

**ADMINISTRATIVE & CONFIDENTIAL EMPLOYEE HANDBOOK
SUMMARY OF SIGNIFICANT PROPOSED CHANGES.**

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

SECTION/TITLE	FORMER	NEW	COMMENT
Title	Administrative and Confidential Handbook	Administrative Handbook	
1. Purpose and Revisions	Reviewed at least every 3 years by 3 representatives (at least one confidential and one administrative employee)	To be reviewed at least every three years beginning in 2013 (or as authorized by the College President) by a group of five representatives which will include at least one confidential employee.	
2. Categories of Employees	<p>1. Executives included VP and President</p> <p>2. Language defines the exemption from union membership under the Oregon's Public Employees Collective Bargaining Act (PECBA)</p>	<p>1. "Deans" added to list in parenthesis</p> <p>2. Language better defines the exemption from union membership under the Oregon's Public Employees Collective Bargaining Act (PECBA)</p>	
3. Responsibilities of Employees	Excludes strategic emphasis as an employee responsibility.	<p>Added strategic emphasis, e.g. "Oversee development and implementation of operational and strategic plans, assessments and continuous improvement processes."</p> <p>Adds Family Educational Rights & Privacy Act (FERPA) and Title IX to the list of policies and provisions with which employees should comply.</p>	
7. Salary	Reads, "Salary Placement"	Clarifies that the section applied to the "Initial Salary Placement."	

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Involuntary Transfer	States what happens when an employee is assigned to a position with a lower salary range. Language is silent on action when the inverse occurs.	Adds that if the College assigns an employee to a position to a <u>higher</u> salary range, the employee's salary will be adjusted within the salary range of the new job.	
9. Employment Status Probationary Employees	Supervisors will evaluate the performance of the employee at six-month intervals during the first probationary year and conduct a final evaluation during the ninth month of the second probationary year. A probationary employee may be terminated at any time for any reason in good faith deemed sufficient by the College. No language on interim appointments.	Changes the interval for evaluations of <u>confidential probationary</u> employees to occur at 3 months and at 9 months during the first year of employment. Highlights that evaluate the performance of the <u>non-confidential probationary</u> employee will occur no later than at six-month intervals during the first probationary year. Rest of language remains unchanged. Interim appointments will be given credit for time served in the position, if hired directly to that position.	
Non-Probationary Employees Nonrenewal/Retrenchment	Includes "retrenchment" and excludes reference to ORS 341.547 (reference to reasonable assurance of continued employment)	Excludes "retrenchment" and includes reference to ORS 341.547 (reference to reasonable assurance of continued employment)	

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Termination	<p>Section is specific to non-renewal and retrenchment due to reorganization or financial exigency. Notice may not be later than six months prior to the end of employment. Notice of non-renewal may be given to an employee for any reason deemed sufficient.</p> <p>Includes language on application for open positions. Includes possibility of retraining for new positions at the college at the college's discretion and expense.</p>	<p>Section excludes retrenchment and relevant language and includes a semantic change that non-renewal may occur "at the college's discretion." Reduces notice period to read that notice may not be later than ninety days prior to the end of employment.</p> <p>Excludes language on application for open positions.</p>	
Resignation	<p>States that employee who disagrees with termination will use the complaint procedure.</p> <p>States that two weeks" notice required for resignation before the effective date.</p>	<p>Specifically states that the appeal is to the College President, using the complaint procedure.</p> <p>Clarifies that two calendar weeks' notice is required before the employee's <u>last work day</u>.</p>	
Evaluation	<p>Language on performance evaluation states that an employee may submit a response to the evaluation which is filed in the personnel file.</p>	<p>Language updated to reflect that oral or written feedback may be provided anytime during the evaluation discussions. The formal response to the supervisor's final review will be</p>	

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		in writing and will be kept in the personnel file.	
15. Employee Benefits	States that the college provides tuition waivers for eligible employees and family members.	Updates language to coincide with IRS regulations and qualifies eligible family members.	
16. Holidays	Excludes Presidents' Day	Adds Presidents' Day	
25. Military Leave	Mentions military leave, consistent with the federal requirements.	Updates language to include state and federal requirements regarding qualification for military leave and pay or non-pay for military leave. Includes Veterans Day Leave for veterans, consistent with Oregon law.	
29. Cell Phones	States that cell phones are issued as needed for business purposes and addresses ownership of the telephone.	Includes risk prevention language, "When the college pays for all or part of an employee's cell phone or cell phone service the employee is expected to provide the current phone number to the college and to respond to required communication within a reasonable time. Employees should not have any expectations of privacy with regards to cell phones owned or operated for college business related to data and activity in connection with college business."	
30. Personal Appearance and Conduct	No section included in prior handbook	Includes the language: "As employees of a tax-supported	

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		educational institution, college staff members are engaged in public relations on a daily basis. Employees are expected to conduct themselves professionally consistent with their roles and responsibilities.”	
Acknowledgment	Excluded	Included.	

ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the Administrative Handbook.

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

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

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

Employee's Signature

Employee's Name(Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE