

# **Columbia Gorge Community College**



## **Management and Confidential Employee Handbook**

# 2012-2013



**Columbia Gorge  
Community College  
400 E. Scenic Dr.  
The Dalles, OR 97031  
(541) 506-6151**

**Hood River-Indian Creek Campus  
1730 College Way  
Hood River, OR 97031  
(541) 308-8211**

[www.cgcc.cc.or.us](http://www.cgcc.cc.or.us)

## **Disclaimer of Contract**

The statements and the contents of this Handbook and of other College documents are not promises of any kind by the College and are not intended to form a contract, expressed or implied, and may not be interpreted to form a contract between the College and any employee. The College reserves the right to terminate an individual's employment with or without cause or to change wages and/or any term or condition of employment at any time and without any prior consultation or agreement with the employee.

This handbook should not be considered all-inclusive, but rather a set of guidelines, and it can be changed by the College unilaterally at any time. Regardless of date of hire, employees are subject to any amendments, deletions and changes in the handbook. This handbook supersedes any previous handbook or written policies.

No College representative, except the President, has the authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the above statements. No such agreement will be effective unless it is in writing and is signed by the President of the College.

## **EOE Statement**

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the following persons:

For Employment:

Robb Van Cleave, Chief Talent and Operations Officer  
Office: Rm 2.422  
Phone: 541-506-6151

For Educational Programs:

Brian Greene, Chief Academic Officer  
Office: Rm 2.191  
Phone: 541-506-6080

For Student Programs, Activities, and Services

Lori Ufford, Chief Student Services Officer  
Office: Rm 3.223  
Phone: 541-506-6025

**To request accommodations for special needs:**

Auxiliary aides and services are available upon request to otherwise qualified individuals with disabilities. Please contact CGCC's ADA Coordinator Shayna Dahl at 541-506-6046 or the Event Coordinator in a timely manner. 541-506-6016 (TTD).

## Contents

Welcome .....	7
History of Columbia Gorge Community College .....	8
Strategic Focus .....	9
Employment Policies and Procedures.....	11
Equal Employment Opportunity .....	11
Americans with Disabilities Act of 1991.....	12
Freedom from Sexual Discrimination and/or Harassment .....	12
Hazing/Harassment/Intimidation/Menacing.....	14
Drug-Free Workplace.....	16
Use of Tobacco.....	18
Staff Complaints.....	18
Children on Campus.....	20
Posting of Professional Staff Vacancies .....	20
Position Descriptions .....	21
Personnel Records .....	21
Personnel Contracts.....	22
Non-School Employment .....	22
Discipline and Dismissal of Personnel.....	23
Personnel Selection and Termination.....	23
Research.....	23
Copyrights and Patents .....	23
Professional Conduct .....	26
Staff Participation in Community Activities .....	26
Staff Development .....	26
Absenteeism and Tardiness .....	27
Staff Conflict of Interest.....	27
Electronic Communications System (ECS) Electronic Information Resources (EIR) and Internet Policy	27
Reproduction of All Copyrighted Materials .....	32
Cellular Telephones.....	33
Employee Benefits .....	37

Early Retirement .....	37
Workers' Compensation Insurance.....	37
Family Medical Leave .....	37
Holidays.....	37
Vacation Leave .....	38
Sick Leave .....	38
Bereavement Leave .....	38
Tuition Reimbursement .....	38
Tuition Waivers .....	39
Comprehensive Benefits Information.....	40
Worksite Safety.....	42
Safety Program.....	42
Hazard Communication Program.....	42
Home Appliances .....	42
Accident Reports.....	42
Campus Security.....	43
Safety and Security at Columbia Gorge Community College Procedures .....	45
Extreme Adverse Weather.....	47
Inclement Weather .....	48
RECEIPT FOR EMPLOYEE HANDBOOK .....	49

## Welcome

Greetings,

I would like to welcome you to Columbia Gorge Community College. Whether you are brand new to the College or have been with us for a while, it is my privilege to work with such a distinguished group of professionals – individuals who are dedicated to our mission of building dreams, transforming lives, and making a difference in the communities we serve. We simply could not do what we do without your dedication and commitment.

Together, we make it our priority to serve our students and the needs of our community. The work before us is challenging but also tremendously rewarding. As we continue to seek independent accreditation, our core values of respect for the individual, community focus, integrity, excellence, commitment to learning, and service establish the framework from which we operate. Our newly adopted core themes of opportunities, education, and partnerships give us objectives and measures which we can then use to evaluate how well we meet our mission of building dreams and transforming lives.

Again, we could not do what we do without you. Columbia Gorge is highly respected in the State of Oregon, and known nationally as an outstanding community college. I look forward to working with you, getting to know you, and hearing your thoughts on how we can best serve the needs of our students, community, and staff members. We consider our employees one of our greatest assets and we encourage you to share your ideas; whether through the employee survey, President's Suggestion Box, or one of our many campus meetings.

Sincerely,

Dr. Frank Toda, President

## **History of Columbia Gorge Community College**

Wasco County residents approved creation of Wasco Area Education Service District in November 1976. The first courses were offered fall term 1977 and the name changed to Treaty Oak Education Center that same year; the name was changed again, to Treaty Oak Community College Service District, in June 1983. This became Columbia Gorge Community College through a College Board decision on October 11, 1989. The college originally occupied a dispersed campus downtown, but in 1994 relocated to the former Judson Baptist College campus east of Sorosis Park. In 2001, voters in Wasco and Hood river counties approved annexation of most of Hood River County (excluding Cascade Locks) into the college service district. In fall 2008 CGCC opened the Health Sciences Building on The Dalles campus and the Hood River-Indian Creek Campus, our first permanent structure in Hood River. Dr. William Bell was the first college president, and led the institution until his retirement in 2001. His successor is Dr. Frank Toda, who assumed the office in July 2001.



**Health Sciences Building (Building 3)**



**Hood River-Indian Creek Campus Building**



## Strategic Focus

### Our **vision**:

Become the first option of choice for education and training services in the communities we serve.

### Our **mission**:

Columbia Gorge Community College builds dreams and transforms lives by providing lifelong educational programs that strengthen our community.

### We subscribe to the following **rules of integrity**:

- Rule 1:** Listen first to understand.
- Rule 2:** Spread a message of hope.
- Rule 3:** Lead people...manage things.
- Rule 4:** Begin with the end in mind.
- Rule 5:** Reflect service before self.
- Rule 6:** Have a plan – measure the process.
- Rule 7:** No surprises.
- Rule 8:** Be proactive.
- Rule 9:** Remember rule one.

### Our **core values**:

#### **Building Dreams - Transforming Lives - Strengthening Our Community**

Respect for the Individual  
Community Focus  
Integrity First  
Excellence  
Commitment to Learning

### Our **key focus areas**:

- KFA 1:** Educational Programs and Services
- KFA 2:** Students
- KFA 3:** Faculty and Staff
- KFA 4:** Community
- KFA 5:** Leadership, Planning, and Evaluation
- KFA 6:** Finance
- KFA 7:** Operations and Sustainability
- KFA 8:** Technology
- KFA 9:** Facilities

# EMPLOYMENT POLICIES AND PROCEDURES

---



## Employment Policies and Procedures

### Equal Employment Opportunity

#### **Non-Discrimination Statements**

Columbia Gorge Community College is an equal opportunity educator and employer. It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

#### Title II Coordinator:

Lori Ufford, Chief Student Services Officer  
Columbia Gorge Community College  
400 E. Scenic Dr.  
The Dalles, OR 97058  
541-506-6025

#### Title IX Coordinator:

Mike Taphouse, Director of Advising and Career Services  
Columbia Gorge Community College  
400 E. Scenic Dr.  
The Dalles, OR 97058  
541-506-6026

#### Section 504 Coordinator:

#### *Students:*

Shayna Dahl, Students with Disabilities Advisor  
Columbia Gorge Community College  
400 E. Scenic Dr.  
The Dalles, OR 97058  
541-506-6046

#### *Employees:*

Robb Van Cleave, Chief Talent and Operations Officer  
Columbia Gorge Community College  
400 E. Scenic Dr.  
The Dalles, OR 97058  
541-506-6150

## Americans with Disabilities Act of 1991

### Policy Statement

Columbia Gorge Community College shall comply with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1991 (ADA), and other applicable federal and state regulations that prohibit discrimination on the basis of disability. These acts mandate that no qualified person shall solely by reason of disability be denied access to, participation in, or the benefits of any program or activity operated by the college. Each qualified person shall receive reasonable accommodation to ensure equal access to employment, educational opportunities, programs and activities, in the most appropriate integrated setting.

### Contact Statement

Individuals requiring special accommodations due to a disability should contact the Disabilities Services Office at 541-506-6011 (The Dalles Campus), 541-386-3510 (Hood River Center), and 541-506-6016 (TTD).

### Non-Retaliation Statement

No employee or student shall be fired, expelled, suspended or otherwise harassed or discriminated against because he/she has filed a complaint, internally or externally, or has objected to, or testified about a possible violation of the ADA and Section 504 law and/or CGCC policy.

## Freedom from Sexual Discrimination and/or Harassment

The Columbia Gorge Community College Board of Education is committed to maintaining both a working and learning environment that is free from any form of harassment related to a person's sex. Sexual harassment is defined by state statute to include any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition of employment;
2. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment;
3. The conduct or communication has the purpose or effect of interfering with an individual's work performance by creating an intimidating, hostile, or offensive working or learning environment.

It is Board policy that:

1. No employee shall use the authority of his/her position to subject any other employee or student to sexual harassment as defined above.
2. Administrative procedures will be developed and disseminated that will outline the process for reporting and reviewing and acting on all complaints related to sexual harassment.

### **Sexual Harassment Complaint Procedure**

The complaint officer (*Chief Talent and Operations Officer*) is responsible for coordinating federal regulations concerning sexual harassment. The complaint officer shall be a neutral party having had no involvement in the complaint presented.

#### **Step I**

Any complaint shall be presented in writing or orally to the complaint officer. If complaint is submitted in writing, it should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant.

#### **Step II**

The complaint officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, and permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The complaint officer shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

#### **Step III**

If the complainant is not satisfied with the answer of the complaint officer, he or she may submit a written appeal to the President or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the complaint officer's answer. The President or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The President or designee shall give a written answer to the complainant's appeal within ten (10) working days.

#### **Step IV**

If the complainant is not satisfied with the answer, a complaint with the Board of Education may be filed within ten (10) working days after receipt of the Step III answer. The Board of Education shall, within twenty (20) working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the hearing.

## Hazing/Harassment/Intimidation/Menacing

Hazing, harassment, intimidation or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the college.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or Board.

Individuals may also be referred to law enforcement officials.

### Definitions

1. "Third parties" include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in college business, such as employees of businesses or organizations participating in cooperative programs with the college and others not directly subject to college control at athletic competitions or other events.
2. "College" includes college facilities, college premises and non-college property if the student or employee is at any college sponsored, college-approved or college-related activity or function, where students are under the control of the college or where the employee is engaged in college business.
3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any college co-curricular or extracurricular activity, program or year in school, i.e., forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.
4. "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, disability, marital status, sexual orientation, veterans' status [physical characteristic, cultural background, socioeconomic status or geographic location].
5. "Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial

inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

6. "Menacing" includes, but is not limited to, any act intended to place a school employee, student or third party in fear of imminent serious physical injury.

### **Retaliation/False Charges**

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

### **Harassment Complaint Procedures**

The compliance officer and the President have responsibility for investigations concerning hazing, harassment, intimidation or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints (*against employees*) will be investigated in accordance with the following procedures:

#### **Step I**

Any hazing, harassment, intimidation or menacing information (complaints, rumors, etc.) shall be presented to the compliance officer (*Chief Talent and Operations Officer*). Complaints may also be presented to any College administrator who will immediately notify the college official responsible for investigations. Complaints against the compliance officer shall be filed with the President. Complaints against the President shall be filed with the Board chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

#### **Step II**

The college official receiving the complaint shall promptly investigate. The college official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The college official(s) conducting the investigation shall notify the complainant as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. [A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the [President].

#### **Step III**

If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the [President]. Such appeal must be filed within [10] working days after receipt of the Step II decision. The [President] will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The [President] shall provide a written decision to the complainant's appeal within [10] working days.

#### Step IV

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within [10] working days after receipt of the Step III decision. The Board shall, within [20] working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within [10] working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. [Additionally, a copy of all hazing, harassment, intimidation or menacing complaints and documentation will be maintained as a confidential file and stored in the administration office.]

### **Drug-Free Workplace**

Columbia Gorge Community College is a drug-free campus and workplace. Enforcement of the college drug and alcohol policy is part of the crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be perceptively under the influence of or furnish alcoholic beverages on college controlled property or at college or student organization functions.

### **Board of Education Policy**

The manufacture, distribution, dispensing, possession, or use of alcoholic beverages, intoxicants, or controlled substances not medically prescribed, or being under the influence of these substances to any degree by any employee, in or about the college buildings or on the college premises, or while performing any duties for the college, is prohibited. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation program.

Any employee convicted of a violation occurring in the work place, under any criminal drug statute violation, will be subject to disciplinary action. Such action may include probation, unpaid suspension, dismissal, or agreement to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Employees convicted of any criminal drug statute violation occurring in the work place must notify the employer no later than five days after the conviction.

### **Definitions**



1. Under the influence is defined as (a) a reasonable suspicion based on articulable observations concerning such circumstances as the work performance, appearance (including, for example, the noticeable odor of an alcoholic beverage), behavior, or speech of the employee, or being involved in an accident on company premises which results in physical injury or property damage, and/or (b) any noticeable or perceptible impairment of the employee's mental or physical faculties.
2. Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession is prohibited or restricted by law.
3. Over-the-counter drugs are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform his or her duties.
4. Prescription drugs are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.
5. Work place and work hours include college facilities and any location where an officially designated college function is being conducted or at which an employee is officially representing the college. Working hours similarly include regular hours of work including breaks and meal periods, and those times when an employee is attending an officially designated college function or when an employee is officially representing the college.
6. Employee: This term applies to anyone on the college payroll, including student employees.

### **Exclusions**

1. This policy does not prohibit appropriate use of physician-prescribed drugs or over-the-counter drugs necessary to the employees' health which do not interfere with job performance.
2. This prohibition does not apply to reasonable use of alcoholic beverages when offered in connection with the college's official social or professional functions, which occur at the end of or after the employee's work day so that the employee does not return to work. Such activities are governed by State OLCC regulation which requires the college to closely monitor consumption.

### **Employee Assistance**

Employees may seek referral assistance through their supervisor in connection with alcohol or drug-related problems. Drug and alcohol counseling and rehabilitation are available through the

college's Employee Referral Procedures and/or through the medical insurance plans, whichever is applicable according to the employee's status.

1. Reasonable efforts will be made to handle such requests confidentially.
2. Requests for assistance are encouraged and will not be considered alone as grounds for dismissal.
3. Such requests will not, however, excuse violation of the actions prohibited under Board policy.

## Use of Tobacco

In accordance with Oregon Revised Statutes which state:

“The people of Oregon find that because the smoking of tobacco creates a health hazard to those present in confined places, it is necessary to reduce exposure to tobacco smoke by requiring non-smoking areas in certain places,” and “No person shall smoke or carry lighted smoking instrument in a public place except in areas designated as smoking areas...”

and since these policies apply to all “public places” in Oregon and educational facilities come within the definition of a public place, the Columbia Gorge Community College Board of Education adopts the following policy:

The Board finds that the smoking of tobacco creates a health hazard to those present in confined places. Most activities in Columbia Gorge facilities require people to remain in confined places for lengthy period of time. The choice to smoke should not interfere with the rights of others to breathe air free of smoke and its harmful effects.

Therefore, no person shall smoke, use smokeless tobacco or carry any lighted smoking instrument in any place on the college campus, except in designated areas. Designated smoking areas will be clearly signed and their location established by the college President.

The following areas have been designated as smoking/tobacco permitted areas at The Dalles Campus and Hood River-Indian Creek Campus:

- Parking lots
- Inside your vehicle

## Staff Complaints

The President or designee will develop a complaint procedure which will be available for all employees who contend they have been subject to a violation, misinterpretation or inappropriate application of college personnel policies and/or administrative procedures. The complaint

procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of college personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any negotiated contract, nor will it be used in any instance where a negotiated contract provides a dispute resolution procedure. Disputes concerning an employee's dismissal or non-renewal will not be grieved under this procedure.

All reasonable efforts will be made to resolve complaints informally.

### **Staff Complaint Procedure**

The purpose of this procedure is to afford every employee, subject to the limits specified in policy GBM, the means to seek formal discussion of complaints arising out of an alleged violation, misinterpretation or inappropriate application of Board of Education personnel policies and/or administrative regulations. Complaints regarding Board personnel policies are subject to this procedure through step four. Administrative procedures are subject to this procedure only through step three. All days in the procedure refer to working days of the district. Failure to proceed to the next step within the time limits specified will automatically be construed as acceptance of the decision at the previous step.

Step 1: The employee will submit a letter to his/her immediate supervisor indicating the nature of the problem and requesting a conference. The letter must be sent within 20 days of the occurrence or perception of the problem. A conference will be held between the employee and his/her immediate supervisor within three days of receipt of the request. Written results of the conference will be sent to the employee within three days of the conference.

Step 2: If the results are unacceptable to the employee, he/she may make a written request, within three days of the receipt of the results, for a conference with the appropriate administrator. A conference will be held between the employee, the immediate supervisor and the appropriate administrator within three days of receipt of the request. Written results of this meeting will be sent to the employee and the immediate supervisor within three days of the conference. For matters outside the jurisdiction of the immediate supervisor, the employee may start the proceedings at Step 2.

Step 3: If the results are unacceptable to the employee, he/she may make a written request, within three days of receipt of the results, for a conference with the President. A conference will be held between the employee, the immediate supervisor, the administrator and the President or designee within three days of the request. At this time, the parties may present their cases. Written results of this conference will be sent to the employee, the immediate supervisor and the administrator within three days of the conference.

Step 4: If the results are unacceptable to the employee, he/she may make a written request, within three days of receipt of the results, for a conference with the Board. The

written request shall be submitted to the President. A conference will be held between all parties involved and the Board at the next regularly scheduled Board meeting. The President may request a special meeting of the Board as he/she deems appropriate. The Board will send its written decision to the employee within 20 days of the conference. Board decisions shall be final.

## **Children on Campus**

The college reserves the right to ask any person to leave the premises at any time.

Children age 14 or under will not be allowed on campus or in any facility used by the college, unless they are enrolled in a college class, studying for that class, or under the direct control and supervision of an adult.

Children age 14 or under may not sit in classes for which they are not registered unless they are granted permission by the instructor. Permission will normally be granted only if the child is directly supervised by his/her parent or guardian (who must be registered in the class) and is not disturbing the instructor or other students.

Staff members may not supervise dependent children, on the job, during their regular working hours.

## **Posting of Professional Staff Vacancies**

The College shall attempt to recruit the most suitably qualified applicants for filling any teaching or administrative positions. Announced vacancies will be posted in all buildings in an appropriate format to ensure effective communications with all individuals, including those with disabilities.

All postings will notify applicants that equal employment opportunity and treatment shall be practiced by the College. The employer's duties under the Americans with Disabilities Act, including the duty to reasonably accommodate upon request and with appropriate advance notice will be clearly stated.

All notices will include the following information:

1. Job title;
2. Qualifications: degree or experience required and/or preferred;
3. Essential job functions;
4. Special requirements;
5. Terms of employment;
6. Salary range;
7. Benefits;
8. Application procedure;
9. Posting dates;
10. Closing dates;

11. Other - as may be required/requested by administrator initiating the job order.

## **Position Descriptions**

Position descriptions serve:

1. to describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. to describe attendance standards;
3. to help applicants determine the qualifications needed to fill a position;
4. to help district administrators determine which candidates to recommend for appointment; and
5. to assist administrators in the evaluation of the employee's performance of position responsibilities.

Position descriptions will be developed under the supervision of the President for each position in the district. Each position description shall be dated. As position descriptions are reviewed and/or revised new dates will be affixed.

Position descriptions will be coded and retained in an electronic file titled: Human Resources Position Descriptions. The document will be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her position description.

Position descriptions will be reviewed annually. Initial or revised position descriptions will be approved by the President or a designee.

## **Personnel Records**

An official personnel file will be established for each person employed by the college. Instructional personnel files will be kept in the Chief Academic Officer's office. All other personnel files will be kept in the office of the President.

All records containing employee medical condition information such as workers' compensation reports and release/permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

The President will be responsible for establishing procedures regarding the control, use, safety and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints and written disciplinary actions to be placed in their personnel file and may submit a written response to be attached to the file copy.

Except as provided below, or required by law, college employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;

2. Others designated in writing by the employee;
3. The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board of Education. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The President and members of the central administrative staff;
6. College administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the personnel office;
8. Attorneys for the college or the college's designated representative on matters of college business.

The President may permit persons other than those specified above to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The President will determine in each case the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

### **Personnel Contracts**

Each employee of the Columbia Gorge Community College who is not covered by the bargaining unit agreement will be issued an annual contract. Such contract will specify the duties, funding sources, if appropriate, and length of contract year as well as the salary. Contracts will be issued prior to May 30 of each year.

When the President is making decisions regarding the issuance of contracts, the current duties, ability of a given employee to assume additional duties, based upon job skills and abilities, will be a major consideration.

Any employee who has been a full-time employee of the college will be considered for a full-time contract upon request. Employees who have been assigned part-time status for any reason will retain their full-time designation in terms of administrative reassignment of staff.

Written notice of reasonable assurance of continued employment to all employees who are to perform services in the same or similar capacity during a subsequent academic year or term, or in the period immediately following a recess period, will be given to employees by May 30.

### **Non-School Employment**

All employees are expected to accomplish those tasks required by the college. Employees must avoid outside employment that interferes with the performance of their responsibilities and the maintenance of productive relationships with students, parents and other staff members. If

outside employment interferes with job performance, the employee will be required to make a choice between college employment and outside employment.

## **Discipline and Dismissal of Personnel**

It is the policy of the Board of Education to use due process and to comply with college procedures and collective bargaining agreements when applicable when disciplining and/or dismissing employees.

## **Personnel Selection and Termination**

The Board of Education of Columbia Gorge Community College places the responsibility for all personnel selection and termination upon the President. It will be his/her responsibility to do the hiring and dismissals, or to delegate these duties to members of the staff.

Standards for faculty selection will be based on the most recent Accreditation Handbook published by the Commission on Colleges and Universities of the Northwest Association of Schools and Colleges.

## **Research**

Employees are encouraged to participate in research for the development and improvement of education. If an employee plans to engage in a research project during the work day or use college resources or students, either for study toward advanced work or for use in classroom instruction, approval must be secured from the President. If the study results in material which would be useful to other employees, it is recommended that it be made available for distribution throughout the college. For the protection of all concerned, privacy rights of students or other individuals involved in research projects must be protected.

Research which is conducted by or for a non-college employee must be approved by the President or designee.

## **Copyrights and Patents**

The Board asserts the college's proprietary rights to publications, instructional materials and other devices prepared by college employees during their paid work time. The Board also recognizes the importance of encouraging its professional staff to engage in professional writing, research and other creative endeavors. Publications, articles, materials, models and other items produced by college personnel for college use with college time, money and facilities as part of an employee's job responsibilities remain the property of the college.

The college will apply for copyrights and patents when deemed appropriate by the President. Employees will be expected to cooperate in the college's efforts.

In the event that an employee produces items described above partly on his/her own time and partly on college time, the college reserves the right to claim full ownership. The employee,

however, may petition the college for assignment of copyright or patent rights. Employees will not attempt to copyright or patent such items without the knowledge and consent of the President.



# PROFESSIONAL CONDUCT

---



## **Professional Conduct**

### **Staff Participation in Community Activities**

The Columbia Gorge Community College Board of Education encourages the administration, staff, and faculty to be involved in community activities that help to establish working affiliations with the community and promote the mission of the college. More specifically, this includes community boards, commissions, task forces, service clubs, and similar associations that are deemed to have the above results.

The Board recognizes that Columbia Gorge employees are a human resource and should be committed to the service of the college and the community it serves.

For the following reasons, the college receives benefit from staff being involved in these activities:

1. Attains feedback on educational programs;
2. Opportunities to assess community needs,
3. May meet the state statute and goal of intergovernmental cooperation.

The Board further realizes that participation in the above types of activities leads to personal and professional development of its staff.

Because of being involved in the above activities there may be times when in-kind and minimis and other resources of the college may be needed to accomplish active participation. (These activities may be identified in individual work plans and approved by the supervisor. In the case of the President, the President will keep the Board informed of such activities in which he is involved.)

Therefore the Board encourages staff to be involved in community events that are cost effective and build the effectiveness of Columbia Gorge Community College.

### **Staff Development**

In order to strengthen and refine professional skills of college personnel, the President or his/her designee will develop a staff development program for full-time and part-time instructors, consistent with the standards as required by the most recent Accreditation Handbook published by the Commission on Colleges and Universities of the Northwest Association of Schools and Colleges.

College employees will be encouraged to participate in the development and implementation of the college's staff development plan including provisions for the professional growth of staff.

Staff development programs, whether provided directly by the College or through College contracts with third parties, will provide appropriate reasonable accommodations to ensure such programs are available to employees with disabilities.

### **Absenteeism and Tardiness**

Unless excused by the supervisor, all employees are expected to be at their assigned work stations and ready to begin work at the time they are scheduled to work. Unexcused tardiness, leaving early or absenteeism will not be tolerated and may lead to disciplinary action. Supervisors are instructed to monitor work schedules and take appropriate disciplinary action when employees violate this policy.

### **Staff Conflict of Interest**

College employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as college staff members. This means that:

1. Employees will not participate for financial remuneration in outside activities for which their position on the staff is used to sell goods or services to students or patrons;
2. Employees who have patented or copyrighted any device, publication, or other time will not receive royalties for use of such item in the college;
3. Employees will not engage in any work where the source of information concerning customer, client or employer originates from information obtained through the college.

To avoid nepotism in personnel supervision, the Board of Education directs that no employees be assigned in any position where the employee would be responsible to a member of his/her family.

Family, as used in this policy and as defined by law means the wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent or stepchild of the individual.

### **Electronic Communications System (ECS) Electronic Information Resources (EIR) and Internet Policy**

#### **Basic Policy**

The College's Electronic Communications Systems (ECS) are provided for students, to engage in educational and research activities related to College classes and for employees and faculty, to conduct business and engage in other activities related to the performance of their job functions.

The users of the College's ECS should treat one another with respect and professionalism. Such conduct includes: consideration of others, responsibility for one's actions, respect for College

property and authorized and efficient use of College resources. Users of the ECS, EIRs and Internet should have a basic understanding of the law regarding copyright and other legal issues.

The College does not guarantee that messages or files are private or secure. The College administration has access to all messages and files on the ECS. The College reserves the right to monitor all use of the College's ECS, electronic resources, and Internet access randomly or to assess compliance with these procedures. All users are required to cooperate with College efforts to monitor system usage and to investigate possible violations of these procedures. Upon request of the College, a user must promptly demonstrate the appropriate basis for use of the system.

### **Electronic Communications System (ECS) Access**

Access to the College's ECS is authorized to the following:

- College employees.
- Faculty.
- Students.
- Others as authorized by the College president.

Users are permitted to use the College's ECS only in furtherance of the function that results in authorized access: for students, to engage in educational and research activities related to College classes; for employees and faculty, to conduct business and engage in other activities related to the performance of their job functions.

The College will monitor ECS usage. Users understand that CGCC may use automated software to monitor material created, stored, sent or received on its ECS. Upon request of the College, a user must promptly demonstrate the appropriate basis for use of the system. Users should not have an expectation of privacy in anything they create, store, send or receive on the ECS.

The College has the ability to remotely monitor or control any computer on the College network. User authorization to remotely access a computer and visual verification on the remote computer will be implemented whenever possible.

Supervisors have the right to gain access to their staff's network and local computer data.

### **General Guidelines and Prohibitions**

Operation of the College's ECS relies upon the proper conduct and appropriate use by all users. Students, faculty, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines.

#### **General Guidelines**

ECS users will:

1. Adhere to the same standards for communicating on-line that are expected throughout the College and are consistent with Board policy and administrative procedures.

2. Should not knowingly and consistently make use of computer resources in any manner that interferes with the ability of others to make equal use of those same resources. (Examples: Network use, broadcast of unsolicited email and messages, network disk utilization and Internet bandwidth usage)
3. Schedule communications intensive activities such as large file transfers, mass e-mailings, and streaming audio or video for off-peak times (before 8am or after 5pm Monday through Friday).
4. Be aware of your network storage utilization. Remove files that were for temporary use, or are no longer needed.
5. Respect the privacy of others.
6. Cite all documents and information accessed via Internet that are used in reports, term papers, journal articles, etc. with a proper bibliographic reference. Not including proper citation for sources of information is plagiarism and will be treated as such.
7. Adhere to guidelines for managing and composing effective e-mail messages:
  - a. One subject per message, avoid covering various issues in a single message.
  - b. Use a descriptive heading.
  - c. Do not use all upper case letters, which is considered SHOUTING on Internet.
  - d. Be concise, keep message short and to the point.
  - e. Cite appropriate references.
  - f. Conclude message with actions required and target dates.
  - g. Delete unneeded e-mail.
8. Protect password confidentiality. Passwords are not to be shared with others.
9. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques.
10. Be individually responsible for not pirating copyrighted or licensed software and related materials, such as documentation, etc.
11. Use of the ECS, EIRs or Internet should not invade the privacy of others. Federal laws protect the privacy of users of wire and electronic communications. All data should be treated as confidential unless designated or authorized for public use. This authorization is usually signaled by the user setting file access permission to allow public or group reading of the files. If in doubt, ask the Information Technologies Director.
12. Promptly report security problems or misuse of the system to the Chief Technology Officer; or for Library resources, report to the library staff.
13. Follow the established Computer Usage Procedures.

## **Prohibitions/Procedures**

It is a violation of these procedures to engage in or attempt to engage in the following conduct:

1. Use the system for commercial or personal gain purposes, e.g., consulting for pay, sales of any kind, etc.
2. Use the system to avoid personal expense.
3. Use, reproduce or distribute material on the system in violation of copyright law or applicable provisions of use or license agreements.
4. Degrade, disrupt or vandalize the College's equipment, software, materials or data or those of any other user of the system or other networks connected to the system. This prohibition includes attempts to gain unauthorized access to restricted information or networks; make unauthorized entry to files, accounts or networks inside or outside the College; or intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to others without their explicit permission.
5. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the state law and federal statutes including the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act of 1996.
6. Material that is fraudulent, abusive, discriminatory, sexually explicit, profane, obscene, defamatory, or otherwise unlawful or inappropriate may not be intentionally sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, or chat groups) or displayed on or stored in CGCC's computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.
7. The College's Sexual Harassment and Non-Discrimination Policies and Procedures apply also to Internet, EIRs and the ECS. Sending or forwarding offensive, intimidating or insulting mail or messages may constitute harassment and is a violation of the intended educational and administrative use of Internet, EIRs and the network, and may result in loss of Internet, EIRs and/or system privileges, and/or be reported to law enforcement.
8. The College reserves the right to delete, move or edit messages that it, in its sole discretion, deems in violation of copyright or trademark laws, or otherwise unacceptable. Users shall remain solely responsible for the content of their messages.
9. Subscribe another person to a bulletin board or discussion group, plant or distribute viruses, or use or distribute unauthorized software or other resources.

10. Evade, change, or exceed resource quotas or disk usage quotas.
11. Intentionally access, download, or transmit any text file or picture or engage in any conference that includes material which constitutes harassment of others; or encourages commission of unlawful acts or violation of lawful Board policies and/or administrative procedures.
12. Chain letters waste computing resources and may be considered harassment. Creating or forwarding chain letters will result in loss of Internet, EIRs and system privileges.
13. Access any service via the College's system that has a cost involved or attempts to incur other types of unauthorized costs. The user accessing such services will be responsible for these costs.
14. Post or publish personal information, including photograph, age, home, or work addresses or phone numbers or other personal data of another person.
15. Use the system, EIRs or Internet to store personal information about individuals that they would not normally freely share with others about themselves. Collect information about individual users without their consent.
16. Intercept or otherwise monitor any Internet or any system communications not explicitly meant for you.
17. Use the ECS, EIRs, or Internet in violation of federal, state and local laws.
18. Load or install any programs, personal files, personal data or software on any computer or the network, unless authorized by the I.T. Director.
19. Using the ECS for non-College-related downloading, uploading, or sharing music, video streaming, playing games, or other high-bandwidth activities.
20. Attach any equipment to the College's network, unless authorized by the Chief Technology Officer.

## **Violations/Consequences**

### **Students**

Violations of these prohibitions will be dealt with in the same manner as violations of other college prohibitions and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the college, and legal action. Violations of some of the above prohibitions may constitute a criminal offense.

Violations of law will be reported to law enforcement officials.

### **Faculty and Staff**

Faculty and staff who violate the ECS, electronic resources, or Internet prohibitions shall be subject to discipline, up to and including dismissal in accordance with negotiated agreements and applicable provisions of law.

Violations of law will be reported to law enforcement officials.

### **Others**

Other users who violate the ECS, electronic resources, or Internet prohibitions shall be subject to suspension of College ECS access, up to and including permanent loss of privileges.

Violations of law will be reported to law enforcement officials.

### **Information Content/Third Party Supplied Information**

Opinions, advice, services and all other information expressed by ECS users, information providers, service providers or other third party individuals are those of the providers and not the College.

The College does not warrant that the function or services performed by or that the information or software contained on the ECS will meet the ECS user's requirements or that the ECS will be uninterrupted or error-free or that defects can be corrected. The College's ECS is provided on an "as is, as available" basis. The College does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the ECS and any information or software contained therein.

CGCC is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search request may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Columbia Gorge Community College reserves the right to modify this procedure at any time. Questions about this Procedure should be addressed to the Chief Technology Officer, Chief Institutional Advancement Officer, or President.

### **Reproduction of All Copyrighted Materials**



Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board of Education therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law.

Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, he/she should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the college in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

## **Cellular Telephones**

The Board of Education recognizes that the use of cellular telephones may be appropriate to provide for the effective and efficient operation of the college and to help ensure safety and security of college property, staff and others while on college property or engaged in college-sponsored activities. To this end, the Board authorizes the purchase and employee use of cellular telephones, as deemed appropriate by the President.

College-owned cellular telephones shall be used for authorized college business purposes. Personal use of College-owned equipment is prohibited except in emergency situations. Any expenses incurred for personal use shall be reimbursed to the college.

Use of cellular telephones in violation of Board policies, administrative regulations and/or state and federal laws will result in discipline up to and including dismissal and/or referral to law enforcement officials, as appropriate.

### **Cellular Telephone Authorization**

Cellular telephones may be assigned or made available on a temporary basis by the [President] [Business Manager] when it is determined that:

1. The assignment of a cellular telephone to the employee is a prudent use of college resources;
2. The employee's job responsibilities require the ability to communicate frequently and access to a college or public telephone is not readily available;
3. The employee's job responsibilities involves situations where immediate communication is necessary to ensure the security of college property or safety of students, staff or others while on college property or engaged in college-sponsored activities.

### **Cellular Telephone Use**

1. Cellular telephones are provided specifically to carry out official college business when other means of communications are not readily available. Cellular telephones may not be used for routine communications.
2. Cellular telephones are not to be used when a less costly alternative is readily available, unless as otherwise necessary for safety or emergency circumstances.
3. Personal use of college-owned cellular telephones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on college or other public telephones.
4. Cellular telephones are not to be used for conversations involving college information of a confidential nature.
5. Cellular telephones are not to be loaned to others.
6. Employees issued a cellular telephone are responsible for its safekeeping at all times. Defective, lost or stolen cellular telephones are to be reported immediately to the [Business Manager] who will in turn notify the service provider.
7. Cellular telephones issued for employee use are to be returned to the [Business Manager] at the conclusion of the academic year, activity or as otherwise specified.

### **Privately-Owned Cellular Telephones**

1. College employees may be reimbursed for use of privately-owned cellular telephones

to conduct college business in accordance with Board policy and this regulation, with prior approval of the [President] or [Business Manager].

2. Personal use of privately-owned cellular telephones by employees authorized to use such equipment for college business is restricted to nonclass or other such times when the employee is not on duty.

# EMPLOYEE BENEFITS

---



## **Employee Benefits**

### **Early Retirement**

It shall be the policy of Columbia Gorge Community College Board of Education that requests for early retirement from any employee will be considered by the administration and Board on an individual basis.

### **Workers' Compensation Insurance**

All employees are covered by the college Workers' Compensation Insurance. Any injury or illness to an employee while on duty must be reported at once to the immediate supervisor who will report the incident in accordance with the Columbia Gorge Community College Safety Manual.

Any employee who is injured while on duty or becomes ill as a result of performing his/her responsibilities may receive compensation and expenses as prescribed by state law and regulations.

### **Family Medical Leave**

The district will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, other applicable provisions of Board policies and negotiated agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under federal law, he/she must have been employed by the college for the previous 12 months and have worked at least 1250 hours during the past 12-month period.

In order to be eligible under state law, an employee must work an average of 25 hours per week and have been employed at least 180 days prior to the first day of the family medical leave of absence. However, for parental leave purposes, an employee becomes eligible upon completing at least 180 days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

Federal and state leave entitlements generally run concurrently.

### **Holidays**

Employees shall receive the following holidays with pay:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- The last business day before and after Christmas Day

## Vacation Leave

Confidential employees accumulated Vacation Leave at the following rates:

- 6.67 hours per month for the first year of employment
- 8 hours per month for years 2-4 of employment
- 11.34 hours per month for years 5-9 of employment
- 12.67 hours per month for years 10-14 of employment
- 13.33 hours per month for year 15 of employment and thereafter

Management employees receive Vacation Leave at the following rates:

- President: 240 hours per year
- ELT Members: 200 hours per year
- All other management levels: 160 hours per year

Classified employees accrue leave per the stipulations in the Classified Employee Bargaining Agreement.

## Sick Leave

Confidential employees accumulate Sick Leave at the rate of 8 hours per month.

Management employees accrue Sick Leave at the rate of 8 hours per month.

## Bereavement Leave

Employees shall receive up to five (5) work days leave with pay in the event of death in an employee's immediate family. Immediate family includes spouse or significant other person; and, of either the employee or spouse, a child, parents, grandparents, grandchildren, brother or sister. Additional leave, if required, must be approved in advance by the supervisor and will be taken by an employee from vacation or will be unpaid leave.

## Tuition Reimbursement

### Administrative and Other Designated Staff

1. Designated staff members of Columbia Gorge Community College may apply for tuition reimbursement for courses, seminars, or other study if such courses are directly related to the employee's employment with the district.

2. Reimbursement for approved courses shall be based on fees as prescribed by the State System of Higher Education during the budget year in which such reimbursement is requested.
3. Reimbursement for college classes and workshop fees will be limited to the equivalent tuition cost of nine college quarter hours per each contracted year of employment as approved in advance by the President.
4. This policy is limited as follows:
  - a. Tuition reimbursement shall not exceed the tuition fees of the State System of Higher Education during the budget year in which the reimbursement is requested;
  - b. Classes shall be those leading to a certificate, degree, or be directly related to the employee's professional area;
  - c. A grade of A, B, C, P, or S must be earned unless the class is non-graded or is non-credit. Transcripts or grade slips must be submitted with the request for reimbursement;
  - d. Course reimbursement per each contracted year of employment shall include Summer, Fall, Winter, and Spring terms.
5. THIS REQUEST FOR REIMBURSEMENT MUST BE APPROVED IN ADVANCE.
6. The staff member is responsible for providing a copy of the fees prescribed by the State System of Higher Education, a grade slip, and a receipt.

## **Tuition Waivers**

Tuition shall be waived for an employee, spouse or eligible children who attend classes at Columbia Gorge Community College. This does not apply to fees such as laboratory fees and seminar fees when attendance at the seminar results in an additional cost to the college.

## **Guidelines**

1. Tuition Waivers must be completed and approved prior to the beginning of the class.
2. Registration shall be in accordance with the College's registration schedule and procedure.
3. Employees shall register during nonworking hours.
4. Employees may take credit or non-credit courses. One credit hour will be considered equivalent to 11 non-credit hours.

5. Attendance in a class by an employee shall not interfere with the employee's regular duties and responsibilities. If an employee is required to take a class, the employee will be allowed time during the workday for the class without loss of pay.
6. It is understood that sufficient enrollment must be present without the enrollment of a tuition waiver student.
7. No tuition waiver student shall displace a tuition paying student.
8. Tuition waivers for Small Business Development Center classes may not always apply and will be determined on a class by class basis by the SBDC Director.
9. Dependent children are those who are under age 24 and as defined by the Internal Revenue Service.

**Full time employees** may waive up to eight (8) credit hours per term. An employee with five years of service with the college may receive up to nineteen (19) credit hours per quarter for a maximum of one year or three terms while on approved leave of absence without pay.

**Spouse and dependent children** may waive up to nineteen (19) credit hours per term each or a maximum of the credits required to obtain a two year degree in a college program.

### **Comprehensive Benefits Information**

For more information regarding Social Security and Medicare insurance; Worker's Compensation Insurance; the State of Oregon Workers Benefit Fund Assessment; State of Oregon Unemployment Insurance Tax; retirement benefits; the Employee Assistance Program; medical, dental, and vision insurance; the Personal Choice Account; Disability, Life, and Accidental Death or Dismemberment Insurance; 403(b) and 457 (b) salary reduction agreements; Worker's Compensation Insurance; various payroll deduction programs; and other benefits please visit the CGCC website at <http://www.cgcc.cc.or.us/BusinessOffice/documents/Benefits07012011.pdf> and <http://www.cgcc.cc.or.us/BusinessOffice/payroll.cfm>



# WORKSITE SAFETY

---



## **Worksite Safety**

### **Safety Program**

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to health of students, employees and other citizens from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with fire extinguishers and such other devices required by state and federal laws and regulations.

### **Hazard Communication Program**

Through routine inspection of all facilities, materials and equipment, as well as through staff training, it is expected that all hazardous or potentially hazardous conditions will be identified, reported and corrected.

All personnel who, during the performance of their duties, or in an emergency, may be exposed to hazardous chemicals will be informed and trained to deal appropriately with these chemicals. All employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals.

### **Home Appliances**

The Columbia Gorge Community College Board of Education is concerned about fire safety and insurance costs. Therefore, the use of home style coffee makers and other home appliances are not allowed at Columbia Gorge Community College campus.

The Director of Facilities Services is directed to develop a plan and procedures for coffee which would include confiscation of unauthorized coffee pots and other appliances on the campus.

### **Accident Reports**

Written reports will be submitted to the Facilities Supervisor on all accidents occurring on district premises, in district vehicles, at a district-sponsored activity or involving students and staff members who may be elsewhere on district business. Reports will cover property damage as well as personal injury. Copies of such reports will be forwarded to the district's agent-of-record.

All accidents will be promptly investigated. As a result of the investigation any corrective measure will be acted upon.

## **Campus Security**

The college is committed to working with community agencies to reduce the opportunity for criminal/anti-social activities and providing a safe and secure environment for staff and students. The Facilities Services Department shall be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### **Security and Access**

The Board of Education seeks to provide an atmosphere of openness for the encouragement of collegiate activity at college-controlled facilities. This must be balanced by controls on access which are designed to promote security in college facilities.

### **Reporting of a Crime or Other Emergency**

College personnel shall cooperate fully with local, state and federal law enforcement agencies as they seek to protect life and property, to prevent antisocial behavior and preserve a secure environment in the locations where classes are held and offices are located. It is the responsibility of students and staff to report all crimes, even those considered minor, to the city police and Facilities Services.

All suspicious activity and other emergencies should be reported to the Facilities Services Director or another administrator, as promptly as possible.

### **College Security Procedures and Practices**

To encourage students and employees to be responsible for their own security and the security of others, as well as to promote crime prevention, the Facilities Services Department shall inform students and staff annually about college security programs, procedures and practices through such means as handbooks and postings.

The Facilities Services Department will monitor and record criminal activity at off-campus student organizations recognized by the college, including those student organizations with off-campus housing facilities.

Facilities Services shall also prepare, publish and distribute statistical reports to students and staff and to any applicant for enrollment or employment, upon request. Reports will identify the occurrence of crimes on campus, in or on non-campus buildings or property and on public property reported to Facilities Services or local police agencies. The number of campus arrests during the most recent calendar year and the two preceding calendar years for criminal offenses will also be included, as specified in the Act of 1990. Information will include procedures for students and others to report criminal actions or other emergencies occurring on campus and the college's response to such reports.

The President shall develop administrative regulations as necessary to implement this policy and to meet the requirements of law.

To reduce the possibility that any student or employee may be exposed to potential hazards, the following steps have been developed:

### **Prevention and Response to Crime**

1. All keys to classrooms, offices, laboratories, files, cabinets, etc. are issued by Facilities Services. Staff members must sign for keys when they are issued and check them in at the close of the college year or whenever they are no longer needed. Keys to campus facilities are not to be given to students without the express permission of their supervisor and Facilities Services;
2. It is the responsibility of each staff member to see that windows are closed and latched, doors are locked and lights are out when not in use. These precautions are particularly important when leaving the work area for the day;
3. To prevent outside doors to buildings being left unlocked late at night or on weekends, all staff are to carefully observe the following guidelines:
  - a. A building unlocked for staff must be immediately relocked after entering. This will prevent the possibility of an unauthorized entry;
  - b. On leaving the building, staff are directed to not only lock the door, but also to try it afterwards to see that the safety latch is caught.
4. Staff members are encouraged to help students set up a “buddy system” when walking to and from classes. Instructors should include themselves in such planning;
5. All staff members and students are encouraged to lock vehicle doors, even when leaving vehicles only for a short time;
6. It is the responsibility of the safety committee to routinely inspect college facilities and grounds and make recommendations on safety hazards that may impact students, staff and visitors;
7. It is the responsibility of all staff members and students to report all suspicious activity and crimes occurring in college buildings and classrooms and on college grounds to the Campus Services Director or another administrator as promptly as possible;
8. Staff and students are encouraged to report non-operating lighting to college staff and non-operating street lights to city offices;
9. The college is a drug-free school and workplace. Enforcement of the college drug and alcohol policy is part of the college crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be under the influence of or furnish illicit drugs on college controlled property or at college or student organization functions. A student violation of this prohibition may result in disciplinary probation, suspension or expulsion.

