

Summary - Human Resources GPM Recommended updates/changes

Policies	Procedures
<p>G-32-9.1 Outside Commitments G-32-9.2 Conflict of Interest G-32-10.3 Administrative Positions G-32-10.4 Classified, Confidential, Supervisory Positions G-32-12 Leaves of Absence Policies G-32-16.2 Unemployment Insurance G-32-16.3 Continuation of Health Insurance at Resignation/Termination G-32-17.1.3 Classified and Non-Represented/Regular Placement G-32-17.1.4 Non-represented/Regular Employees Salaries G-32-17.2.1 Faculty, Classified staff and ABS employees G-32-17.2.2 Non-represented/Regular Employees Salary Advancement G-32-17.2.3 Executive Compensation G-32-17.3.2 Non-represented/Regular Employees Salary on Reclassification G-32-17.3.4 Special Assignment Adjustments for Employees</p>	<p>HR-2-0 Consensual Relationships Procedure HR-3-0 Vacant Position Procedure HR-6-1 Approval Procedures for LWOP HR-11-0 Salary on Promotion Procedure HR-11-1 Classified Employees HR-11-2 Non-represented/Regular Employees HR-13-2 Administrators – Emeritus Process HR-14-0 Health Insurance for Spouse/Dependents of Retirees Procedure HR-14-1 Death of Retiree HR-14-2 Divorce HR-14-3 Remarriage HR-14-4 Dependent Children HR-15-0 Classified Staff Professional Development Procedure HR-18-3 Employee Concerns Procedure</p>

Human Resources Policies – Recommended updates/changes

G-32-9.1 Outside Commitments

Employees who consider taking an additional position as a part-time or full-time employee or consultant in public or private employment, shall first provide the appropriate President's Advisory Team member with the details of the employment. Should there be concern with respect to apparent undesirable effect of such outside activities, the individual may be urged not to undertake such activities. To assure compliance with the Affordable Care Act (ACA) and PERS reporting requirements, and to protect retirement benefits, employment of individuals with the College who are concurrently employed by another PERS covered employer must be reviewed and approved by the Director of Human Resources in advance of any employment offer. It is expected that faculty members will carry a full class load; if not, teaching for some other public agency may be considered as part of the instructor's load, with payment by that agency made to the College.

G-32-9.2 Conflict of Interest

All employees of COCC are both agents of the College and public employees, and as such, are subject to the terms and provisions of ORS 244. All employees are expected to know their rights and responsibilities under this statute. No College employee shall use his/her official position or office to obtain financial gain other than official salary, honoraria, or reimbursement of expenses, or for any member of his/her household or for any business with which he/she, or a member of his/her household, is associated. [Refer to ORS 244.040 (1).] To implement the above procedure, the following guidelines shall apply to Central Oregon Community College employees: 1. Private business shall not be conducted during assigned College working hours. 2. College supplies, facilities, equipment, and personnel shall not be used to carry out private business. 3. College officials shall not receive private compensation for performing their College duties. 4. No official action toward a third party shall be conditioned on a private business relationship with that third party. 5. Employees will notify their appropriate President's Advisory Team member, in writing, of any potential conflict of interest.

G-32-10.3 Administrative Positions

The President is responsible for recommending to the Board of Directors new employees for full- or part-time administrative positions, along with appropriate salary and title. The College reserves the right to recommend direct appointments of current employees to administrative and professional/non-managerial positions where such appointments are in the best interest of the College staffing requirements and not in conflict with equal employment opportunity policies.

G-32-10.4 Classified, Confidential, Supervisory Positions

The appropriate President's Advisory Team member and/or the Director of Human Resources is responsible for recommending to the President new employees for full- or part-time classified, confidential, and supervisory positions, along with appropriate salary and title.

G-32-12 Leaves of Absence Policies

Employees of Central Oregon Community College may be eligible for leaves of absence for various reasons. In addition to the leaves of absence provided through Federal and State regulations (i.e.

Military, Oregon Family Leave Act/Family Medical Leave Act, etc.), it is the policy of the College to support professional and personal leaves, whenever possible without disrupting business needs and as approved by the appropriate President's Advisory Team member.

G-32-16.2 Unemployment Insurance

A Notice of Separation Form shall be provided to a resigning/terminated employee by the Office of Human Resources. This form will then be used by the College's unemployment insurance carrier to determine eligibility for unemployment insurance claims.

G-32-16.3 Continuation of Health Insurance at Resignation/Termination

Insurance coverage for all terminating employees expires the last day of the last month worked, e.g., insurance for employees leaving in June, is June 30. Terminating employees may continue insurance coverage through COBRA based on Federal regulations. Forms will be provided by the Office of Human Resources.

G-32-17.1.3 Classified and Non-Represented/Regular Placement

As a matter of practice, all vacant classified and non-represented/regular positions are advertised between the minimum and equity point of the appropriate salary level for the position. The initial salary placement for a successful candidate will be determined by the Director of Human Resources in consultation with the hiring supervisor and will be based on factors adopted by COCC per the Oregon Equal Pay Act. The equity point for a position is based on the comparability of the position with existing COCC positions and current employees in those positions. Primary comparable factors include education, experience, and seniority in a position. Other factors may be considered for non-comparable positions, such as the scope and impact of a position, but these are not guaranteed if a position is comparable. For non-comparable positions, internal equity is also considered. Position funding is a component of every salary placement.

G-32-17.1.4 Non-represented/Regular Employees

The Director of Human Resources will have the responsibility to monitor the salaries of non-represented/regular employees annually to maintain compliance and consistency with internal and legally-required pay equity. Any resulting recommendations will be in consultation with the designated supervisor and the President's Advisory Team member.

G-32-17.2 Salary Advancement Policy

G-32-17.2.1 Faculty, Classified staff and ABS employees

For these represented groups of employees, salary advancement is subject to the terms of the associated collective bargaining agreement. The President, based on the recommendation of the appropriate President's Advisory Team member and/or the Human Resources Director, shall have the authority to increase the salary of individual employees in these groups. Such recommendations will be based on consideration of available funding, internal and legally required pay equity, external market forces and/or exceptional merit. The appropriate Association, Forum and Chapter representatives will be notified accordingly of any adjustments.

G-32-17.2.2 Non-represented/Regular Employees

Salary advancement for non-represented/regular employees is based on available funding and the recommendation of the President. The Board may approve a general salary increase for exempt employees who have received a satisfactory evaluation. Non-represented/regular employees on a work improvement plan will receive the increase on the first day of the month following the month in which they successfully complete the work plan. The increase will not be retroactive.

The President, per the recommendation of the appropriate President's Advisory Team member and/or the Director of Human Resources, shall have the authority to increase the salary of individual exempt employees above the Board approved general increase based on merit or performance factors, provided the increase is in compliance with Oregon Pay Equity requirements.

Employees who have reached the maximum of their appropriate salary range may have their compensation adjusted by the following, provided any salary changes are in compliance with Oregon Pay Equity requirements:

- The President shall have the authority to grant a lump sum amount equal to the Board approved general increase to such employees for each year that they are above the maximum of their appropriate salary range.
- The President may also grant paid leave and/or a combination of paid leave and a lump sum payment in an amount equal to the Board approved increase to such employees.
- Annual increases to their base salary will resume when adjustments to salary schedule allow. Salary determinations for exempt employees are not subject to the College Concerns Procedure.

G-32-17.2.3 Executive Compensation

The President shall have the authority to determine, in consultation with the Director of Human Resources, the initial salary placement, salary advancement and annual leave accruals of the President's Advisory Team members and other positions directly supervised by the President. This determination will be done in accordance with internal and legally-required pay equity to assure appropriate levels of compensation and benefits are maintained in key leadership positions.

G-32-17.3 Salary on Reclassification

G-32-17.3.2 Non-represented/Regular Employees

Salary placement for non-represented/regular employees upon reclassification will be evaluated based on Oregon Pay Equity requirements. The salary will be determined based on the requirements of the reclassified position level and how the employee meets and/or exceeds the position requirements. The resulting salary placement options include: the minimum of the new salary range or a minimum of a 5% increase. All options will consider internal and legally-required pay equity.

G-32-17.3.3 Responsibility Factor Adjustment for Non-represented/Regular Employees

A responsibility factor is a salary adjustment resulting from a major responsibility being permanently added to an existing non-represented/regular position that does not increase the current position grade level. This duty (or duties) becomes a regular responsibility of the position and the salary increase is evaluated and incorporated into the base salary. Assignment of the additional responsibilities must be

approved in advance by the appropriate President's Advisory Team member and final approval is given by the President.

G-32-17.3.4 Special Assignment Adjustments for Employees

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Exempt and Confidential Supervisory Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

Human Resources Procedures – Recommended updates/changes

HR-2-0 Consensual Relationships Procedure

Should a College employee enter into a consensual relationship with a student or another employee with whom s/he has an academic or evaluative relationship, the relationship must be disclosed to his or her supervisor and the appropriate President's Advisory Team member, one of which will then notify the Director of Human Resources. The College will take the necessary actions to mitigate the impact of the relationship on student(s) and/or employee(s). These actions may include, but are not limited to; workload reduction (with commensurate reduction in pay), and/or reassignment, and/or dismissal if judged to undermine the real or perceived integrity of the supervision provided and the particular trust inherent in the student/faculty or supervisory/subordinate relationship, including impacts on students/employees not involved in the relationship. Failure to disclose the relationship may result in immediate suspension and disciplinary action including dismissal. The Director of Human Resources is responsible for the implementation, monitoring and execution of the Consensual Relationships Policy. Nothing in the policy precludes any person from filing a formal grievance in accordance with applicable collective bargaining agreements or with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC).

HR-3-0 Vacant Position Procedure

Whenever position vacancies occur, Human Resources personnel and the appropriate supervisor will review the position for the purpose of ensuring that the job description is aligned with accomplishing the work of the College. If the position changes significantly, the position will be evaluated for correct classification and compensation. Approval will be obtained from the appropriate President's Advisory Team member and the President prior to the position being advertised for recruitment.

HR-6-1 Approval Procedures for LWOP

Long-Term LWOP must be requested in writing, prior to the beginning of the leave. LWOP for Classified and Non-represented/regular employees must be approved by the appropriate President's Advisory Team member in consultation with the President; LWOP for Faculty must be approved by the Vice President for Instruction.

HR-11-0 Salary on Promotion Procedure

HR-11-1 Classified Employees

Wage placement for classified employees who have been promoted to another position in the bargaining unit or to a non-represented/regular position will be determined by the Director of Human Resources based on Oregon Pay Equity requirements. The wage or salary will be determined based on the requirements of the new position level and how the employee meets and/or exceeds the position requirements. The resulting salary placement options include: the minimum of the new position grade level or a minimum of a 5% increase. All options will consider internal and legally-required pay equity.

HR-11-2 Non-represented/Regular Employees

Salary placement for exempt employees who have been promoted to another non-represented/regular position will be determined by the Director of Human Resources based on Oregon Pay Equity

requirements. The wage or salary will be determined based on the requirements of the new position level and how the employee meets and/or exceeds the position requirements. The resulting salary placement options include: the minimum of the new position grade level or a minimum of a 5% increase. All options will consider internal and legally-required pay equity.

HR-13-2 Administrators – Emeritus Process

- Administrator nominations will be submitted to the Office of Human Resources. Human Resources will confirm the nominee has completed 15 years of service and that granting Emeritus status would have no negative impact on the reputation of the institution. The Director of Human Resources will then submit the nomination to the President for final review and approval.
- Human Resources will complete the Board Resolution for the March Board of Director’s meeting on behalf of the president.
- Candidates are notified in writing or by email of the President’s recommendation, and of the date and time of the respective Board meeting, which the employee is welcome to attend.

HR-14-0 Health Insurance for Spouse/Dependents of Retirees Procedure

These procedures reflect the current situation but may change if the negotiated agreements and/or employee handbooks change.

Nothing in this procedure shall be construed as creating a contract between the employee and the College or changing a handbook or contract between College employee groups or the insurance carrier. Domestic partners of retirees are eligible for the same benefits as spouses of retirees. Age 65: If the spouse of a retiree is 55 or older when the retiree reaches age 65, the spouse may remain on the retiree health insurance plan until the earlier of reaching age 65 or becoming eligible for Medicare. See "Note" below. If the spouse of a retiree is under age 55 when the retiree reaches age 65, the spouse may continue health insurance coverage for up to 36 months under the COBRA plan. Coverage beyond 36 months under COBRA is subject to the insurance carrier. See "Note" below. In both cases, the spouse will be required to pay the full cost of the insurance premium.

Changes to the NOTE section only for the following procedures:

HR-14-0 Health Insurance for Spouse/Dependents of Retirees Procedure

HR-14-1 Death of Retiree

HR-14-2 Divorce

HR-14-3 Remarriage

HR-14-4 Dependent Children

NOTE: It shall be the responsibility of affected individuals to contact the Human Resources Department and the Payroll Office when changes occur in any of the above insurance categories for retirees, e.g., birth of a child, death of a spouse, spouse turns 65. Such changes in eligibility will require the eligible spouse to complete new insurance forms under his/her own Social Security Number. Failure to do so could result in a loss or a decrease of benefits.

HR-15-0 Classified Staff Professional Development Procedure

Item d - Up to \$750 may be requested by any member of the Association in a fiscal year based on the guidelines below. The \$750 distribution limit will be prorated to the members employment status (\$750 for FT; \$565 for 3/4 time and \$375 for 1/2 time - per fiscal year).

HR-18-3 Employee Concerns Procedure

Employees may address their concerns via an informal and formal process, both of which are detailed below.

The College encourages employees to resolve concerns via the informal process described below. However, an employee may initiate the formal procedure at any time.

A. Informal: Employees are encouraged to resolve the issue with the appropriate faculty or staff member(s) who is the subject of the concern or has responsibility for the issue in question. The employee may work with the Director of Human Resources for assistance in identifying the appropriate contact.

B. Formal: To initiate the formal process, the employee completes the Employee Concern Report; the employee may work with the Director of Human Resources for assistance in initiating this process. The employee concern form should include full and relevant detail and include appropriate documentation. The employee should address the following areas in his/her report: The subject of the concern; All facts and documentation relevant to the concern; Steps taken previously to resolve the matter (if any); The resolution sought; and All arguments in support of the desired solution.

The general nature of the concern is shared with the appropriate individuals as needed to best respond to the concern; in some cases, it may be necessary to share the actual written statement.

The Director of Human Resources screens the concern and directs it to another process if appropriate or forwards the concern to the appropriate employee with responsibility for the issue in question (note: if the concern is regarding the Director of Human Resources, the concern is screened by an Administrative Officer of the College). The individual(s) reviewing the concern provides a written decision to all parties of the concern within 15 business days of receiving the initial report. There may be circumstances in which the decision process may be extended; all attempts will be made to notify the employee if a delay occurs. The employee may either accept the decision or s/he may initiate the appeal process within five (5) business days from receipt of the decision.

C. Appealing Decisions from the Formal Process

The employee may appeal a decision only under the following conditions: 1. Evidence exists that shows the concerns process was not followed; or 2. New information or evidence relevant to the original concern is now available; or 3. Clear abuse of discretion on the part of the individual(s) reviewing the concern. For assistance in determining if an appeal condition is applicable, an employee may contact the Director of Human Resources. The appeal should be submitted to the Director of Human Resources, who determines the appropriate appeals officer (note: if the concern is regarding the Director of Human Resources, the appeal may be submitted to an Administrative Officer of the College). The College designates an appeals officer to review all documentation from the initial review and may choose to request additional information or meet with the parties involved. Based on the entirety of appeals officer review, the appeals officer decides one of the following actions: 1. Uphold the original decision or sanctions; or 2. Modify the original decision or sanctions; or 3. Overturn the original decision or sanctions; or 4. Refer the concern to the appropriate College policy or process for review. The appeals officer notifies the all parties of his/her determination in writing, within ten (10) business days of receiving the appeal. There may be extenuating circumstances in which the decision process may be

extended; all attempts will be made to notify the employee if a delay occurs. The appeals officer's determination is final.