and Technical Education – We provide education and training that reflect the economic needs of the community and region and lead to successfully attaining employment.

Essential Skills – We provide education that supports high school completion and learning English, and develops essential skills such as mathematics, reading and writing.

Lifelong Learning – We provide diverse special events, enrichment programs, and continuing education opportunities and develop strong partnerships with our community agencies.

Staff Participation and Engagement

In the spirit of shared governance, the college strives to maintain an open and inclusive organizational structure which enables all members of staff to participate in the decision-making process. 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; if not, 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 standing committees, ad hoc task forces work teams, the Human Resources Office, 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 seek the widest possible input to address college-wide issues, and provides a diversity of communication 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 staff member – whether faculty, classified, administrative, confidential, full-time or part-time – is encouraged to play an active role in this process. If an employee has any questions about how to become more involved, be sure to ask his/her supervisor.

Employment Policies

Equal Employment Opportunity

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.

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

Any employee who feels discriminated against should notify the Dean of Human Resources. If for some reason, they are uncomfortable notifying the Dean of Human Resources, they should report the discrimination to the Vice President of College Services, President of the college, president of their respective association or any

confidential employee in the Human Resources Office. The Human Resources staff will confidentially and thoroughly investigate such allegations and respond accordingly. No employee will be retaliated against for raising concerns under this policy.

The college strives to achieve prompt and full utilization of minorities, the disabled, qualified veterans, and women in all levels and in all segments of the work force.

The College will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the College, be unduly costly, extensive or disruptive, nor present a direct threat to the health or safety of the individual or others in the workplace.

The College strives to reasonably accommodate qualified individuals with a disability per ORS 659A.115 so that they can perform the essential functions of a job. The Human Resources Office is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues. Contact the Human Resources Office for the appropriate procedure to request such accommodation (Americans with Disability Act Board Policy ACA and ADA Grievance Procedure is Administrative Regulation ACA-AR ADA). (Policy reference: GBA)

Discrimination Complaint Process

Complaints regarding the interpretation or application of the College's nondiscrimination policy shall be processed in accordance with discrimination complaint procedures located on the Human Resources website under Procedures and Guidelines:

<http://wcmsprod.clackamas.edu/Internal/HR/Procedures/>

(Discrimination Complaint Procedures AC-AR)

It is the policy of the Clackamas Community College and its Board that there will be no discrimination or harassment in any education programs, activities or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

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

Title IX Coordinator, Patricia Anderson Wieck, Dean, Human Resources, Oregon City Campus, 503-594-3300.

Americans with Disabilities Complaint Process

The Dean of Human Resources is the compliance officer responsible for coordinating the College's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). The compliance officer shall be a neutral party having had no involvement in the complaint presented. The ADA Grievance Procedure is located on the Human Resources website under Procedures and Guidelines: <http://wcmsprod.clackamas.edu/Internal/HR/Procedures/> (ADA Grievance Procedure ACA-AR)

Harassment

All employees are expected and required to treat each other, our students and our community, in a courteous and respectful manner at all times.

Harassment of any kind is prohibited. This includes sexual harassment and other harassment based upon characteristics protected under local, state and federal discrimination regulations. This form of misconduct undermines morale and the integrity of the employment relationship, and interferes with the goals of the college.

Sexual Harassment Unwelcome sexual advances, requests for sexual favors or sexually suggestive conduct or statements are sexual harassment when (Sexual Harassment Board Policy is GBN/JBA and Sexual Harassment Complaint Procedure is Administrative Regulation GBN/JBA-AR):

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

Hazing/Harassment/Intimidation/Bullying/Menacing including cyber bullying, by students, staff or third parties is strictly prohibited and shall not be tolerated by the College (Board Policy GBNA/JFCF and Administrative Regulation GBNA/JFCF-AR).

Examples of harassment which may violate this policy also include:

- Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;
- Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- Visual forms of harassment such as derogatory, offensive or sexually suggestive posters, cartoons, pictures or drawings displayed in the workplace; and,
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.

An employee should contact his/her supervisor or the Dean of Human Resources immediately if:

- He/she feels or perceives harassment by vendors, visitors, customers, co-workers, students, supervisors or others;
- conduct which may be harassment prohibited by this policy; or,
- Retaliated in any way by anyone for raising concerns under this policy.

If an employee is uncomfortable speaking to his/her supervisor or the Dean of Human Resources, the employee should take concern(s) immediately to the Vice President of College Services, President of the College, President of his/her respective association, or any confidential employee in the Human Resources Office.

Confidential investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of the investigation. Employees found to be harassing other employees will be appropriately disciplined, up to and including discharge from employment.

Clackamas Community College will not tolerate harassment.

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, unlawful discrimination, or the violation of any legal right is prohibited. Such retaliation is considered a serious violation of the college policy regardless of whether the initial complaint is found to be substantiated. False charges or accusations, if willfully made, are also regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Union/Association Membership

The college recognizes the rights of eligible, non-supervisory employees to form, join and participate in a collective bargaining unit for the purpose of representation on matters of employee relations. The college has three recognized bargaining associations: full-time faculty, classified, and part-time faculty. Refer to the respective

association collective bargaining agreements for more information. The agreements are located in the Human Resources Office and/or website.

Employee Classifications

Employee groups at Clackamas Community College are defined by state collective bargaining laws and agreements with the bargaining units. The college's employee groups are:

- Full-time faculty* - All full-time (three-quarter time or more) regularly contracted employees. Refer to the full-time faculty agreement for definitions.
- Classified* - All regular full-time and established 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. Refer to the classified association agreement for definitions.
- Administrative* - As defined in ORS 243.650, administrators are employees who are exempt from bargaining unit status. Administrative positions are normally involved with the supervision and recommendation for hiring and dismissal of faculty, classified, other administrative or confidential, and student employees. Refer to the Administrative Handbook for definitions.
- Confidential* - Employees who assist and act in a confidential capacity to administrators in areas of collective bargaining, etc. These employees may be "non-exempt" and may be subject to overtime rules as defined under the Fair Labor Standards Act (FLSA). Refer to the Administrative Handbook for definitions.
- Part-time faculty – Faculty hired term-by-term for academic assignment (faculty assignment contract).
- Student – Employees enrolled as students taking more than 6 credit hours during the term.
- Part-time classified - Employees working 19.5 hour per week or less. Employees are paid for actual time worked per quarter hours (.25, .5, .75, 1, etc.)
- Probationary- Refers to all faculty, classified, administrative/confidential, and part-time faculty until completion of stated period. Refer to bargaining agreements or handbooks for information.
- Grant funded full-time classified* – Employees hired into full or part-time positions of 20 or more hours per week that are being paid with grant funds and are not members of the classified bargaining unit.

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

Employment at Will

Probationary classified, administrative, confidential, student, part-time classified, and grant funded full-time classified, not eligible or not covered for membership in a collective bargaining unit, 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 college business and to carry out its obligations recognizing that such rights are subject to conditions, requirements, and limitations applicable under the law, whether federal, state, or local, and that these rights must be exercised consistent with provisions of collective bargaining agreements and Board Policy. The power and authority to manage, 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;
- Determining the methods, means, and personnel by which its operation is to be conducted;
- Laying off employees for budgetary reasons.

Promotions or Transfers

The college has an interest in promoting qualified employees. Employees are encouraged to apply for open positions that interest them and for which they are qualified. Respective collective bargaining agreements will influence preference, if any, for qualified internal candidates during the recruitment and selection process.

Nepotism

Nepotism is prohibited. More than one member of an employee's family may be hired as a regular College employee. Employees who are members of the same family may be assigned to work in the same department with the Dean of Human Resources' approval. In accordance with Oregon law, however, the College may refuse to hire individuals, or may transfer current employees, in situations where an appointment would place one family member in a position of exercising supervisory, appointment or grievance adjustment authority over another member of the same family (Board Policy GBC).

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

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

Staff Ethics/Conflict of Interest/Outside Employment

No College employee will use his/her College position to obtain personal financial benefit or avoidance of financial detriment or financial gain or avoidance of financial detriment for relatives, household members or for any business with which the employee, household member or relative is associated (Board Policy GBC and ORS 244.040).

In order to avoid potential conflicts of interest, employees should check with their supervisor and collective bargaining agreement prior to accepting any outside employment. Outside employment must in no way:

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 immediately rectify the situation.

Performance Analysis and Review

The performance review is a time used by supervisors to discuss the employee's performance and review goals for the upcoming review period. Each performance review is intended to provide fair and objective information in a constructive, systematic manner. Job performance, attendance, interactions with co-workers, supervisors, students and customers, are all factors considered in an employee's performance review.

Formal performance reviews are conducted on a regular basis according to each employee group, respective collective bargaining agreement and/or this handbook.

Disciplinary Action

Disciplinary actions and procedures are outlined in collective bargaining agreements and Board policies. Violation of college rules may result in disciplinary action, up to and including dismissal. The college will follow applicable collective bargaining agreements, Board policies, and/or state and federal laws.

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

College Rules

The following rules are designed to ensure an efficient and orderly environment and protect 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, up to and

including immediate suspension or termination of employment. This list is not exhaustive.

- Insubordination
- Dishonesty
- Fighting, horseplay, or disorderly conduct on college premises
- Possession or use of intoxicants, drugs firearms, weapons, or chemicals on college premises not allowed by policy
- Being under the influence of alcohol, drugs or intoxicants
- Smoking 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/excessive absence or tardiness
- Sleeping on the job
- Any policy violation
- Rudeness toward customers, students, co-workers or supervisors

Termination of Employment

Circumstances may arise in which termination may be necessary. The college will follow any/all applicable collective bargaining agreements, Board policies, and/or applicable state and federal laws.

Resignation

Employees may voluntarily resign by notifying their supervisor and the Human Resources Office. To resign in good standing, an employee must give at least two weeks (14 days) written notice unless the supervisor agrees to permit a shorter period of notice due to extenuating circumstances. Group insurance benefits will be terminated at the end of the month of the termination. Continuation coverage may be requested under COBRA (see Benefits section). (Policy reference: GCPD/GDPB)

Firearms and Destructive Devices on College Property

Firearms, destructive devices and other dangerous weapons are specifically prohibited on all college premises except as allowed under ORS 166.360 - 166.385, as described in Administrative Regulation ECA-AR(1).

Workplace Violence

Any statement made or action taken by one employee against another employee or student which can reasonably be interpreted as violence or a threat of violence is absolutely prohibited, regardless of the intent. Any such statement made or action 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 actual or threatened violence, regardless of the intent. 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 who engage in any of the above described behavior will be subject to disciplinary action, up to and including termination of employment.

Employees have a “duty to warn” the college if they are aware of any workplace activity reasonably suspected to be threatening or violent, or any criminal activity. In emergency situations, contact the CCC Department of Campus Safety or call 9-1-1 immediately. If any employee is being threatened outside of work by an acquaintance or family member, notify his/her supervisor so that appropriate workplace precautions can be taken in the best interest of the employee and their co-workers.

Electronic Information Resources Policy

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 in Administrative Regulation IIBGA-AR.

Use of College Facilities and Equipment for Personal Gain

Clackamas Community College employees are prohibited from using college facilities, equipment or employer paid time for personal gain as defined by law or policy. (Use of College Property Administrative Regulation EDC/KGF-AR). Violations may be cause for immediate disciplinary action.

Alcohol and Drug Use

Clackamas Community College prohibits alcohol and all illegal substances on all college premises, except for *alcohol use only sponsored events* for which express permission/exception is required and then granted. 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 including marijuana. 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 (a) if the employee agrees to abstain from use of the problem substance, (b) if the employee abides by all college policies, rules, and prohibitions relating to conduct in the workplace, and (c) if granting the leave will not cause the college any undue hardship.
(Policy reference: GBEC & GBK/JFCG/KGC)

Students of Concern

Clackamas Community College offers students and staff a safe place to teach and learn. A student of concern could be someone who:

1. Continually displays behavior that creates a barrier to student's ability to be successful in the classroom or college environment.
2. Causes concern by sharing information in an assignment or dialogue that would display self-destructive patterns (abuse, addiction, or manifesting suicidal tendencies).
3. Is violent or threatening in either verbal or physical ways to staff or students, or who engages in sexual, racial, ethnic, or other harassment. The college does not tolerate such conduct by students. Any such conduct should be reported promptly so that appropriate disciplinary action can be taken.

The Counseling Staff members are available for consultation with faculty and staff on how to most effectively deal with a student of concern. Refer to the Student Handbook for information.

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 (Sunday-Saturday) 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 Dean of Human Resources. Employees are responsible for

verifying and receiving authorization for their work schedule from their immediate supervisor.

Employees are expected to be at their work location working at the designated start time.

From the first week of summer term through Labor Day weekend, the College shifts to a 4-day, 9-hour per day workweek (36 hours). The College is closed on Fridays. An FLSA-non-exempt employee who works or is in paid status for the 4-day, 9-hour schedule will not suffer a reduction in regular pay during this summer schedule. During the reduced summer schedule (and any other time that the college is closed for business) the job requirements of FLSA-exempt employees may necessitate additional days and longer hours.

Attendance and Punctuality

Attendance and punctuality are requirements of CCC jobs. Vacation and Personal Leave time is to be requested in advance (preferably 1 week prior to the needed time off; exceptions may be made in cases of emergency as determined by the supervisor and/or the Dean of Human Resources). All other as must be reported as soon as possible to the supervisor. Verification from a qualified health care provider may be required for any absence of more than three (3) working days. Excessive absence, unauthorized absence, or repeated tardiness in reporting for work may result in discipline up to and including termination of employment.

Break and Lunch Periods

During each working day, one 15-minute break period is observed for each work segment of four hours or the major portion thereof (two hours and one minute through four hours) and is generally taken during the middle of the work segment. Lunch period(s) (with a minimum of 30 minutes) will be observed for any six or more consecutive hours worked, per applicable law or collective bargaining agreement. Lunch periods are generally not considered time worked.

Supervisors are responsible for determining specific schedules for break and lunch periods and confirming those schedules with employees.

Overtime Pay/Compensatory Time

Classified and confidential employees are eligible for compensatory and/or overtime pay for any work performed in excess of 40 hours in a designated work week. Overtime hours will be paid at the rate of time and one-half the regular rate of pay or, compensated at the rate of time and one-half in the form of time off. If covered by a collective bargaining agreement, compensatory time may be taken in lieu of overtime pay by mutual agreement between the employee and their supervisor, and must be used as stipulated in the classified association bargaining agreement.

Overtime hours are to be worked only when pre-authorized by the supervisor. If overtime hours are worked without supervisory approval, it may result in 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 the Dean of Human Resources.

Temporary Change in Work Schedule

As an option to overtime, a supervisor and an employee may temporarily change the 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 a classified employee is covered by a collective bargaining agreement, a change in the work schedule is outlined in that agreement. Except in the event of an emergency, five days advance notice will be provided in the event of a change in an employee's work schedule. If sufficient personnel do not accept overtime on a voluntary basis or in the case of an emergency, such additional human resources deemed necessary by the College may be required to work overtime. If there are any questions about this policy, it should be discussed with the supervisor and the Dean of Human Resources.

Pay Day

Pay day is the last banking day of the month worked. During the summer term, pay day will be on the last day of the month the college is open. All salary payments will be made via direct deposit unless the employee elects otherwise. Direct deposit is strongly encouraged. If an employee elects direct deposit the employee will automatically be enrolled for on-line pay advices. If an employee wishes to opt out, the employee may obtain the opt-out form from Human Resources or on the website at <http://www.clackamas.edu/about-us/ccc-jobs/payroll>.

Employees must submit their time sheets electronically on the 19th but no later than the 20th of each month to ensure they receive the appropriate pay on pay day.

Supervisors of part-time instructors paid through a Faculty Assignment Contract (FAC) must submit the completed and signed FAC to Human Resources no later than the 15th day of the first month of the term in order to be paid according to the pay days discussed above.

If there are any questions, contact the Human Resources Office, ext. 3087 or 3092.

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 pay advice (available online through the "myClackamas" portal) shows total earnings, the amount of each deduction and net earnings. If employees have any questions about their check, they should contact the payroll staff in Human Resources immediately.

By signing a payroll deduction authorization, an employee may have money automatically withheld for approved voluntary benefits, financial institutions, the CCC

Foundation, and/or tax-sheltered annuity contributions (403b/457 plans). See the HR Website for more information or contact the Human Resources Office. All voluntary payroll deductions will remain in effect until terminated, in writing, by the employee.

Payroll Draws

Payroll draws are meant to assist employees in the event of an emergency and will be granted on a case-by-case basis. The definition of emergency is solely within the discretion of the Dean of Human Resources and/or the Vice President of College Services. Requests for draws must be presented to the Human Resources Office by the 15th of the month. Draws are paid on the 20th or the closest business day. The maximum number of payroll draws per calendar year (January 1 – December 31) is two (Board Policy DLBA).

Group Insurance Benefits

The following benefits apply to all non-faculty employees who are hired to regularly work 20 hours or more per week in each year of employment in a benefit-eligible position and to other full-time and part-time employees who qualify for some or all insurance benefits per policy or applicable law. Benefits may be pro-rated, based on eligibility.

Insurance

Benefits may include medical, dental, vision, life, long-term disability, and accidental death and dismemberment insurance, per the employee's eligibility. Eligibility and coverage is defined in the respective collective bargaining agreement or in Board policy.

Initial enrollment and specifics will be discussed at the new employee orientation. Specific details about the plans are outlined in the insurance coverage booklet, available in the Human Resources Office.

Section 125 Flexible Spending (Flex) Program

All employees eligible to receive Clackamas Community College insurance benefits may be eligible to participate in the section 125 flex program. Open enrollment is from August 15th through September 15th each year, for coverage beginning October 1st. The program allows pre-tax deductions for health, vision, and/or dental expenses not covered by insurance plans and dependent care. Enrollment is not automatic; employees who wish to participate must re-enroll during open enrollment each year. Details and information are available in the Human Resources Office. Employees enrolled in the Health Savings Account (HSA) are only eligible to participate in the Section 125 for dependent care costs.

Health Savings Account

Employees who are eligible to receive Clackamas Community College insurance benefits may elect to enroll in the high deductible Health Savings Account (HSA) and maintain a health savings account. Refer to the collective bargaining agreement or contact the Human Resources Office for more information.

Continued Medical Coverage (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permits employees and covered dependents who lose medical or dental coverage due to “a qualifying event,” such as termination of employment or divorce, the opportunity to continue coverage on a self-paid basis for a period of time as determined by the COBRA rules. Please check with Human Resources for details.

Other Insurance Benefits

The college offers eligible employees the opportunity to purchase additional benefits (e.g. additional life insurance, short term disability, etc.), through the state OEGB program. Each year the college Health Insurance Committee works with OEGB to determine the voluntary benefits. Contact the Human Resources Office for a current listing of additional benefits.

Unemployment Insurance

The college participates in the State of Oregon unemployment insurance program. Contact the State of Oregon Employment Department for eligibility information.

Workers' Compensation Insurance

The college complies with federal and state workers' compensation insurance regulations. Workers' Comp provides payment for medical expenses and disability income in the case of an on-the-job injury or illness and survivor benefits in case of job-related death. The amount of the benefit is set by the State of Oregon. Employees must immediately report all on-the-job injuries or near misses to their supervisor and complete the CCC Incident Injury/Illness report form and the state Workers' Compensation 801 Form, if relevant. Both forms can be obtained online or by contacting the Human Resources Office.

Non-Insurance Benefits

The following benefits apply to all non-faculty employees who are hired to regularly work 20 hours or more per week in each year of employment in a benefit-eligible position and to other full-time and part-time employees who qualify per collective agreement, policy or applicable law. Benefits may be pro-rated, based on eligibility.

Holidays

The college observes eleven paid holidays during the year. Unless otherwise covered by a collective bargaining agreement, employees are required to work or be in paid status the day prior to and the day after the holiday to be eligible for paid holiday benefits. Newly hired employees will receive the paid holiday if he/she is in paid status the day before and the day after. Part-time employees do not receive holiday pay unless stipulated in the respective collective bargaining agreement.

Established holidays include:

- New Year's Day

- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Working day before or after Christmas
- Christmas Day

If a paid 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. During the college's summer schedule, if a holiday falls on a Friday or Saturday it will be observed on the preceding Thursday.

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.

CCC Tuition Waivers

Full-time employees and their dependents (as defined by the IRS) ages 24 and under are eligible for a tuition waiver for college-sponsored classes. Fees and other costs are not waived. Contact the Human Resources Office for further information and authorization. (Tuition and Fees is Board Policy DMA and Tuition Waivers is Administrative Regulation DMA-AR)

Tuition at CCC may be waived for part-time faculty who are members of the bargaining unit and the member's IRS dependents ages 24 and under. For each credit hour taught, a like amount of tuition will be waived to a maximum of 12 credit hours per term and maximum of 36 credits in an academic year. Please refer to the part-time faculty bargaining agreement or the Human Resources Office for more details.

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

Staff Development

Staff members may work toward a certificate or degree through the staff development program. Information regarding the number of courses which may be taken, plus the procedure and other details, may be obtained from the Human Resources Office.

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

Clackamas Community College has also developed a partnership agreement with Marylhurst University for eligible employees working toward a bachelor's or master's degree which provide 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 Resources Office for details as this may change per the College's agreement with Marylhurst.

Leaves of Absence

An employee may be granted pro-rated leave (paid or unpaid) on days in which the employee is scheduled to work per policy, collective agreement or law. Eligibility for the following leaves vary, dependent on employee status (full-time/part-time) per collective agreements and law. If there is a conflict between this handbook and a collective bargaining agreement, the agreement will prevail. The college provides time off, other than earned vacations, to employees according to the following terms and conditions:

Vacations

Information about vacations is available in the respective collective bargaining agreement and in Board policy.

An eligible employee may not take vacation until he/she has accrued vacation hours and have successfully completed their probationary period. An employee cannot receive pay in lieu of taking vacation time.

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

Employees who have completed their probationary period and who terminate their employment are entitled to payment for earned and unused vacation leave per applicable policy and/or collective bargaining agreement.

Sick Leave

Sick leave accrues at the rate of eight hours for each full calendar month of service for all regular full-time classified and administrative/confidential employees. Full-time faculty employees accrue at the rate of 80 hours (10 days) per year. Regular part-time faculty accrue sick leave on a pro-rated basis (see the part-time faculty bargaining agreement). Unused sick leave may be accumulated without limit, but is not paid at termination.

If an employee comes to the college from another Oregon PERS employer within two years of leaving that employment, half of his/her accrued sick leave, up to 600 hours is transferable to Clackamas Community College. The Human Resources 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 hours will then be credited to the employee's college leave record.

In the event of illness or inability to report as scheduled, employees should contact their immediate 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 three consecutive working days or more may be required to provide a qualified health care provider release prior to reporting to work and/or may qualify under the family medical leave laws (Family Medical Leave below). Upon return, a leave request must be completed and approved by the supervisor.

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

Sick Leave Donation

Classified and full-time faculty employees may donate a portion of their accrued sick leave time to any employee in their same employee classification who has exhausted all available types of accumulated leave time, per respective bargaining agreement. Donation of sick leave is meant to assist the employee as a bridge to long-term disability, and is not meant to be used as a replacement for long-term disability. Contact the Human Resources Office for specific information and the appropriate sick leave donation form.

Personal/Emergency Leave

Personal Leave, as defined in the appropriate collective bargaining agreement or in Board Policy, must be requested at least five days in advance, except in the event of an emergency.

Bereavement Leave

In the event of death in the employee's immediate family, the employee may be granted up to three (3) days leave with pay, prorated per employee status for the purpose of attending the funeral or making necessary arrangements. Immediate family will be defined as current spouse/same gender domestic partner, child, parent (or one standing in the place of a parent or child of the employee), sister, brother, grandparents and grandchildren, and current spouse's/ same-gender domestic partner's same extended time may be granted, using accrued sick leave, personal leave, vacation, or time off without pay as agreed by the College.

Concurrent bereavement leave may be granted per applicable state and federal law. Bereavement leave will not accumulate from year to year.

Family Medical Leave - Federal and State

The college is a covered employer under both the Federal (FMLA) and State of Oregon (OFLA) family leave laws. The family leave laws grant eligible employees unpaid leave for qualifying events. Contact the Human Resources Office for detailed information. (Policy reference: GCBDA/GDBDA & GCBDA/GDBDA-AR (1) – AR (7))

Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS) Leave

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

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 Resources 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 by submitting the check to Enrollment Services. Check with the Human Resources Office for details.

Military Leave

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

Requests for military leave should be made well in advance, as far as is practicable, to allow supervisors time to schedule workload. A copy of the employee's military orders must accompany requests for military leave. Contact the Human Resources Office for more information.

Veterans Day Leave for Veterans

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

Retirement

Public Employees Retirement System (PERS)

The College participates in the Oregon State Public Employees Retirement System (PERS) and membership is mandatory. The college pays the employee contribution for eligible employees, which is six percent of the employee's gross monthly wages.

It is the responsibility of each employee to ensure the designation of beneficiary is current. Forms for this purpose are available in the Human Resources Office.

For detailed information employees should contact PERS or review the PERS website.

Early Retirement

In addition to the Oregon PERS, Clackamas Community College offers an early retirement program for eligible employees hired prior to July 1, 2011. Details are in the respective collective bargaining agreement and Board Policy. Contact the Human Resources Office for additional information.

Tax Sheltered Annuities (TSA's)

Tax sheltered annuities are available for all eligible employees (403b, 457, 457 Roth). CCC's Plan Document is located in the Human Resources Office. The list of approved companies is available in the Human Resources Office and/or website. The annual amount the employee is able to deduct is based on specific federal rules/regulations. 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 assumes all consequences of excess withholding that might occur. If further information is needed, contact a tax advisor (Administrative Regulation DFA-AR).

Helpful Information

Personal Information

Employees are responsible for notifying the Human Resources Office immediately in case of a change in name, address, and telephone number or emergency contact information. Many official documents and notifications are sent to an employee's current address, so it is critical to keep that information current with HR.

College Information

Employees with computer access will be able to find college news and information on the FYI-Today, CCC Homepage, CCC Intranet, CCC "myClackamas" Portal, HR Homepage and the "F" drive.

College Catalog or Directory Changes

Staff information in the college catalog is updated annually. The staff directory is updated via the College's portal. It is important that employees contact the Human Resource Office about any changes to office location, etc. Personal information such as home address, phone numbers, etc., is not listed in the portal.

Personnel Files

Materials in official personnel files are confidential and restricted for use in formal institutional meetings, for normal administrative requirements or when otherwise required by law. However, each staff member may access their own personnel file during normal business hours upon giving reasonable advance notice. A staff member has the right to read all material and append to it answers to any charges, complaints, or statements contained therein.

(Policy reference: GBL)

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 becoming familiar with and complying with safety rules of our own job or occupation.

A Building Emergency Plan and a Campus 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 building and from the Campus Safety Office, ext. 3064 or ext. 6234.

Any unsafe working condition or equipment should be reported to a supervisor, the local Safety committee member, or the Campus Safety Office. Recommendations will be welcomed and carefully considered. Hazards presenting immediate danger to anyone must be reported immediately, and all on-the-job injuries must be reported immediately to the employee's supervisor and to Human Resources to complete the necessary paperwork. Not only is this important for the protection of the employee and the college, there are also deadlines required by law for timely submission of such information.

In accordance with applicable laws and regulations, the college maintains an all-staff safety committee chaired by the Environmental Safety Coordinator, ext. 3064.

Telephone Calls and Internet Use

Personal telephone calls and personal internet use shall be limited. For more information on the college's electronic use policy refer to Board Policy IIBGA and Administrative Policy IIBGA-AR.

Solicitation

Sales solicitation and/or distribution of literature for marketing products and services on college property must adhere to Vendor Guidelines (Administrative Regulation KG/AR and Board Policy KI/KJ).

Tobacco Products

The use of any tobacco product is restricted to designated outdoor facilities on campus. The use of tobacco products is strictly forbidden in any/all campus buildings (Board Policy GBK/JFCG/KGC).

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. His/her immediate supervisor and respective bargaining agreement will have more information.

Copyright Manual

There are extensive federal and state laws pertaining to copyrights. Before an employee copies information, please pick up a Copyright Manual available in the Library or from the Printing Services website (Board Policy GCQBA).

Recycling/Sustainability

Recycling bins are available in most office areas; we encourage their use. If an employee would like to get further involved with sustainability, we would encourage them to ask his/her supervisor about the Sustainability Committee.

Bulletin Boards

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

Publications

FYI Today can be found on the "myClackamas" portal. This online newspaper 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. To submit news/information for inclusion in FYI please contact Public Affairs/Marketing at ext. 3160 or ext. 3162.

The Print, the college newspaper written and edited by journalism students, is published weekly and distributed on Wednesdays during fall, winter, and spring terms.

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 on college websites. These include the Board of Education meeting agendas and minutes (<http://policy.osba.org/clackcc/>), and the Presidents Council synopsis (<http://www2.clackamas.edu/committees/>).

Other publications of which staff should be aware are Board Policies, available online, and the faculty and classified collective bargaining agreements. The agreements are available to each faculty and classified staff member, as well as to those who supervise

faculty or classified staff. Hard copies of the collective bargaining agreements are located in the Human Resources Office.

Campus Safety

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

Reporting Emergencies

Employees should call 9-1-1 from any campus or pay phone (no money needed) in an active emergency for Police, Fire, and Ambulance. If there is an event which has already occurred, call Campus Safety at 971-563-0101 or at ext. 6650.

Remaining calm while reporting the emergency is very important. Do not hang up until instructed by the 9-1-1 dispatcher.

Employees will need to provide the following information when making a call:

- Type of emergency,
- Location,
- What happened,
- Description of person, property, etc.

Please refer to the CCC Emergency Safety Guide for more complete information which is located in the Environmental Safety Office and posted in all buildings and office areas.

Parking

There is no designated employee parking on any Clackamas Community College campus. Parking is free and on a first-come first-serve basis. Please honor the restricted areas such as disabled parking, limited parking, red or yellow curbs, grass, etc. Employees may receive a parking citation if he/she is parked in a non-designated area.

Harmony Campus has some restrictions on exactly where employees may/may not park. Please check with his/her immediate supervisor, campus safety or the reception area to verify his/her vehicle(s) are not parked in the wrong area.

Vehicular traffic, other than certain designated college utility vehicles, is prohibited around and between buildings.

Clackamas Community College campus 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 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. Contact Campus Services at ext. 6792 about requirements of those driving college vans or to reserve a vehicle.

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 on Campus

Except for employer-sponsored programs such as "Take Your Child to Work Day," institutional liability considerations prohibit employees from bringing child/children to work if they will be supervising the child/children while they are working. Employees with children who require supervision are responsible for obtaining child care or using personal leave under the emergency clause as described in their respective collective bargaining agreement. Approval for rare exceptions is at the sole discretion of the supervisor (Board Policy GBPA).

Mother Friendly Workplace

The College recognizes that a normal and important role for mothers is to have the option and ability to provide for their eligible child/children by breast feeding or expressing milk in the workplace. Further information is available in Board Policy GBDA.

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 on the college switchboard ext. 6000. Employees should either listen for radio and/or television announcements or call the college's ext. 6000 to determine if they are to report to work. All closure/late opening information will also be posted on the college website at www.clackamas.edu. Employees will also be notified through the college's "FlashAlert" system. Please keep employee contact information current through the "myClackamas" portal. When the College closes due to adverse weather conditions, all events and activities will be canceled (Facilities Use and Term Conditions is Administrative Regulation KG-AR).

If employees are late or do not report to work due to inclement weather or hazardous driving conditions, they may choose to have the time deducted from their personal leave. If the employee has exhausted personal leave, he/she may choose to use accrued vacation or unpaid leave. If the College is closed due to inclement weather or emergency and an employee has scheduled leave for that day (sick, vacation, personal, etc.) the employee will have their leave banks reduced for the scheduled time off.

Expense Reimbursement

The college will reimburse employees and board members for approved related travel expenses. (Board Policy BHD and DLC) For details, please refer to the Travel Policies maintained by the Business Office and on the website at <http://wcmsprod.clackamas.edu/Internal/BusinessOffice/MileageAndTravel/> .

Release of Student Information

All employees having access to student information must follow The Family Educational Rights and Privacy Act of 1974 (FERPA) and Clackamas Community College policy on release of student information. Contact the Registrar for more information and/or review the Student Handbook. Remember when in doubt, don't give information out.

Animals in College Facilities or on Campuses

Inside of Buildings

In the College's effort to maintain a safe and healthy environment for all building occupants, animals may not enter College facilities. Animals utilized for classroom instruction may be brought into classrooms or buildings as part of standard college classroom instructional functions except for the following areas: Community Center cafeteria, the Bookstore and all of Randall Hall.

Service animals serving persons with disabilities are an exception to this policy.

Outside of Buildings

Animals are required to be kept on a leash while on campus and under direct physical control of the owner. The College reserves the right to call Clackamas County Animal Control to remove animals not kept on a leash or those that pose a safety or health risk. Persons bringing animals on campus are responsible for the removal of all animal waste. Events and activities that include animal participation must occur out-of-doors, and require prior approval from the facility reservations department (Board Policy ING).

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 contained 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 or association leadership, as relevant. Employees may also contact the Human Resources Office for clarification of any work rule or bargaining agreement interpretation.

Periodically the college reviews its employment policies and procedures and wage benefit programs. Therefore, the information contained in this handbook is subject to change due to such review. Most changes will occur within bargaining agreements

which are updated each bargaining agreement cycle. Employees may also check with new and/or revised administrative regulations and changes in the Board policies.

Should an employee become aware of any necessary changes or policies that should be reviewed or included, please communicate them to the Human Resources Office. Your suggestions are not only welcomed, they are encouraged.

Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

As an employee of Clackamas Community College, it is my responsibility to:

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

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

Employee Statement: By typing my name below and submitting this Acknowledgement and Receipt form, I agree to the terms outlined by Clackamas Community College employee handbook and will adhere to all guidelines set forth herein.

Employee Name Printed

Employee Signature

DATE mm/dd/yy

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

By distributing this handbook, the College revokes any and all previous policies and procedures which are inconsistent with those contained herein. Nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment. This handbook is neither a contract of employment nor a legal document.

Index

A

absence, 11, 14
administrative, 1, 4, 8, 19, 22, 28
advancement, 5
alcohol, 11, 12, 13
animals, 27
annuities, 22
association, 4, 7, 8, 14, 27
attendance, 10

B

benefits, 6, 11, 15, 16, 17, 18
Bereavement, 20
Board Policy, 1, 5, 6, 9, 10, 16, 18, 19, 23, 24, 26, 27
bullying, 6

C

Campus Safety, 23, 25
Children on Campus, 26
Closures, 26
COBRA, i, 11, 17
Code of Ethics, 2
collective agreement, 17, 19
complaint, 5, 6, 7
compliance, 6
conduct, 6, 7, 9, 11, 12, 13, 26
confidential, 8
conflict, 1, 9, 19, 27
copyrights, 24
Core Themes, 2
criminal, 12, 25

D

Dean, 1, 4, 5, 6, 7, 9, 15, 16
decision, 2, 4
deductions, 15, 16
disabilities, 5, 27
discipline, 14, 20
discrimination, 4, 5, 6, 7
diversity, 2, 4
Domestic Violence, 21
Drug Use, 12

E

emergency, 20
emergency contact information, 22
Emergency Plan, 23
employee status, 19, 20
Employment Policies, 4
Environmental Safety Coordinator, 23
Equipment, 12
Ethics, 10

F

Faculty Assignment Contract (FAC), 15
Family Medical Leave, 20
FERPA, 27

G

Grant funded, 8
grievance, 6, 9
Guidelines, 12, 23

H

harassment, 4, 5, 6, 7, 13
Hazing, 6
holiday, 17, 18
Human Resources, 16

I

inclement weather, 26
insurance, 11, 16, 17
Internet, 23, 24
investigation, 7, 25

J

JuryDuty, 21

L

Leave, 21

M

military leave, 21
Mission, 2
Mother Friendly Workplace, 26
myClackamas, 15, 22, 24, 26

N

Nepotism, 9

P

pay, 14, 15, 17, 19, 21, 25
Pay, 13, 14, 15
Payroll Deductions, 15
performance, 6, 10
Performance, 10
PERS, 19, 21, 22
Personal Information, 22
Personal Leave, 14, 20
Personnel Files, 22
policy, 21, 24
Policy, 12, 20, 21, 22
President, 1, 4, 7, 16
Probationary, 8
procedure, 5, 6, 18

Professional, 23
pro-rated, 16, 17, 19
Publications, 24
Punctuality, 14
purpose, 6, 7, 21

R

Reporting Emergencies, 25
retaliation, 5, 7
Retirement, 21, 22
Rights, 9, 27
Rights of Management, 9
Rules, 10

S

Safety, 23
salary, 15
Sexual Assault, 21
sexual harassment, 6
Sick Leave, 19
Stalking, 21
status, 4, 5, 8, 14, 17
Student, 13, 27

T

Tax Sheltered Annuities, 22
Telephone, 23
Termination, 11
Title IX, 6
tuition, 18, 19

U

unpaid leave, 20, 26

V

Vacation, 14, 19
Values, 2
Veterans, 18, 21
Violence, 11

W

weather, 26
Work Hours, 13
Workers' Compensation, 17
workload, 21