## Safety and Security at Columbia Gorge Community College Procedures

Columbia Gorge Community College is committed to providing a safe and secure environment for students and staff. In our small community we often feel immune to the crime problems of the city, however, no community can be totally risk-free in today's society. There are things we can do together to reduce the opportunity for criminal/antisocial activities.

To reduce the possibility that any student or employee may be exposed to potential hazards, some suggested steps are described below to reduce risk. All of us can further reduce our risk by thinking about personal safety and taking common sense precautions.

Columbia Gorge Community College is a drug-free campus and workplace. Enforcement of the college drug and alcohol policy is part of the crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be perceptively under the influence of or furnish alcoholic beverages on college controlled property or at college or student organization functions.

### Campus Security

Whether you are a student, staff member or visitor at CGCC, we are all partners in creating an environment which is safe and conducive to the learning process. Effective crime prevention includes certain elements. Everyone is asked to be alert, security conscious and involved. A conscientious approach can protect you, your belongings, fellow students and your campus.

The Facilities Services Department is responsible for the security of the structures and grounds of the campus. This department is responsible for checking all facilities to ensure that they are in fact secured and locked.

All emergencies, suspicious activity and criminal behavior should be reported to the police at 911. Then call the Facilities Services Department. All crimes, injuries, thefts, assaults, safety incidents/accidents and any other personal infringements must also be reported to the Director of Facilities Services, who will report it to the President.

Campus safety is everyone's responsibility – do your part by being:

**Alert** - for safety hazards and campus crime

**In-the-know** - about safety precautions and emergency procedures

**Involved** - watch and be attentive to activities around you

**Security Conscious**

### Tips for Safety

1. If alone, try to walk where there are other people – there is safety in numbers
2. Travel with someone when walking to class or your car, especially at night. Use the "buddy system," including college staff. If needed, you may call a custodian to assist you at 541-300-1205.

3. Avoid isolated areas
4. Protect your valuables – hold them close to your body
5. Dress sensibly – avoid binding clothes that hinder movement
6. Don't carry large amounts of cash
7. Use walkways in well lighted areas
8. If you're being followed:
  - a. Make noise and go to a well-lighted populated area
  - b. Call for a ride or assistance
  - c. Cross the street or change direction
  - d. Keep looking back so the person knows you are aware of him/her
  - e. Notice details about the person so you can give a good description

**Personal Property**

1. Never leave your property unattended
2. Keep a written record of valuables, including descriptions and serial numbers. These are proof that the property is yours and will aid in the reporting process and recovery.
3. Always report missing or stolen property immediately to the Facilities Services Department
4. Use a locking device on your bicycle.

**Vehicle Safety**

1. Park in one of the lighted parking areas
2. Lock your vehicle and close all windows
3. Never leave items inside your vehicle – lock valuables in your trunk
4. Never store or hide a spare key in or on your vehicle
5. Engrave accessories inside your vehicle with your driver's license number

**Emergency Numbers**

Emergencies .....	Dial 911
Fire Department .....	Dial 911
Police .....	Dial 911
Ambulance (Paramedic) .....	Dial 911
Accidents-Injuries .....	Dial 911
Facilities Services .....	Ext. 6071
President's Office .....	Ext. 6101
Operator .....	Dial 0

## **Campus Telephones**

There is an inter-campus phone on each floor of Building 1, near the restrooms. These phones can be used to call college extensions or to call 911. A 911 call puts you in touch with city emergency personnel.

## **Reporting Emergencies**

1. Quickest and easiest way to obtain professional help for any emergency is to call: Fire or Law Enforcement: 911
2. When calling, stay calm and carefully explain the problem and location to the dispatcher.
3. Notify faculty or staff members in the building.
4. Call Facilities Services: Ext. 6071

Be Calm – Keep Others Calm - Please wait for emergency personnel to arrive. -

## **Crime Awareness**

Always be aware of your surroundings and those people who are near you. Report suspicious persons and activities to the Facilities Services Department, ext. 6071, or other administrative staff.

Report any non-operating lighting to college staff and non-operating street lights to Facilities Services Department, Ext 6071.

## **Extreme Adverse Weather**

In the event of unusual circumstances resulting from extreme adverse weather, natural disaster, fire or other emergency, management may delay opening and/or close some or all college operations. When all operations are closed, administrative, classified, and confidential employees shall not be required to report to work and will suffer no loss of pay or benefits.

When classes are canceled and the administrative offices are open, employees will not receive compensation for time not worked. Employees may use vacation or comp time to maintain their pay. They may make up the time if the employee and supervisor agree on a suitable work schedule that does not lead to overtime pay.

Delayed opening or early, partial or complete closing of the college will not reduce compensation for full-time faculty. Full-time faculty are expected to make up missed classes. The college will attempt to reschedule work missed by part-time faculty so as to maintain their normal income level.

## **Inclement Weather**

There is no entitlement to pay for hours not worked due to inclement weather.

### **College Closure**

If the college is closed due to bad weather, office personnel will receive a call notifying them of the closure. Administrators and full-time staff should call the people indicated on the “calling tree”. If you are not on the list, tune into a local radio station for school closures and/or call your supervisor.

### **Class Closure**

Class closures due to weather will be announced over the radio and under these circumstances office staff are expected to come to work. Office staff should use their own judgment about road conditions and their own personal safety in attempting to get to work or in leaving work early. Supervisors should be notified if an employee is unable to work when the college is open.



## RECEIPT FOR EMPLOYEE HANDBOOK

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

My signature on this form is to acknowledge that I have received a copy of the Columbia Gorge Community College Employee Handbook.

I understand that it is my responsibility to read the handbook. If I have questions concerning the information herein, I will bring them to the attention of my Supervisor or Human Resources Representative at CGCC.

**The statements and the contents of this Handbook and of other College documents are not promises of any kind by the College and are not intended to form a contract, expressed or implied, and may not be interpreted to form a contract between the College and any employee. The College reserves the right to terminate an individual's employment with or without cause or to change wages and/or any term or condition of employment at any time and without any prior consultation or agreement with the employee.**

**This handbook should not be considered all-inclusive, but rather a set of guidelines, and it can be changed by the College unilaterally at any time.**

**Regardless of date of hire, employees are subject to any amendments, deletions and changes in the handbook. This handbook supersedes any previous handbook or written policies.**

**No College representative, except the President, has the authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the above statements. No such agreement will be effective unless it is in writing and is signed by the President of the college.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature