TILLAMOOK BAY
COMMUNITY COLLEGE

Policy Manual
2018-2019

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Policy Manual
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Article No.: 100
Approved: April 7, 2008, October 13, 2014, November 14, 2016, November 6, 2017
Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

100.1 - PHILOSOPHY

The Board of Education of Tillamook Bay Community College recognizes that it is responsible to all the citizens of the College service area which constitutes Tillamook County, regardless of political, social, fraternal, religious or other affiliation.

MISSION

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

GOVERNANCE

The Board of Education is primarily concerned with the creation, under existing law, of policies for the College, and for the evaluation of the effectiveness of those policies. The execution of given policy, the daily decisions made within its framework, and the methods used to enforce its provisions, are properly the responsibility of the College professional administrative staff.

100.2 - BOARD DUTIES AND RESPONSIBILITIES

The Board of Education shall be responsible for the general oversight and control of the community college. Consistent with any applicable rules of the State Board of Education, the Board may:

A. Select and appoint the College President.

B. Select and appoint candidates to vacant Board positions.

C. Confirm the hiring of administrative officers, professional personnel and other employees, define their duties, terms and conditions of employment and prescribe compensation therefore.

D. Enact policies for the governance of Tillamook Bay Community College, including professional personnel and other employees and students therein and review on an annual basis.

E. Prescribe the educational program including the establishment of the academic requirements for diplomas, certificates and associate degrees including the degree guarantee maps for all degrees.

F. Control use of and access to the grounds, buildings, books, equipment and other property of the College.

G. Acquire, receive, hold control of, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve and develop any and all property of whatever nature given to or appropriated for the use, support or benefit of any activity under the control of the board, according to the terms and conditions of such gift or appropriation.

H. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.

I. Establish standards of admission to Tillamook Bay Community College and prescribe tuition rates and fees, including fixing different tuition rates for students who reside in the county, students who do not reside in the county, but are residents of the state, and students who do not reside in the state.

J. Prescribe and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.

K. Provide and disseminate to the public information relating to the program, operation and finances of Tillamook Bay Community College.

L. Establish or contract for advisory and consultant services.

M. Take, hold and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the board and institute, maintain and participate in suits and actions and other judicial proceedings in the name of the college for the foreclosure of such mortgages.

N. Maintain programs, services and facilities, and, in connection therewith, cooperate and enter into agreements with any person or public or private agency.

O. Provide student services consistent with the College's mission to support student achievement of educational goals.

P. Join appropriate associations and pay any required dues therefore from resources of the College.

Q. Apply for state and federal funds and accept and enter into any contracts or agreements for the receipt of such funds from the State or Federal Government or its agencies for educational purposes.

R. Prescribe rules for the use and access to public records of the college that are consistent with ORS 192.420. However, the following records shall not be made

available to public inspection for any purpose without consent of the person who is the subject of the record, or upon order of a court of competent jurisdiction:

(a) Student records relating to matters such as grades, conduct, personal and academic evaluations, results of psychometric testing, disciplinary actions, if any, and other personal matters.
(b) Employee records relating to matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters.

A. Enter into contracts for the receipt of cash or property, or both and establish annuities; and, commit, appropriate, authorize and budget for the payment of or other disposition of general funds to pay, in whole or in part, sums due under an annuity agreement, and to provide the necessary funding for reserves or other trust funds.

B. Encourage gifts to the College by faithfully devoting the proceeds of such gifts to the college purposes for which intended.

C. Approve the staff to build, furnish, equip, repair, lease, purchase and raze facilities; and locate, buy and acquire lands for all college purposes. Financing may be any prudent method, including but not limited to loans, contract purchase or lease. Leases authorized by this section include lease-purchase agreements where under the College may acquire ownership of the leased property at a nominal price. Such financing agreements may be for a term of up to 30 years except for lease arrangements which may be for a term of up to 50 years.

D. Participate in an educational consortium with public and private institutions that offer secondary, upper division and graduate instruction. To engage in such consortiums the College may expend money, provide facilities and assign staff to assist those institutions offering instruction.

E. Annually, the Board of Education will do a Board Self-Evaluation to review its effectiveness as a governing board.

F. Exercise any other power, duty or responsibility necessary to carry out the functions under this section or required by law.

100.3 - ORGANIZATION OF THE BOARD

The Board derives its authority from ORS, Chapter 341. The Board is subject to the provisions of the Constitution of the State of Oregon, applicable state and federal laws, its own policies and procedures, and the expressed will of the electorate. Board members

serve without remuneration, except for actual and necessary expenses incurred by Board members in authorized travel for College business, conferences, or professional meetings.

The Board consists of seven members nominated from zones and elected at large. Elections are held in accordance with the provisions of the ORS 341.790. The zones are:

Zone 1:	Beaver, Carnahan, Cloverdale, Hebo, Neskowin, Union, and Pacific City.
Zone 2:	Fairview, Netarts, Oceanside, South Prairie, and Westside.
Zone 3:	City of Tillamook (Precincts 1-6), Eastside, and Trask.
Zone 4:	Bay City, Garibaldi, Kilchis, Maple Leaf, and Foley.
Zone 5:	Nehalem, Pine Grove, Rockaway Beach, Wheeler, and Manzanita.
Zone 6:	At Large.
Zone 7:	At Large.

The term of office of all Board members shall begin on July 1 following the date of election. Board members shall serve until their successor's term begins. Board members must qualify by taking the oath of office before assuming the duties of the office.

The Board shall declare the office of a Board member vacant if it finds any of the following:

A. The incumbent has died or resigned, or

B. The incumbent has been removed, recalled, or the election has been declared void by a court of competent jurisdiction, or

C. The incumbent has ceased to be a resident of Tillamook County or the zone they were elected to represent, or

D. The incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented there from by sickness or other unavoidable cause, or unless granted an excuse by the Chairperson of the Board. The Chairperson shall report and have entered such excuses in the minutes of the meeting for which the excuse was granted.

Vacant positions upon the Board shall be filled by appointment of a qualified voter residing in the zone in which the vacancy occurs. A Board member so appointed shall serve until the next regular Public Election when a successor shall be elected to serve for the remainder of the unexpired term.

100.4 - OFFICERS OF THE COLLEGE BOARD

The Board shall meet and organize at the June meeting by electing a chairperson and vice-chairperson from its members for the following academic year.

The President of the College shall be appointed the Clerk of the Board. The Chief Finance Officer shall be appointed the Deputy Clerk of the Board, and the – President or support to the President shall be named the Board Secretary.

100.5 - DUTIES OF OFFICERS

The duties of Board officers and committees will be as follows:

A. Chairperson
    1. To preside at all meetings of the Board.
    2. To appoint or provide for the election of all committees.
    3. To call special meetings as required.
    4. To perform such other duties as may be prescribed by law or by action of the Board.
    5. To have the same duty to vote on matters before the Board as the other members.
B. Vice-chairperson
    The Vice-chairperson shall uphold the duties of the Chairperson in her/his absence.
C. President of the College as Clerk of the Board
    1. The President is appointed by the Board as its Executive and shall implement the policies of the Board regarding the operation of the College.
D. Deputy Clerk
    1. The Deputy Clerk will function as Clerk in the absence of the Clerk. The Deputy Clerk may also be a co-signer for payment of College bills by check.
E. Secretary for the Board
    The major duties and responsibilities of the Secretary for the Board will be:
    1. To notify members of the Board of all regular and special meetings.
    2. To attend all Board meetings.
    3. To record the minutes of the meetings of the Board and transmit a copy of the minutes of the previous meeting to each member of the Board before each ensuing meeting.
    4. To have charge of all records, proceedings and documents of the Board.
F. Committees
    1. The Chairperson shall appoint no more than three members to committees designated for a specific purpose. Committees shall not perform any of the Board's functions.
G. Budget Committee
    1. As directed by ORS 294.336, the Budget Committee shall consist of seven College Board members and seven members appointed by the Board for three year terms. Appointees must be qualified electors of Tillamook County.

100.6 - AUTHORITY OF MEMBERS

Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

Article No.: 101
Approved: April 7, 2008
Reference: ORS 341.287 [2]; ORS 341.290; ORS 192.420; ORS 341.790; ORS 294.336

101.1 CONDUCTING BOARD BUSINESS

A. Annual Organizations Meeting. The first Board of Education meeting of the fiscal year will serve as the annual organizational meeting.
B. Regular Board Meetings. Regular Board meetings are held monthly. Other meetings are held as needed. The date and location of a regular meeting may be changed by the action of the Board either by letter or by distribution of the minutes carrying a record of the change. In case of a change in date or location of a regular meeting, the Clerk shall take appropriate steps to inform the public of the change in advance of the meeting.
C. Executive Sessions. Executive sessions shall be held in compliance with Oregon Revised Statutes. Executive sessions, in accordance with Oregon Revised Statutes, are not open to the public.
D. Rules of Order. Robert's Rules of Order shall be used as a guide in conducting Board Meetings, except as otherwise noted in Board policy.
E. Public Participation in Board Meetings. All regular meetings of the Board are open to the public. The Board encourages and welcomes participation in its regular Board meetings and provides for public discussion of agenda items during the meeting under the agenda item, "Invitation of Public Comment." The Board, however, has no obligation to act upon any public request or proposal unless such request or proposal is submitted in writing to the College President at least eight days before the meeting, and the Chairperson of the Board places it on the agenda. Public discussion time may be limited by the Chairperson of the Board.
F. Minutes of Board Meetings. A record of all transactions of the Board will be set forth in the official minutes. The minutes will record the name of the member making a motion, the name of the person seconding it, and the vote of each Board member.
G. Voting. Voting at Board meetings will be by voice vote. A member voting against a proposition may state the reasons and have them recorded in the minutes if so requested at the time of voting. Any member may also request the "yeas" and "nays" to be taken and entered in the minutes on any question before the Board. Abstention is not desirable and if insisted upon will be recorded as a "nay" vote.
H. Quorum. Four members of the Board will constitute a quorum for the transaction of Board business. At least four members of the Board must approve a motion for it to pass.
I. Meeting Agenda. The agenda for Board meetings will be prepared by the College President. As a general rule, official action will not be taken on items not listed on the agenda.
J. Resource Persons at Board Meetings. The Board will recognize resource persons from various sections of the college community (instruction, administrative, and business office). Such resource persons will be seated at a resource table at regular Board meetings for the purpose of providing the Board information pertaining to the viewpoints of their respective sections regarding new or revised Board policy. All such representatives serve in an advisory capacity, at the pleasure of the Board, and with no right to vote on matters before the Board.
K. Board Member Travel Policy. All members of the College Board of Education are authorized to attend and participate in meetings and conferences of organizations of which the College is a member. Travel arrangements for such meetings shall be

coordinated by the Secretary of the Board. Board members may be reimbursed for authorized college travel at approved reimbursement rates.

L. Special Meeting. When a group, organization, or association wishes to meet with the Board and/or representatives of the Board, the initiating organization is required to prepare the agenda with appropriate supporting material. This agenda and supporting material must be forwarded to the President's Office not less than five (5) days prior to the scheduled meeting for dissemination to Board members in advance of the special meeting. This responsibility includes the Board should they initiate the meeting. All special meetings shall be conducted in compliance with Oregon's Public Meetings Law. The Board reserves the right to deviate from this policy when in their judgement conditions warrant such action.

101.2 PLACE OF MEETINGS

All meetings of the Board will be held at the main campus unless previously announced that another location has been selected. In case any meeting is held at a different place, the secretary will notify each member of the change.

101.3 – MEETINGS OPEN TO THE PUBLIC

A. All meetings of the Board will be open to the public except for executive sessions. The Board may exclude from any such public or private meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.
B. The order of business of any official meeting will include an opportunity for the public to address the Board on any item of business which is included in the agenda. The Board, however, does not obligate itself to act upon request or proposal immediately. In order to place an item on the agenda, it must be submitted to the President in writing at least five (5) working days before the meeting.

101.4 EMPLOYMENT RIGHTS OF THE BOARD

A. Pursuant to ORS 341.290, the Board retains and reserves to itself all rights, powers, authority, duties, and responsibilities conferred upon or vested in it by law, including but not limited to the right to employ administrative officers, professional personnel and other employees, define their duties, terms, and conditions of employment and prescribe compensation therefore.
B. The Board of Education reserves the right to delegate its authority granted through ORS 641.290 to the College President where appropriate.

Article No.: 102
Approved: April 7, 2008, October 13, 2014, November 6, 2017
Reference:

102.1 - BOARD POLICIES

A. The policies adopted by the College Board of Education have been written to be consistent with the provisions of law, but do not encompass all laws relating to the College's activities. All employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

B. Any policy needing immediate action may be enacted by a unanimous vote of the entire Board. The vote will be entered in the minutes of the meeting.

C. Additions, changes and/or deletions of policies governing the College shall be considered by the Board at a minimum of two (2) separate meetings before final action is taken. Amendment will be made by the repeal of the existing policy and, if required, the enactment of a new policy.

D. The President will furnish a copy of the policies and a copy of any amendment thereof to each employee and to any interested person. In lieu of the distribution of the complete manual, the President may prepare a special edition for any specific group of employees; provided, however, that a copy of the complete policies is made readily accessible to all employees and to members of the public. Copies of the policies and procedures will be on file in the office of the President.

E. Administrative rules. The College has a number of procedures and operational rules that are implemented operationally on a daily basis. These procedures are policy driven and are approved by the College Council as "Administrative Rules." The College Council has approved an Administrative Rule with procedures for additions, deletions, and modifications to Administrative Rules. A complete review of the Administrative Rules will take place every other year.

F. Board Policy. The Board policies will be reviewed by the Policy Review Committee every two years with changes approved by the Board.

Article No.: 103
Approved: April 7, 2008, November 6, 2017
Reference:

103.1 - BOARD COMMUNITY RELATIONSHIPS

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law.

A. The Board recognizes the right of the public to information concerning all of its actions and policies and concerning the details of its educational and business operations. In accordance with this policy, copies of the agenda will be furnished to all interested persons and organizations upon request to the President.

B. Copies of minutes of Board meetings may also be furnished to interested persons and organizations upon written request.

C. The Board will provide for the dissemination of information concerning the College and its educational programs and business operations.

D. It will be the practice of the Board to consider input of all interested groups concerning its educational programs and business operations. The Board alone will be the final policy agent.

Article No.: 104
Approved: April 7, 2008, November 6, 2017
Reference: ORS260.432

104.1 - BOARD ACTION ON LEGISLATIVE ISSUES

The Board of Education will not take any position advocating or proposing a local, state, or national legislative matter, except if it should vote to do so in a case which is of direct concern to Tillamook Bay Community College.

Article No.: 105
Approved: April 7, 2008, November 6, 2017
Reference:

105.1 - BOARD CONFLICT OF INTEREST

Taking of a seat on the Board by an employee of the College shall automatically serve to terminate that individual's employment with the College.

In the event of a potential conflict of interest involving any member of the Board, such member shall announce publicly the nature of the potential conflict. This shall be made by the member during the meeting at which any official action related to such conflict of interest shall be proposed or taken and prior to participating in any related discussion or official action thereon, whether by vote or by abstention.

A "potential conflict of interest" means any transaction where a person acting in a capacity as a public official takes any action or makes any decision or recommendation, the effect of which would be to the person's private pecuniary benefit or detriment. There is not a "potential conflict of interest" where the transaction would effect to the same degree a class of persons consisting of all inhabitants of the state, or a smaller class of persons consisting of an entire industry, occupation, or group to which the Board member is associated, or in which the member is engaged.

The Board member need not announce a potential conflict of interest more than once during the meeting. When a Board member announces a potential conflict of interest, it shall be recorded in the minutes of the Board. Notice of the potential conflict and how it was disposed of may, at the request of a majority of the Board or upon request of the member giving notice of the potential conflict, be provided to the Oregon Government Ethics Commission.

Article No.: 106
Approved: April 7, 2008, October 13, 2014, November 6, 2017
Reference: ORS 279.A.060, OAR 137, ORS 279

106.1 - BOARD CONTRACT REVIEW BOARD

By ORS 279A.060, the Tillamook Bay Community College Board of Education is designated as the local contract review board for the College.

Procurement of goods and services by the College is governed by the Oregon Attorney General's Model Rules as contained in OAR Chapter 137, which rules are adopted by Tillamook Bay Community College except as the College has adopted its own rules of policy. Exceptions to the Model Rules, adopted by the Board of Education, are listed below.

106.2 - Personal Service Contracts

106.2.1 - General Requirements

A. Personal Services include, but are not limited to, contracts for auditing and financial services, legal services, architectural and engineering services, planning services, and technical inspection services.

B. The Board by resolution may designate additional service contracts or classes of service contracts as personal service contracts if the following conditions apply:

    1. Specialized skills, knowledge and resources are not available within the College staff;

    2. The work cannot be done in a reasonable time with the College's own work force;

    3. An independent and impartial evaluation of a situation is required by a consultant with recognized professional expertise and stature;

    4. It will be less expensive to contract for the work.

C. Persons who are interested in performing services for the College may submit their areas of interest to the - Chief Finance Officer, who will compile a list of prospective consultants. This list may be used in lieu of an advertisement when issuing a request for qualifications or a request for proposals for a specific project.

D. The Board will be informed of action(s) taken.

106.2.2 - Formal Selection Process

A. Except as provided in Section “Informal Selection Process” below, this procedure shall be used whenever the estimated fee to the contractor exceeds fifty thousand dollars ($50,000).

B. Solicitation of Proposals

1. Responses shall be solicited through public advertisement or notice to persons on the College's consultant list, inviting response to either:

    a. A request for proposals (RFP); or

    b. A request for qualifications (RFQ) to establish a short list, followed by an RFP.

2. The advertisement, when used, shall appear at least once in at least one newspaper of general circulation in the local area. The solicitation may be advertised in additional issues and publications to achieve adequate competition or to reach the minorities, women, and emerging small business enterprise audiences.

C. Use of Request for Qualifications

1. An RFQ used to evaluate qualifications, screen potential consultants, and establish a short list shall contain the information required to screen and select qualified respondents.

2. The College President or designee shall review, score and rank the consultants according to the solicitation criteria and the results of any oral interview. The College President may delegate this screening to a committee composed of qualified employees of the College or others so designated. The committee may include private practitioners of the work encompassed by the project.

3. Following screening and evaluation, the College President or designee shall establish a short list of at least three qualified consultants. If four or fewer persons respond to the RFQ, then a short list of fewer than three qualified consultants may be established or the RFQ may be canceled and an RFP issued.

4. Every qualified consultant placed on a short list shall receive an RFP and have an opportunity to submit a proposal. No person shall be eligible for placement on a short list during the period in which any of the person's principals, partners or associates are a member of the College’s evaluation committee.

5. Publication of an RFQ shall not make the College responsible for any consultant costs and expenses incurred in submitting responses to an RFQ. All potential consultants who respond to an RFQ do so solely at the consultant's cost and expense.

6. Any reasonable evaluation method may be used to establish a short list of qualified consultants.

D. Request for Proposals

1. A meeting may be held for all interested consultants to discuss the proposed project and the required services. Attendance at such a meeting, if held, may be mandatory.

2. An RFP consultant selection committee of at least three persons shall be appointed by the College President or designee to review, score and rank the consultant’s responses to the RFP. If the RFP follows an RFQ, the RFP consultant selection committee may be the same as any RFQ consultant evaluation committee. The RFP consultant selection committee may interview consultants. The committee may be composed of highly qualified professional employees of the College or other agencies and may include private practitioners of the work encompassed by the project. The Board may establish a different consultant selection committee when selection of the consultant is done by the College President or Board.

3. No person or firm shall be eligible for award of a consultant contract during the period in which any of the person's principals, partners or associates is a member of the consultant selection committee.

4. The RFP consultant selection committee shall review, score and rank all responsive proposals according to criteria listed in the RFP. These criteria may include but are not limited to the following:

    a. Availability and capability to perform the work.

    b. Experience of key staff on comparable project(s).

    c. Demonstrated ability to successfully complete similar projects on time and within budget.

    d. References and recommendations from past clients, public and private.

e. Consultant's performance history in (i) meeting deadlines; (ii) submitting accurate estimates; (iii) producing quality work; and (iv) meeting financial obligations.

f. Status and quality of any required licensing or certification.

g. Consultant's knowledge and understanding of the project as shown in the consultant's approach to the project's staffing and scheduling needs.

h. Fees required, whether estimated or firm.

i. Results from oral interviews, if conducted.

j. Design philosophy and project approach.

k. Any other criteria that are deemed to be relevant to the project, including where the nature and budget of the proposed project so warrant, a design competition between competing professional consultants.

l. Each of the evaluation criteria shall be of equal weight unless the RFP provides otherwise and states the weights or points applicable to each criterion.

5. The College may at any time during the solicitation process or during contract negotiation reject all proposals and cancel the solicitation without liability. The College shall not be responsible for any consultant costs and expenses incurred in submitting responses to the solicitation. All prospective consultants who respond to an RFP do so solely at the consultant's cost and expense.

6. An awarded project may become inactive, lapse, or change as a result of project phasing, insufficient appropriations, or other reasons. If the project is reactivated, the College may retain the same qualified consultant to complete the project. The College President or designee shall make a written finding that the College's interests are best served by retaining the same consultant.

106.2.3 - Informal Selection Process

A. A personal service contract may be awarded using an informal selection process under any of the following circumstances:

1. When the estimated fee to the consultant does not exceed fifty thousand dollars ($50,000);

2. When the project consists of work which has been substantially described, planned, or otherwise previously studied or rendered in an earlier College contract;

3. When the contract is with bond underwriters;

4. When the contract is with financial advisors providing expert opinions for the purpose of negotiated bond sales;

5. When the contract is for legal services.

B. In the informal selection process, the College shall contact one or more prospective contractors with whom the College has had previous successful experience or is qualified to do the work and request a brief proposal which should address the work to be performed, the prospective contractor's experience with the type of work to be performed, and the prospective contractor's compensation requirements to perform the work. The College shall evaluate the proposal(s) received, using criteria that are deemed appropriate, and do one (1) of the following:

1. Make an award based on the proposals received.

2. Reject the proposals received and solicit proposals from other prospective contractors using the informal selection process.

3. Reject the proposals received and solicit proposals using the formal selection process.

4. Cancel the solicitation and make no award.

106.2.4 - Direct Appointment Procedure

The College may recommend direct consultant appointments when conditions require prompt action for the best interest of the College. The recommended appointment and a written description of the conditions requiring the appointment shall be submitted by the College President to the Board. The Board shall determine whether a direct appointment is appropriate, and if so, approve the appointment.

106.2.5 - Protest Procedure

A. Solicitation Protest. Unless a different deadline is specified in the solicitation document, prospective consultants may submit a written protest or request for change of particular solicitation provisions, specifications, or contract terms and conditions to the College no later than five calendar days prior to the close of the solicitation. Such protest or request for change shall include the reasons for the protest or request and any proposed changes to the solicitation provisions, specifications, or contract terms and conditions. No protest against selection of a consultant or award of a consultant contract, because of the contract terms and conditions, shall be considered after the deadline established for submitting such protest.

B. Selection Protest. Unless a different deadline is specified in the solicitation document, a prospective consultant who has submitted a proposal and claims to have been aggrieved by the College's selection of a competing consultant, shall have fourteen calendar days after the College's notice of selection of the competing consultant to submit a written protest of the selection to the College. To be aggrieved for purposes of having a right to submit a protest, a proposer must claim that the proposer was the highest-ranked qualified consultant eligible for selection, i.e., the protester must show that all higher-ranked consultants were ineligible for selection because their proposals were nonresponsive or the consultants could not fulfill requirements and are not qualified. The College shall not consider a selection protest submitted after the time period established in this section nor any selection protest submitted after the deadline provided in the College's solicitation.

C. The College President has authority to settle or resolve a written protest submitted in accordance with this section. The College President shall promptly issue a written decision on the protest. The action of the College President shall be the final action on the matter.

106.2.6 - Delegation of Authority--Applicability--Statutory Authority.

A. The College President may delegate authority granted in this chapter to appropriate College employees. Such delegation must be in writing.

B. Policy 106.1 applies to any public contract solicited or advertised after the date of adoption by the Tillamook Bay Community College Board of Education.

C. The College Board finds that those portions of Policy 106.1 which exempt classes of contracts from the requirement of public bidding are justifiable under ORS 279. The exemption from public bidding for these types of contracts should not encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts and the award of these kinds of contracts without bidding will result in substantial cost savings to the College.

Article No.: 107
Approved: April 7, 2008, February 4, 2013, November 6, 2017
Reference: Article 100, ORS 192

107.1 - INTRODUCTION

Tillamook Bay Community College is a public institution whose purpose is to provide education for the public. The Board encourages and welcomes public participation and awareness of the operation of the College. College activities and public records are open to inspection except in those limited instances where inspection is confidential or exempt from disclosure under law. Student records are NOT Public Records.

107.2 – Pursuant to Oregon Revised Statutes, every person has a right to inspect any non-exempt public record. (See Oregon Revised Statute, Public and Private Records; Public Reports and Meetings, Chapter 192, for definitions of exempt public records.)

“Public record” means any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by a public body regardless of physical form or characteristics, including, but not limited to, handwriting, typewriting, printing, photographing, and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.

Inspection and copying of a public record shall be done during regular business hours at the office where the record is located, or another facility designated by the College. College records shall not leave College premises for the purposes of public record disclosure. The College may directly supervise the inspection or copying of College records, may list records inspected or copied by or at the request of a requestor, and may contemporaneously copy for the College’s own purposes records inspected or copied by or at the request of the requestor. The College may provide a copy of a record in lieu of the original to protect the original record. The College may provide a redacted copy in lieu of an original record in order to delete exempt material.

Article No.: 108
Approved: February 7, 2011, November 6, 2017
Reference: ORS 341.675; ORS 341.715

It shall be the policy of Tillamook Bay Community College, to efficiently and effectively manage the use of debt for the purpose of achieving institutional goals and objectives.

The College's Debt Management Policy and accompanying administrative rule provide for planning, issuing and monitoring debt and help ensure the availability of sufficient funds to meet debt service obligations while adequately providing for reoccurring operating requirements.

The issuance of debt limits the College's flexibility to respond to future learning priorities; consequently, the College shall issue and manage debt in a manner that maintains a sound fiscal position, protects its creditworthiness and complies with ORS 341.675 and ORS 341.715.

To meet the objectives of this policy the Board shall ensure that the College incurs and services all debts in a manner that will:

A. Maintain a balanced relationship between debt service requirements and current operating needs.

B. Maintain and enhance the College's ability to obtain access to credit markets, at favorable interest rates, in amounts needed for capital improvements and, if necessary, to provide essential services.

C. Prudently incur and manage debt to minimize costs to the taxpayers and ensure that current decisions do not adversely affect the long-term financial standing of the College.

D. Preserve the College's flexibility in capital financing by maintaining an adequate margin of statutory debt capacity.

The Board may authorize borrowing for the College, in compliance with state laws, by resolution stating the upper limit to be obligated at any one time. The president or designee may initiate emergency borrowing prior to Board approval should a quorum of the Board not be available to authorize borrowing. Long-term debt (due more than a year in the future) shall not be issued to fund normal operating needs.

Article No.: 109
Approved: December 5, 2011, November 6, 2017
Reference:

Tillamook Bay Community College is committed to an active, coordinated program of fund raising including grant writing, cash solicitation, and noncash and deferred gifts. The College will participate in fund-raising efforts to improve programs and services that fall within our mission. Fund-raising efforts supplement the College's major revenue sources and allow for growth, innovation, and improved services. For the purpose of this document, fund raising will be defined as the following three activities:

A. Grants

Federal, state, local government, or private foundations. Funding organization requires formal written requests for funds.

B. Cash Solicitation

An individual, organization, or business in the form of a personal contact or letter requesting a cash gift.

C. Solicitation of Noncash and Deferred Gifts

Noncash gifts of real estate, equipment, art objects, securities, trusts, and insurance policies.

The Tillamook Bay Community College Foundation is an independent, nonprofit, 501(c) (3) tax-exempt charitable organization with the purpose of raising funds for the College. The Foundation plays a critical role in institutional advancement activities, and the College will work closely with the Foundation to enhance resource development efforts.

In addition to receiving support from the Foundation, the College may provide staffing for the Foundation or may, when it is mutually beneficial, make cash payments or other contributions to the Foundation.

To assist with communication and alignment of the mission of the College at least one member of the Board of Education will be appointed to the Foundation Board.

RESERVES AND ENDING FUND BALANCE

Article No.: 110
Approved: January 7, 2019
Reference: ORS 294 & ORS 341

Tillamook Bay Community College is committed to the long-term financial sustainability of the College.

A. Ending Fund Balance

Tillamook Bay Community College shall maintain an unrestricted General Fund Ending Fund Balance equal to or greater than 15% of total expenditures and transfers.

The Ending Fund Balance target shall include the Unappropriated Ending Fund Balance as set in section D of this policy. When the Ending Fund Balance falls to less than 15%, the College shall adopt a plan to replenish the Ending Fund Balance to 15% within two years.

If the total Ending Fund Balance (including restricted) falls to levels that require short-term borrowing, the levels set by this policy shall be automatically reviewed and adjusted as necessary.

B. General Fund Contingency

The annual budget shall set aside approximately two percent (2%) of the budgeted expenditures and transfers each year for contingency. Use of contingency shall be at the discretion of the President. A budget resolution transferring contingency to another appropriation category shall be approved by the Board as required by ORS 294.463.

C. Capital Depreciation & Maintenance Reserve Funds

The College shall establish and maintain reserve funds (as described in ORS 341.321 and ORS 294.346) for the following purposes:

1. To replace capital equipment that is broken or beyond its useful life as determined by a capital assets replacement forecast;
2. To maintain and repair college facilities according to a major maintenance schedule;
3. To maintain and upgrade the college's information/telecommunications systems according to planning schedules maintained by Information Technology;
4. To build new instructional facilities and/or to purchase property that facility planned long-term growth of the college.

Appropriate levels of funding for reserves will be determined using existing college decision-making structures. The President will make recommendations to the Board of Education for approval to establish and fund these reserves.

Optimal funding levels will be determined using benchmarks, professional standards and best practices from other colleges and adapting these to Tillamook Bay's specific situation. It is expected that full funding of these reserves will take place

over a number of years and that annual transfers to these reserves will be budgeted from the General Fund and other sources as appropriate.

As required in ORS 294.346, the Board shall periodically review the reserve funds and determine whether the fund will be continued. While ORS 294 allows review to take place every 10 years, reserve funds established under these policies shall be reviewed (a) annually by the President; and (b) at least every three years or more frequently as determined by the Board.

As allowed in ORS 294.346, the Board may determine at any time that a reserve fund is no longer necessary or that some or all of the reserves may be transferred to the General Fund.

D. Stabilization Reserve Fund

The Board may require the President to establish and maintain reserve funds (as described in ORS 341.321 and ORS 294.346) for the purpose of providing short-term stabilization in anticipation of possible shortfalls in revenue.

Stabilization reserve funds include the Timber Tax Reserve and the Strategic Initiative Fund.

A stabilization reserve fund may be established under one or more of the following circumstances:

1. State budget appropriations for community colleges are not approved by the time the college budget is approved and adopted.
2. A situation exists where significant changes in enrollment are possible but not reasonably predictable.
3. When any major revenue source has a reasonable possibility of decreasing after the College budget is approved and adopted.
4. When any operating expenditure that is beyond the control of the college could reasonably be expected to increase after the College budget is approved and adopted.
5. Any other situation in which the Board determines that there is a reasonable expectation that major shifts in revenue or expenditures could occur during the budget year.

Stabilization reserve levels:

1. Minimum reserve levels shall be at the discretion of the Board under advice from the President.
2. Maximum reserve levels shall be no more than the reasonably estimated shortfall at the time of the adoption of the budget.

RESERVES AND ENDING FUND BALANCE

Article No.: 110
Approved: January 7, 2019
Reference: ORS 294 & ORS 341

Stabilization reserves will be reviewed annually as part of the budget development process. The stabilization reserve funds shall be closed out when the Board determines that the precipitating threat to revenues and/or expenditures no longer exists. As long as the conditions exist that caused the fund to be established, the funds shall be kept in reserve for the purpose intended. If and when the fund is closed out, any remaining balance shall be released for use as a resource in the General Fund.

Article No.: 202
Approved: June 7, 2010, April 1, 2013, May 2, 2016, December 4, 2017, July 12, 2018
Reference: Occupational Safety and Health Administration Regulations
Related to: AR B012

202.1 INTRODUCTION

The safety and security of our campus community is a top priority at Tillamook Bay Community College and is an integral part of our culture. Tillamook Bay Community College has comprehensive response plans covering operations of the College. These plans, contained in Administrative Rule, establish procedures for the College's response to and recovery from emergencies that may threaten the health and safety of our College community or inhibit the College's ability to continue its mission-critical operations and activities. The objective of this plan is to increase the College's ability to react immediately in the most appropriate and effective way to emergencies of all types.

202.2 PERSONAL EMERGENCY PLANS

All employees and faculty are encouraged to develop a personal emergency response plan. This plan should include emergency communication plans and appropriate emergency supplies. In doing so, people should consider the logistics of being able to react quickly. Employees and faculty should make their supervisors aware of personal responsibilities they may have during such an event.

All students are likewise encouraged to develop an emergency communication plan and make appropriate preparations.

202.3– CHILDREN ON CAMPUS

Children are defined as all persons under the age of 18 unless enrolled in a course.

A. A child on property owned or leased by the College must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or College staff at all times.
B. Children of an enrolled student may not attend a course without the advanced permission of the course instructor.
C. Children may not be present independently on property owned or leased by the College. College staff will take appropriate action, including if necessary, the notification of law enforcement authorities, if a child is unattended on College property or in College facilities.
D. College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.
E. Concerns regarding the presence of children on campus should be brought to the attention of the Chief Academic Officer or Director of Facilities, Human Resources, and Safety.

202.4– ANIMALS ON CAMPUS

Animals in College buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Animals are permitted in College building if they are:

A. Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure or performing other special tasks.

B. Animals under the guidance and control of College staff for the purpose of research, instruction, or other endeavors related to the College mission.

C. Animals on College grounds shall be on a leash or in a vehicle and remain outside all buildings. Owners shall exercise responsibility for immediate clean-up and proper removal of waste.

202.5- INTEGRATED PEST MANAGMENT

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

202.6 – WEAPONS ON CAMPUS

In recognition of its obligation to provide a safe environment to its students, employees, visitors, vendors, and patrons, any weapon, as legally defined, will not be permitted on any TBCC property.

All persons are prohibited from possessing firearms on TBCC property whether or not that person possesses a concealed handgun license. This includes:

A. Any person with student status, including, all credit and non-credit students.

B. Any visitor or vendor to TBCC.

C. Any person employed by Tillamook Bay Community College.

Exemptions

The Tillamook Bay Community College Board of Education authorizes the following exceptions to its Policy on Firearms:

A. Possession by on-duty law enforcement officers licensed with the Oregon Department of Public Safety Standards and Training or equivalent state or federal law enforcement agency.

B. For academic research or instructional demonstration, as long as the firearms are unloaded and upon approval of TBCC CAO and Safety Officer.

C. Possession by persons working in a public safety capacity.

D. The College President is authorized to make a temporary exemption to this policy on the showing of good cause or necessity.

Article No.: 203
Approved: April 7, 2008, December 4, 2017
Reference:
Related to: AR B001

203.1 - PUBLIC POSTERS AND NOTICES

Public posters, flyers, notices, etc., are permitted on designated public bulletin boards only, subject to administrative rules.

Article No.: 204
Approved: December 7, 2009, April 1, 2013, May 2, 2016, December 4, 2017
Reference: SB 754

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204 TOBACCO USE

Tobacco use is the leading cause of preventable death in Oregon and in the United States. For better health the Tillamook Bay Community College main campus building and its satellite properties are smoke and tobacco free. The use, distribution, or sale of smoking and tobacco products is prohibited.

In addition, possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Tillamook Bay Community College grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on all campuses, including satellite properties.

Smoking and tobacco products include, but are not limited to, cigarettes, cigars, smokeless tobacco, chew tobacco, e-cigarettes, and inhalant delivery systems.

This policy applies to all Tillamook Bay Community College employees, volunteers, clients, students, visitors, vendors and contractors.

Exceptions to this policy are made for a person for whom a tobacco or nicotine product or a substance to be used with an inhalant delivery system has been lawfully prescribed.

A $50.00 fine may be imposed for any violation of this policy.

Article No.: 205
Approved: April 7, 2008, December 4, 2017
Reference:
Related to: AR B002

205.1 – PUBLIC RELATIONS

Tillamook Bay Community College is a service-oriented institution. It is the responsibility of all employees to provide accurate, up-to-date information in a friendly, positive manner. Requests for information should be processed in a timely manner. If the information is not easily available, every effort should be made to identify resources for information.

To ensure that all public information is in accord with Board policy and administrative rules, it is essential that all such information intended for release to the public be routed through the College President or designee.

Prospective news releases may originate from any source connected with the College, including administrators, faculty and students. Proposed articles must be submitted to the College President or designee for approval.

Article No.: 206
Approved: April 7, 2008, December 4, 2017
Reference:

206.1 – REPRESENTATION OF THE COLLEGE

Any time an employee or Board Member of the College makes a contact on official College business they should immediately identify themselves, their position with the College, and the purpose of the contact. At no time is an employee or Board Member, acting as an agent of the College, to deliberately misrepresent the purpose of the call or contact.

Article No.: 207
Approved: April 6, 2009, December 4, 2017
Reference:
Related to: AR B003

207.1 – PUBLICATIONS

College Publications will be governed by College Administrative Rule B003.

Article No.: 208
Approved: April 7, 2008, June 3, 2013, December 4, 2017
Reference:
Related to: AR B006

208.1 - INDIVIDUAL RESEARCH

Tillamook Bay Community College as a public college working within the framework of Oregon Legislative Directive for Community Colleges, is not designated as a research institution. The Board recognizes the need for professional growth, and encourages educational research activities which will benefit the employee and the College. Research projects which relate to the College may qualify for financial support. These projects must be reviewed by the President and approved by the Board.

The administration may permit the use of College equipment and facilities by those faculty or staff members conducting research on other than school time. Such use of equipment and facilities must not interfere with their use for instructional purposes, nor may it constitute other than nominal expense to the College. Advance approval is required for such use of equipment or facilities.

The writing of articles and books is a type of professional activity which the Board wishes to encourage. Financial allowance may be made for such activities when such activity is a consideration of professional growth and of benefit to the College.

208.2 - INSTITUTIONAL RESEARCH

The Board recognizes the importance of institutional research as a guide to the continuing improvement of programs and services of the College. Personnel and funds will be provided to further this activity.

To ensure that outside requests for research will serve these ends, Tillamook Bay Community College will participate only in those studies which have been approved by the President.

208.3 – INTELLECTUAL PROPERTY

The Board of Education at Tillamook Bay Community College employs a policy recognizing that employees of the College may receive appropriate recognition and compensation for the creation of intellectual property. To clarify the ownership rights of any such intellectual property, the considerations in Administrative Rule B006 will govern. For purposes of this policy, a covered individual includes all full- or part-time employees or independent contractors who are contracted to teach or develop educational materials in support of student instruction. The College shall maintain an Administrative Rule governing Intellectual Property which is AR B006.

Article No.: 209
Approved: April 7, 2008, December 4, 2017
Reference:

209.1 – USE OF COLLEGE PROPERTY

College property may not be removed from the campus for personal use or for use by individuals or organizations outside the College unless permission has first been obtained from, or special arrangements made with, the College President or designee.

Article No.: 210
Approved: October 5, 2009, December 4, 2017
Reference:
Related to: AR B005

210.1 USE OF FACILITIES

It shall be the policy of Tillamook Bay Community College to utilize its facilities for College purposes. When facilities are not in use for college-related purposes, the facilities will be made available to the public. Priority categories of users are as follows:

A. College instructional and board activities
B. College meetings and events
C. Nonprofit organizations
D. Private organizations' events

The College shall maintain an Administrative Rule governing the use of College facilities. The College President may deny or limit the use of College facilities, within the applicable federal and state laws, to any individual or group unable, or unwilling, to comply with the Administrative Rule.

210.2 ALCOHOL SERVICE

The serving of alcoholic beverages is strictly regulated and controlled. Wine and/or beer may be served with a meal with pre-authorization by the College President. No wine and/or beer service will be permitted without an accompanying meal. The following are some requirements that must be met:

A. Control measures must be shown that will limit the consumption to two (2) six-ounce glasses of wine or its equivalent. No alcohol will be served more than 30 minutes prior to the meal service.
B. Comparable quality nonalcoholic beverages must be provided whenever alcoholic beverages are served.
C. Requests for information about the use of alcoholic beverages on campus should be referred to the College President or designee. Copies of the appropriate form for requesting approval are available from the Director of Facilities Office.

Article No.: 211
Approved: April 7, 2008, April 1, 2013, December 4, 2017
Reference: Articles 208, 209, 316, and 322
Related to: AR B007

211.1 –USE OF COMPUTING RESOURCES

The College's computer and information network is a continually growing and changing resource that supports students, faculty, staff and the outside community. These resources are vital for the fulfillment of the academic and business needs of the College community. Their use is provided as a privilege. In order to ensure a reasonable and dependable level of service, it is essential that each individual student, faculty, and staff member, must exercise responsible, ethical behavior when using these resources. Misuse by even a few individuals has the potential to disrupt College business, and, even worse, the legitimate academic and research work of faculty and students. Refer to AR B007 for more detailed information.

211.2 USE OF RESOURCES

All users are expected to utilize College computing resources in a responsible manner consistent with policies outlined in the Tillamook Bay Community College Policy manual and approved by the Board of Education.

211.3 - QUESTIONS RELATING TO THIS POLICY

The examples of unauthorized use set forth above are not meant to be exhaustive. Whenever in doubt regarding an issue of questionable use, it is in the user’s best interest to resolve the issue before pursuing any questionable use of College computing resources. Questions of appropriate use should be addressed to the IT Director.

Article No.: 212
Approved: June 22, 2009, May 2, 2016, December 4, 2017
Reference: Fair and Accurate Credit Transactions Act, Oregon Identity Theft Act
ORS 646A.622(2)(a) and (b)
Related to: AR B013

212.1 - IDENTITY THEFT PREVENTION

This policy establishes an identity theft prevention program. The program is designed to detect, prevent and mitigate identity theft. This policy applies to College records or procedures which either allow a person to: 1) register, receive financial aid, make payments or be employed by the College; or 2) present a “reasonably foreseeable risk” of identity theft.

As general guidance, this policy will apply to any College record or procedure which contains personally identifiable information. Details of the program are contained in Administrative Rule B013.

Article No.: 213
Approved: June 2, 2008, April 1, 2013, May 2, 2016, December 4, 2017
Reference: ORS 475.005 or Schedules I through V under the Federal Controlled Substances Act, 21 USC 811 and 812) ORS 475 and ORS 167.203 to 167.252

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213. 1 Alcohol, Marijuana, and Controlled Substances

A. Employees

Tillamook Bay Community College is an alcohol and drug free workplace and campus. On occasion alcohol may be permitted, only when approved by the College President, in accordance with Administrative Rules that govern alcohol service. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants, marijuana or controlled substances not medically prescribed, or being under the influence of these 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 and is cause for suspension and/or dismissal. 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.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Director of Facilities, Safety and Human Resources within five (5) days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the Director of Facilities, Safety and Human Resources in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however, excuse violations prohibited by this policy.

The consumption of alcoholic beverages by an employee at a social function held in relation to an employee's work for the College does not, by itself, constitute a violation of this Policy, provided the employee remains in compliance with all state or local laws and other provisions of this Policy.

B. Student Violations:

Possession, consumption, being under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) or marijuana on College-owned or controlled property or at College or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence, or furnishing of marijuana, a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252,

except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

C. Potential Student Penalties May Include:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College)
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend Tillamook Bay Community College)
3. Removal from class(es) for which the student is currently registered
4. Restitution for damages
5. A specified period of college and/or community service
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any College rule during the probation period may be grounds for suspension or expulsion from the College
7. Disciplinary admonition and warning
8. Any other sanction the College deems educationally appropriate.

Other service of alcohol may be permitted at the College when the person or group serving it first provides a certificate of liquor liability insurance that covers the event in question, and names the College as an additional named insured with an aggregate liability limit of $1 million.

Article No.: 214
Approved: March 7, 2011, May 2, 2016, December 4, 2017
Reference:
Related to: AR B014

214.1 Art, collections and displays may be loaned, donated or purchased by the College to be displayed temporarily, on a rotating or permanent basis, at Tillamook Bay Community College. Any works of art, collections or displays donated or purchased by the College shall be documented, maintained and stored as appropriate and necessary. Insurance coverage for owned and loaned work shall be provided subject to standard policy exclusions, limitations and conditions.

Scope

This policy applies to all art, collections and displays owned by, loaned to, displayed or stored by the College in gallery spaces and common areas such as, but not limited to, building entryways and halls, meeting rooms, student spaces and outdoor locations. Student work in a juried exhibition is included in the scope of this policy; student work in a classroom in association with a course is not included. All art, collections and displays need to be sponsored by a TBCC staff person or organization and follow guidelines specified in the Administrative Rule.

Definition

For the purpose of this policy, the College makes the following definitions:

Art: The creation of beautiful or thought-provoking works that include but are not limited to printmaking, drawing, book and paper art, painting, sculpture, ceramics, textiles, photography, installation art, sound-scapes, digital art, and mixed media.

Collection: A set of objects collected for their interest, value, or beauty.

Display: A collection of things arranged or done for others to see.

Purpose

The purpose of this policy and the associated Administrative Rule is to:

A. Maximize the visibility of art, collections and displays at Tillamook Bay;
B. Ensure diversity of art, collections and displays;
C. Coordinate displays; and
D. Create accurate records of ownership, disposal and art displays for archival purposes.

LOST AND FOUND

Article No.: 215
Approved: June 6, 2011, December 4, 2017
Reference:
Related to: AR B015

215.1 Tillamook Bay Community College is not responsible for items left behind by faculty, staff, students or other patrons, but the College would like to provide a convenient mechanism for assisting in the return of items to the owner. The TBCC Lost and Found Administrative Rule B015 establishes a procedure regarding the handling and return of items found on College property, the mechanism to track items reported lost, and the disposition of unclaimed items.

RECORD SECURITY, RETENTION AND DISPOSAL

Article No.: 216
Approved: December 5, 2011, December 4, 2017
Reference: OAR 166-450-000
Related to: AR B016

216.1 All Tillamook Bay Community College employees have an important role in keeping the information and records we receive from students, customers, and employees safe and protected. Each employee shall take steps to protect records within their control and shall dispose of records in the appropriate manner, whether by recycling or destruction, and in accordance with college record retention requirements. The Oregon State Archivist grants authorization to Oregon government agencies, in the form of records retention schedules, for the retention or disposition of public records in their custody. General Records Retention Schedules published as Oregon Administrative Rule 166-450-0000 provide state and local agencies with the lawful authority to destroy or otherwise dispose of commonly occurring public records. Refer to AR B016, which sets minimum record retention limits within all applicable laws and best practices, which meet or exceed the Oregon State Archivist guidelines for community college records.

Article No.: 224
Approved: April 7, 2008, April 1, 2013, December 4, 2017
Reference:
Related to: AR D003

224.1 – ADVISORY COMMITTEES AND CONSORTIUMS

The Board of Education may establish citizen advisory committees to assist it and the College President in exploring the needs of the College.

Since the Board of Education has the legal duty to make final decisions, all committees appointed by the Board serve in an advisory capacity.

The College President or personnel designated by the College President shall be authorized to establish such internal committees, councils, and advisory groups deemed necessary for the organization and administration of the College.

The College President or personnel designated by the College President shall also be authorized to establish Career and Technical Education Program Advisory Committees or Consortiums made up primarily of private-sector members to support and strengthen programs and promote greater cooperation between Career and Technical Education at Tillamook Bay Community College and business/industry. Advisory Committees and Consortiums will have three major roles: 1) to advise, 2) to assist, 3) to support and advocate for career and technical education at Tillamook Bay Community College.

FULL-TIME EMPLOYMENT POSITIONS PROVISIONS: PROCESSING, SELECTION, AND CONFLICTS

Article No.: 300
Approved: June 2, 2008, April 1, 2013, May 2, 2016, January 8, 2018
Reference: 309, Appendix A-1

300.0 Tillamook Bay Community College reserves the right to employ at will. This means that employment can be terminated, with or without cause, and with or without notice, at any time, at the option of the College or at the option of the employee.

College policies are not to be construed as a contract of employment. Tillamook Bay Community College expressly reserves the right to change, add to, or delete policies at any time. Changes will be effective on dates determined by the college, and you may not rely on policies that have been superseded. Tillamook Bay Community College Board of Education has authority to alter the policies, and all such changes shall be in writing.

300.1 For the purpose of this Policy statement, the following definitions shall apply:

A. “Board” shall mean the Board of Education of Tillamook Bay Community College District, comprised of the elected representatives of the citizens of the Tillamook Bay Community College.

B. “President” shall mean the President of Tillamook Bay Community College.

C. The word “Management” used herein refers to the Board or to the person to whom the Board has delegated its authority.

D. “Supervisor” shall mean any employee of the College who directly supervises the work of another employee.

E. “Exempt” shall apply to employees who are paid on the basis of an annual salary and are not subject to premium pay for overtime. Exempt employees include full and part-time personnel related to administrative functions of the college as defined annually in Appendix A-1.

F. “Non-Exempt (Classified) Support Staff” shall apply to employees who are paid a salary or an hourly rate and are subject to premium pay for overtime. Non-exempt employees include full and part-time personnel related to support functions of the college as defined annually in Appendix A-1.

G. “Regular Employee” shall refer to anyone hired for nine or more months per year to fill a classified or an administrative position established and included in the College annual budget and included in the listing contained in Appendix A-1.

H. “Temporary Employee” shall mean any person who is employed on a temporary basis for a particular period, such as an academic term, regardless of the number of hours worked per week. Temporary employment will not exceed one year.

I. “On-Call Employee” shall mean any person who works on an as-needed basis only.

J. “Full-time Employee” shall mean an employee who, at the time of their employment, is scheduled to work 40 hours per week.

K. “Part-time Employee” shall mean an employee who, at the time of their employment, is scheduled to work fewer than 40 hours per week.

L. “Trial Service Employee” shall mean an intended regular employee who is undergoing the first six months of employment as provided in Article 309 herein.

M. “Probationary Employee” (disciplinary action) shall mean an employee on re-evaluation status, as provided in Article 309 herein.

N. “Confidential Employee” shall mean any employee of the College who has access to documents and information of a confidential nature, or those protected by Federal and State Right of Privacy laws.

O. “College” shall mean the institution of Tillamook Bay Community College District, which includes students, faculty, and employees.

P. “Facilities” shall mean all locations used by the College.

Q. “Job Classification” shall mean an individual position or group of positions with a single job title.

R. “Salary Classification” shall mean the level on the salary schedule to which a given job title is assigned.

~~S.~~ “Position Inventory” shall mean a statement which has been prepared by Management and is on file in the Director of Facilities, Safety, Human Resources that outlines the general function, duties, and responsibilities, for each job title within the job classification system adopted by Management.

T. Policy 300 also applies to faculty but is supplemented by additional instructional policies.

U. All references herein to employees or other persons include both genders.

V. The word “shall” is mandatory and the word “may” is permissive.

W. The singular shall apply to the plural where appropriate in the contract.

X. The College fiscal year extends from July 1 through June 30.

300.2 PROCESSING THE EMPLOYMENT OF COLLEGE PERSONNEL

The College Board of Education has statutory authority to employ personnel. By policy the Board of Education has delegated to the College President or personnel designated by the College President the responsibility of processing applications for employment if the Board has previously authorized the positions. (In the case of non-regular employees, because of the number involved, the varying lengths of service required, as well as different rates of remuneration, the Board approves budgeted amounts instead of specific positions.)

In view of the constraints referred to above, the following regulations will govern the issuance of personnel contracts, agreements, letters of authorization, etc.

A. Authorization to employ individuals for positions previously approved by the Board of Education may be given only by the College President or his/her designee(s).

B. No promises of positions, salaries, working conditions, benefits, etc. shall be made by anyone unless authorized by the College President.

C. An appropriately signed contract must be filed in the Business Office before any payments for personnel services can be made.

D. Checks shall not be released to the employee or contractor before the appropriate service has been rendered. The responsibility for enforcing this provision shall be delegated to the designated program administrator.

E. Exceptions to these regulations may be made only upon authorization of the College President or personnel designated by the College President.

The Chair of the Board of Education, or any other Board of Education Member so designated at a duly constituted Board of Education Meeting, shall sign the College President's contract of employment on behalf of the Board.

The College President or personnel designated by the College President shall sign contracts of employment for all other College employees with the following stipulations:

A. Positions and funding have been authorized in the annual budget approved by the Board of Education.

B. Positions and funding have been authorized in an externally funded budget approved by a contractual funding agency.

C. The College President shall keep the Board of Education informed of all full-time staffing changes.

Notices of position openings, including required and preferred qualifications, for which applicants are solicited, will be processed as follows:

A. Faculty

1. Position openings will be processed through the Chief Academic Officer as designated by the College President.

B. Professional Support Staff

1. Position openings will be processed through the Director of Facilities, Safety, Human Resources as designated by the College President.

C. Management Staff

1. Position openings will be processed through the appropriate Executive Officer as designated by the College President.

D. Executive Staff

1. Position openings will be processed through the College President or personnel designated by the College President.

300.3 PUBLICIZING VACANCIES

Position openings will be filled through internal promotion or external employment to best meet the needs of the College and Oregon employment laws.

A. Internal Promotion:

1. It is the practice of the College to promote from within when it has been determined by the College President that well-qualified individuals are already employed by the College.

2. If the College President determines that a personnel opening exists and may be filled by internal promotion, the President may authorize suitable advertising of the opening within the College. Reasonable time shall be provided to allow interested College employees to make application for the position.

3. External Employment:

4. When the College President determines that a personnel opening shall be advertised outside the College organization, such advertisement may be announced within the local community, throughout the State of Oregon, or

nationally as deemed necessary by the College President to obtain qualified candidates.

B. Openings may be publicized in any or all of the following:

1. Openings will be publicized to current employees on campus, and, off-campus as broadly as is necessary and appropriate to assure an adequate pool of qualified applicants for the position being advertised.

C. All initial application materials are available at the TBCC website. These include:

D. Position Opening Notice

E. An official TBCC Application Form

F. TBCC Affirmative Action Form

G. Authorization to Release Information Form

On request applications may be e-mailed,

mailed or given to applicants within two days of inquiry.

Once an application for a publicized vacancy has been received the following personal information is recorded:

A. Name

B. Address

C. Telephone number

D. Email address

E. Date application material sent and received

Position information is kept with the Position Opening Notice file and as material is received, it is placed in alphabetical order. The custodian of all material is the Director of Facilities, Safety, Human Resources or his/her designee. When the position has been filled, the Position Opening Notice File is placed in the Closed Position File under title of position advertised. These files will be held for thirty-six (36) months or longer at the discretion of the Director of Facilities, Safety, Human Resources.

A. Testing of Applicants

1. The decision to test applicants at the request of a screening committee shall be approved and the testing supervised by the Director of Facilities, Safety, Human Resources. The following procedures shall be adhered to:
2. Each applicant will be notified of a testing date, time, and place.
3. If applicant is unavailable for group testing, individual testing may be arranged.
4. All tests will be graded and then reviewed for use during the interview process.
5. The successful applicant's testing materials will be placed in his/her personnel file.
6. If an applicant wishes to review test results, this request must be made within twenty (20) days of applicant's testing date. Applicant's test results must be reviewed in the presence of a District employee and shall not be taken from the area or copied.
7. Test results will be retained for three years in the Closed Position File maintained by the Director of Facilities, Safety, Human Resources.

B. Screening and Selection

1. Screening:

   a. To assist in the process of screening and interviewing candidates for a personnel opening, the College President, or Designee, may appoint a Screening Committee. Screening Committees shall be broadly representative.

   b. When established by the College President, or Designee, the Screening Committee shall conduct initial screening and interviewing as follows:

      1. Candidates who have submitted an application by a published deadline date shall have their credentials evaluated by the Screening Committee. Applications received after a published deadline date may be accepted at the discretion of the College President or his/her designee.

2. At the conclusion of the initial screening evaluation, the Screening Committee shall submit to the College President or personnel designated by the College President up to ten (10) candidates who, in the opinion of the Committee, meet the qualifications established for the position and are recommended for interviews.

c. A list of all candidates interviewed shall be maintained in the Closed Position File.

d. At the conclusion of the interview process, the Screening Committee chair shall submit a list identifying the strengths and weaknesses of each candidate interviewed to the College President or personnel designated by the College President.

2. Selection:

a. The selection of the candidate to be chosen shall be the responsibility of the hiring manager with input from the screening committee. In cases of disputes the President will make the final decision.

b. Written notification will be provided to unsuccessful candidates stating that the position has been filled.

c. If the decision is made to reopen a position, all candidates shall be notified of the decision and asked to renew their application. For an application to be renewed, written notification must be received by the College.

300.4 - OUTSIDE EMPLOYMENT

Staff and faculty members of the College may engage in outside employment or maintain an outside business venture only if it does not interfere with regular College duties or create a conflict of interest. Prior to commencing any employment or business venture involving substantial time or a speaking engagement with reimbursements, the individual concerned shall obtain the approval of the College President.

Article No.: 302
Approved: June 6, 2011, January 8, 2018
Reference: Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794.

The Board agrees that Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, sex, height-weight ratio, organizational affiliation, or political affiliation. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

302.1– ALLEGATIONS
Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

FAMILY EMPLOYMENT POLICY

Article No.: 304
Approved: June 2, 2008, April 1, 2013, January 8, 2018
Reference:

One (1) member of an immediate family (the employee's spouse, or the employee's or spouse's parents, children, grandchildren, grandparents, brothers, and sisters) shall not exercise supervisory authority over another member of the same family unless authorized by the President and approved by the Board of Education.

At no time shall members of the same family work in the same College departments where there is the potential for conflict of interest or a breach of privacy, security or confidentiality. Determination of potential conflict will be at the discretion of the President.

Article No.: 305
Approved: June 2, 2008, May 2, 2016, January 8, 2018
Reference:

A. Personnel File

1. The Director of Facilities, Safety, and Human Resources shall maintain employee personnel files.

2. Access to personnel files shall be limited to the employee, and persons designated by the Director of Facilities, Safety, and Human Resources, the College President, or authorized by the employee.

3. Employee files shall not be removed from the Director of Facilities, Safety, and Human Resources unless approved by the College President or his/her designee, required by law, or upon subpoena by a court or by an administrative agency with competent jurisdiction.

B. Contents of Personnel File

1. The personnel file shall be the repository of all materials relevant to the employee's employment with the College. Examples include but are not limited to:

   a. initial employment application materials
   b. salary history
   c. official transcripts
   d. position inventory
   e. instructor approval forms
   f. performance appraisals, classroom observations
   g. Notice of Teaching Assignments
   h. offer letters, employment agreements
   i. other material deemed appropriate by the College

2. Materials that are obtained confidentially by the College during the employment application process and confidential medical and/or grievance documents shall not be made a part of the personnel file.

C. Employee Review of Personnel File

The employee, upon request, may review and/or receive a copy of any material in her/his personnel file.

D. Employee Response to and Knowledge of Documents in Personnel File

1. The employee has the right to respond to or answer any document in the personnel file. The response will be attached to the document to which it refers.

2. The employee will be given the opportunity to sign or initial documents pertaining to evaluation or discipline before placement in the employee's personnel file, as an indication that the material has been read by the employee. The employee's signature or initials do not necessarily imply agreement with the contents of the material.

E. Removal of Personnel File Materials

Materials may be expunged from the personnel file by mutual consent of the employee, his/her supervisor, the Director of Facilities, Safety, and Human Resources, and the President.

Article No.: 308
Approved: June 2, 2008, February 4, 2013, May 2, 2016, January 8, 2018
Reference: 300.1

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308 - PROMOTIONS, JOB RECLASSIFICATIONS, TRANSFERS REASSIGNMENTS, TEMPORARY ASSIGNMENTS AND POSITION OPENINGS

Management reserves the right to utilize existing personnel or declare position openings. Promotions, reclassifications, transfers, reassignments, and temporary assignments may be directed and approved by the College President in conjunction with the Director of Facilities, Safety, and Human Resources and the employee's supervisor.

308.1 PROMOTIONS

A promotion is defined as an increase in compensation to an employee which is based on either:

A. advancement from one's current position to a position involving increased responsibility and authority, or

B. demonstration of exemplary performance in one's current position in accordance with current College guidelines on performance-based advancement.

All promotions are subject to approval by the President.

308.2 JOB RECLASSIFICATION

A job reclassification is defined as a modification of a position based on the following:

A. a substantive change in duties, and

B. a substantive increase or decrease in responsibility.

See Article 310.2, A. for more details.

Part-time employees interested in additional assignments are encouraged to make written application to the Director - Facilities, Safety, and Human Resources specifying their area of interest.

308.3 TRANSFERS

A transfer is the lateral movement of an employee from one department to another within the same salary classification grade. Employees who desire a transfer must make written application to the Director of Facilities, Safety, and Human Resources for consideration.

308.4 REASSIGNMENT

Reassignment is the movement of an employee to another position within the College and is at the discretion of management in accordance with needs of the college.

308.5 TEMPORARY ASSIGNMENTS

With the approval of the College President, an employee may be assigned the duties and responsibilities of a vacant position on a temporary basis. If the position is classified at a higher salary grade, additional compensation in the form of a stipend may be provided. Temporary assignments will not exceed one year, and does not guarantee permanent employment in the position. At the employee's request, a written evaluation of the performance of the temporary assignment shall be rendered and a copy shall be placed in the employee's personnel file.

308.6 ADDITIONAL ASSIGNMENTS

Part-time employees interested in additional assignments are encouraged to make written application to the Director of Facilities, Safety, Human Resources, specifying their area of interest.

308.7 POSITION OPENINGS

Position openings will be posted internally and externally at the same time or they may be filled by promotion, transfer, reassignment, or temporary assignment. Notices of position openings shall be distributed internally, concurrent with external advertisements. Each unsuccessful applicant shall receive a timely notice of non-selection. Administrative Rules shall establish procedures of application which comply with equal employment opportunities and affirmative action guidelines reflecting the College's commitment to non-discrimination in hiring. (See General Employment Policies, 300.1)

Article No.: 309
Approved: June 2, 2008, May 2, 2016, January 8, 2018
Reference: 311.1, 317

309.1 TRIAL PERIOD FOR EMPLOYEES

A. Each new employee shall be placed on a trial period for six months beginning with the first full month of employment.

B. At the second, fourth, and sixth full month of employment, the employee's supervisor will meet with the employee to discuss the employee's performance, with particular emphasis on any areas of deficiency that might prevent satisfactory completion of the trial period. This conference will be documented and shall be signed by both the employee and the supervisor, then forwarded through appropriate administrative channels to the College President. A copy will be provided to the employee and placed in the employee's personnel file. An extension of one (1) month may be granted if the supervisor has determined the additional time will allow the employee to reach the level of ability required to perform the duties of the position.

C. If at any time during the trial period the employee's performance is deemed unsatisfactory, the employee shall be terminated without recourse to the grievance procedure.

309.2 ANNUAL EMPLOYEE PERFORMANCE APPRAISAL

Each employee will receive an annual performance appraisal; non-exempt employees will receive annual performance appraisals after completion of the trial period.

A. The written performance appraisal shall be reviewed and signed by the employee and the employee's supervisor before it is sent through appropriate channels to the Director of Facilities, Safety, and Human Resources. A copy will be provided to the employee and placed in the employee's personnel file.

B. Only employees who receive a satisfactory evaluation on their annual performance appraisal will be eligible for pay increases in accordance with Article 311.1.

309.3 PERFORMANCE APPRAISAL

The College retains sole discretion to determine whether the employee's performance is satisfactory or unsatisfactory.

309.4 PROBATION FOR UNSATISFACTORY WORK PERFORMANCE

A. An employee who receives an unsatisfactory evaluation will be placed on a special probationary period of up to and including three months.

B. All salary increases will be withheld during the probationary period.

C. Before the end of the probationary period, the employee's supervisor shall prepare a written evaluation of the employee's performance.

D. The performance evaluation shall be reviewed with the employee, signed by the employee's supervisor and the employee, and forwarded through appropriate administrative channels to the College President. A copy will be provided to the employee and placed in the employee's personnel file.

E. If the employee fails to achieve a satisfactory performance evaluation within the specified probationary period, the employee shall be terminated.

309.5 EMPLOYEE CHALLENGE TO A PERFORMANCE APPRAISAL

An employee desiring to challenge a performance appraisal may submit a written response to their supervisor within seven calendar days of the date of the written performance appraisal. The written response shall be forwarded with the performance appraisal through appropriate administrative channels to the College President. A copy will be placed in the employee's personnel file. In the event the College President is the designated supervisor, the employee may use the grievance procedure (Article 317) to challenge a performance appraisal.

309.6 TRIAL PERIOD UPON PROMOTION OR ASSIGNMENT TO A NEW POSITION

A. Employees shall serve a six month trial period upon promotion or assignment to a new position.

B. Should the employee receive an unsatisfactory during the trial period in the new job position, the employee shall revert either to the employee's former position, if vacant, at the employee's previous rate of pay, or to another vacant position for which the employee is deemed qualified by Management. If the employee's previous position has been filled and there is no other vacant positions for which the employee is deemed qualified by Management, the employee will be terminated.

309.7 PRESIDENT'S EVALUATION

The Performance Appraisal of the College President is under the direction of the Board of Education.

Article No.: 310
Approved: June 2, 2008, May 2, 2016, January 8, 2018
Reference: 310.2A, Appendix A1, Appendix A2

310.1 POSITION INVENTORY

A. Each employee is provided with a copy of a Position Inventory at the time of job entry. The employee shall perform the duties as listed in the Position Inventory.

B. Modifications to an employee's Position Inventory that do not change the job classification shall be made during the annual performance appraisal as approved by the employee's supervisor. See 310.2 A. for substantial modifications to position inventories.

310.2 JOB REEVALUATION

A. When the duties and responsibilities of a position substantially change, when the position is perceived as inaccurately classified, or when a title change is being requested, employees will have an opportunity to have their position/title reevaluated.

B. Requests for a job classification reevaluation must be submitted with the endorsement of the employee’s supervisor(s) to the Director of Facilities, Safety, and Human Resources between July and October of each year.

C. Reclassifications submitted to the Director of Facilities, Safety, and Human Resources will be presented to the College President as part of a preliminary annual budget and, if approved by the College President, will be included in the next annual budget and become effective upon the implementation of that budget.

Article No.: 311
Approved: January 5, 2009, June 3, 2013, May 2, 2016, February 5, 2018
Reference: 310.2, 309.4, 312, 313, Appendix A, B, C, Fair Labors Standards Act

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311.1 PAY

A. Salary Schedule/Placement

1.1 Salary schedules and placement for all positions exclusive of the College President are contained in Appendix A-1, A-2, C-1, and C-3 and shall be reviewed and adopted each fiscal year by the Board of Education.

2. Initial salary placement of each new position shall normally be on the first longevity step of the grade at which the position is classified. The College President has the prerogative to authorize initial salary placement on a higher step.

3. Step movement may occur once each year and increments at the beginning of each new fiscal year provided the employee has completed at least three months of service in the prior fiscal year. Steps are maintained by the College, but may not reflect the salary step, when an employee is promoted, reclassified, transferred, or reassigned. Salary steps reflect position and pay for the fiscal year. Salary steps may not align with years of longevity based on fiscal budget.

4. Temporary full-time or temporary part-time employees shall be paid at the Salary Step 1 rate for their classification on the salary schedule and no movement shall be granted for longevity.

5. Executive and Management positions are classified as Grade 20 or higher and are exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time. Professional Support Staff positions classified as Grade 19 or lower are classified as non-exempt for purposes of application of the Fair Labor Standards Act regarding overtime and compensatory time.

6. Placement on the Salary Schedule for Executive and Management positions will be based on position grade and background experience.

7. The College President may grant a discretionary increase or decrease of up to three grades and/or steps.

B. Work Schedule

1. Non-Exempt Employees.

For full-time employees, the work year shall equal 249 days over 12 months with 12 equal payments (1992 hours). From September through June, the workweek shall be Monday through Sunday, consisting of forty hours during five

consecutive days, with eight hours of work each day. With approval of the immediate supervisor and the College President, an employee may work forty hours on four consecutive working days, with ten hours of work each day. Part-time employees shall work a schedule designated by their immediate supervisor and be prorated based on FTE.

2. Exempt Employees.

For full-time employees, the normal workweek shall be Monday through Sunday, consisting of forty hours during five consecutive days. A workweek in excess of forty hours is exempt from overtime compensation. Part-time employees shall work a schedule designated by their immediate supervisor.

3. Rest Periods

The working day for all employees will include either one fifteen minute rest period during each four-hour work period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work.

C. Overtime Compensation

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

D. Paying to teach a class

1. Exempt staff teaching a TBCC class will not be compensated for teaching the class. Their supervisor needs to approve the teaching of the class, they must be qualified to teach the class and approved by the Chief Academic Officer, and agree they can get their non-teaching work completed satisfactorily while teaching the class, and it will not interfere with their main job.

Non-exempt staff teaching a TBCC class will receive compensation for teaching the class at the appropriate adjunct faculty rate. Their supervisor needs to approve the teaching of the class and they must be qualified to teach the class and approved by the Chief Academic Officer. If the class is taught during their regular work hours, arrangements will be made to flex their hours to get all their work hours into each week.

311.2 BENEFITS

A. Health Insurance Coverage

1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education**.** Any amount of the stipend provided for insurance in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.

2. Eligible employees as described in A.1. above, may elect to waive or opt-out of College sponsored health insurance plans coverage. When an employee opts-out, Tillamook Bay Community College shall provide a monthly cash payment. This cash payment, defined in Appendix A-2 and C-1, shall be reviewed and adopted each fiscal year by the Board of Education. . The option to waive or opt-out of the College's health insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a "Declination of Coverage" form (available from the Director of Facilities, Safety and Human Resources and provide proof of other equivalent health insurance coverage.

B. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.

C. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.

D. Tuition Waiver/Tuition Assistance Policy

1. The Board agrees to waive tuition for classes for any eligible employee in accordance with policy in Appendix B-1. An employee's spouse and dependent or unmarried children up to age 24 may also be eligible for tuition waivers as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.

2. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.

3. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.

4. Tuition, fees, and admission charges for non-reimbursable or Agency and for other college functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.

5. Community partner and other college or university courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to $200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular full-time and regular part-time staff may petition their supervisors, in writing, for assistance with tuition, fees, and related costs for courses, conferences, and training for staff and professional development. Staff applications for assistance will be forwarded to Director of Facilities, Safety and Human Resources for approval. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.

E. Leave (See Articles 312, 313)

1. As provided for in the Fair Labor Standards Act and in accordance with State wage and hour law, all overtime for non-exempt employees will be calculated at the rate of one and one-half times the established hourly rate on the salary schedule for time worked in excess of forty hours per week.

2. All non-exempt, regular employees will take overtime in compensatory time off, provided that no more than 24 hours of compensatory time is carried forward from one month to the next. A maximum of 24 hours of compensatory time may be carried over from one fiscal year to the next. Hours beyond the maximum and overtime hours for non-exempt hourly (i.e., temporary, on-call) employees will be

paid to the employee. Supervisor approval must be obtained before compensatory time is taken.

3. Non-exempt employees shall receive overtime compensation for time worked on a holiday as defined in Article 312.2.

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

Definitions:

Full-time employee - classified as 1.0 FTE and scheduled to work a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and scheduled to work a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less.

Accrued leave will begin the first day of employment.

312.1 PAID VACATION LEAVE
Eligible employees, as described in the Summary of Employee Benefits Chart contained in Appendix B-1, shall earn prorated paid vacation leave each month according to the following schedule:

NON-EXEMPT

FIRST YEAR	10 Days (80 Hours) Per Year
SECOND YEAR	15 Days (120 Hours) Per Year
THIRD YEAR & THEREAFTER	20 Days (160 Hours) Max. Per Year

EXEMPT

FIRST YEAR AND EACH YEAR THEREAFTER - 20 Days (160 Hours) Max. Per Year

A. Eligibility

1. Eligible part-time employees shall earn prorated paid vacation leave based on FTE.

2. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn leave on the basis of FTE.

3. Accrued vacation leave may be taken during the introductory period only with permission from the employee's supervisor and the College President.

B. Scheduling

1. Vacation schedules shall be approved by the employee's supervisor in accordance with the needs of the College, and when feasible, shall be

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

scheduled to prevent the loss of vacation time earned.
2. In cases of conflict, the supervisor will determine which request will have precedence.

C. Unused Vacation Leave

1. Employees may accrue an unlimited amount of vacation leave. However, when an employee leaves the employment of the College, unused vacation will be paid up to 20 days (160 hours) at the current salary rate, or at the discretion of the President.

2. Employees whose compensation is not fully funded by the College's General Fund will be paid all wages due and will be paid for all earned, unused vacation pay if funding for that purpose is provided by the funding entity providing their compensation. Unfunded vacation pay is at the discretion of the President.

312.2 HOLIDAYS
There shall be eleven paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.

2. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls

B. Scheduling

1. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with Article 311.1.

2. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leaves.

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

312.3 PAID SICK LEAVE

Tillamook Bay Community College provides paid sick leave to college employees as required under Oregon law. Sick leave hours are provided only for the employee's own illness or injury, or to care for a family member (as defined below).
A. Eligibility

1. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid sick leave as outlined in the Benefits Chart.

2. Eligible part-time employees .5 -.99 shall earn prorated sick leave on the basis of FTE.

3. Full-time employees who work less than a full-time schedule (unpaid leave or professional leave) for a temporary period will earn prorated sick leave on the basis of FTE.

4. Effective January 1, 2016; under SB 454, employees less than .5 FTE shall earn sick leave. Sick leave shall be earned as described in the Benefits Chart in Appendix B-1.

Part-time employees less than .5 FTE and adjunct faculty may earn up to a maximum of 40 hours of sick leave a year. Maximum accrual of sick leave is 80 hours. Maximum use of sick leave is 40 hours per year.

5. In the event of a change in an employee's FTE, in which the new FTE is .5 or greater, sick leave will be prorated on the basis of the new FTE. Previously accrued sick leave will remain with the employee.
In the event of a change in an employee's FTE, in which the new FTE is less than .5 sick leave shall be earned as described in the Benefits Chart in Appendix B-1.
Upon termination of employment accrued sick leave shall not be compensated for unless otherwise allowed under ORS.238.350.
The College provides regular notification to each employee of the amount of accrued and unused sick leave by written notice in the employee's paycheck.
B. Scheduling

1. In the event of illness or injury as applied to this section, the employee shall make a reasonable attempt to notify the employee's supervisor before or at the beginning of each scheduled work day. Each day's absence shall be reported on the monthly time sheet or leave record upon the employee's return to work and shall be applied against any unused sick leave.

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

2. In the event of illness or injury of an employee's immediate family which necessitates the employee's absence, unused sick leave may be used to a maximum of three days in any one instance. At the discretion of the College President or those designated by the College President, the three-day period may be extended in exceptional circumstances.

3. If an illness or injury exhausts unused sick leave, then vacation days, accumulated compensatory time and/or unpaid leave may be taken, only if said leave does not jeopardize the efficient operation of the College as determined by the College President or those designated by the President.

4. A doctor's note may be required by the employee's supervisor for any sick leave referred to above.

C. Use of Sick Leave

Sick leave may be used for the following purposes:
1. For the employee’s mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;
3. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
4. To care for a family member with a serious health condition
5. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee’s job.
6. To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
7. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
8. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

9. To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.

312.4 UNPAID SICK LEAVE - FAMILY MEDICAL LEAVE

The College will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993 and the Oregon Family Leave Act (OFLA) of 1995.

A. Family Medical Leave Act

Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, childbirth and adoption.

"Family members" for the purpose of FMLA leave means a (n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child.

In order to be eligible for the benefits under FMLA, an employee must have been employed by the College for at least 12 months and have worked at least 1250 hours during the past 12 month period.

Employees who qualify for FMLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.

B. Oregon Family Medical Leave Act
Unpaid leave for eligible employees will be provided to care for themselves or family members in cases of illness, injury, death, childbirth and adoption.

"Family members" for the purpose of OFLA leave means a(n): spouse, child of the employee, custodial parent, noncustodial parent, biological parent, adoptive parent, step or foster parent, in loco parentis when the employee was a child, same-gender domestic partner, child of same-gender domestic partner, grandparent, grandchild, parent-in-law or parent of same-gender domestic partner.

In order to be eligible for benefits under OFLA, 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, an employee

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

becomes eligible upon completing 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.

Employees who qualify for OFLA leave will have continued health care insurance coverage. Employees shall be responsible for any health insurance premium costs in excess of the current benefit amount paid by the College.
Under OFLA an eligible employee is entitled to take up to two weeks bereavement leave following the death of a family member as defined by OFLA. The employee must complete the leave within 60 days of learning of the death.

Federal and state leave entitlements generally run concurrently.

Absence beyond the entitlement provided in State and Federal law will be treated as Extended Leave of Absence.

312.5 CATASTROPHIC LEAVE: DONATIONS AND REQUEST FOR SICK LEAVE HOURS

Tillamook Bay Community College recognizes that employees can experience personal medical situations resulting in the need for additional time off in excess of their available leave. To address this need, eligible employees will be allowed to donate sick leave from their sick leave balance to their co-workers in need. Donation of sick leave hours and requests to receive sick leave hours will be in accordance with AR C002.

LEAVE
Article No.: 312
Related to: AR C002
Approved: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018
Reference: Appendix B1, 311.1, Family Medical Leave Act 1993, State of Oregon Family Medical Leave Law

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OTHER LEAVE
Article No.: 313
Approved: June 2, 2008, June 2, 2014, May 2, 2016, February 5, 2018
Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

313.1 SPECIAL PAID LEAVE

Eligible employees, as defined in College policy and Summary of Benefits Chart, Appendix B-1, shall be entitled to special paid leave as follows:

A. Personal Leave

An employee may elect to use accrued sick leave as personal days off at the following rate:

1. Full-time, 12 month employee: 3 days per fiscal year

2. Part-time: Pro-rated on full-time rate based on position FTE assignment. Scheduling of personal days will be in accordance with regular leave scheduling, Article 312.1, Paragraph B.

No carry-over of personal days from one fiscal year to another will occur. Sick leave accruals are not compensable.

B. TBCC Bereavement Leave

An employee may be absent with pay for up to five working days following the death of a member of his/her immediate family. For the purposes of this policy statement, "immediate family" shall include spouse, domestic partner, parent, child, sibling, or other person who is or has resided in the employee's household and for whom the employee is or was legally responsible.

C. Court and Jury Duty

An employee should notify his/her management supervisor as soon as possible after receiving notification or summons so that coverage may be arranged.

College employees will be allowed time off with no loss of income for the following:

1. To serve when summoned for jury duty.

2. To appear in court when subpoenaed as a witness in a matter involving other than the personal business of the employee. Generally, this will be defined as a legal matter in which the employee is not one of the principal parties.

The amount of remuneration received by the employee from the College and/or for jury

duty and/or court appearance, other than per diem and travel, shall not exceed the employee's regular salary.

Any monetary remuneration received by the employee for jury duty and/or court appearance, other than per diem and travel, shall be reported to the College within five days after the employee's receipt of such funds. The salary or wages of the employee shall be reduced by an equal amount. In the event the employee receives remuneration for jury duty/or court appearance and the employee has received compensation from the College, for those hours, the remuneration shall be signed over to the College.

If a required court appearance or jury duty is for eight (8) hours or less, the employee's supervisor may elect to have the employee make up lost time; in which case no fees received for the court appearance or jury duty need be reported to the College by the employee.

D. Military Leave

1. An employee who is a member of one of the reserve components of the armed forces of the United State or the Oregon National Guard shall be entitled to leave without loss of pay for Military duty for a period or periods not to exceed a total of fifteen days each calendar year, as provided in ORS 408.290.

2. Requests for military leave shall be submitted through regular channels as provided in Article 312.3, Paragraph B and shall be accompanied by official orders specifying the dates and location of such military duty.

313.2 PROFESSIONAL IMPROVEMENT LEAVE

It shall be the policy of Tillamook Bay Community College to grant a professional improvement leave to eligible administrators upon formal application only when such leave contributes to the goals of the College and enhances the professional competence of the individual. A Professional Improvement Leave is considered to be a privilege granted to an eligible administrator rather than a right which automatically accrues because of prior service. In unique situations, leave may be granted for a staff employee.

Professional Improvement Leave may be authorized by the President, in consultation with the Board. Such leaves may be granted for one or two terms.

A. Eligibility

OTHER LEAVE
Article No.: 313
Approved: June 2, 2008, June 2, 2014, May 2, 2016, February 5, 2018
Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

Administrators must meet the following requirements to be eligible for professional leave:

1. Must have completed five or more consecutive years of full-time employment with the College as an administrator on regular employee status.

2. Must complete one year of college employment upon return from professional leave before terminating employment or repay the compensation received while on leave.

B. Compensation

Professional Improvement Leaves may be granted for one or two terms, with compensation at 70% of scheduled annual salary.

Exceptions to this compensation schedule must be recommended by the College President in consultation with the Board of Education.

C. Application Procedures

Proposals for Professional Improvement Leave will be submitted to the President by December 31. The applicant will be notified in writing regarding College President and Board of Education action by the following March 31. If an administrator needs to cancel a previously granted leave, presidential approval is required.

D. Report and/or Documentation Required

Upon return from his/her leave, the administrator or staff employee shall, within three months of the completion of the professional leave, submit to his/her immediate supervisor a written report or other documentation as agreed upon. Copies of the report will be forwarded to the College President. A presentation will be made to the Board of Education Within three months of completion of the professional leave.

E. Benefits

1. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable will continue during the period of the Professional Improvement Leave.
2. Sick leave and vacation leave will not accrue during Professional Improvement Leave.

OTHER LEAVE
Article No.: 313
Approved: June 2, 2008, June 2, 2014, May 2, 2016, February 5, 2018
Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

The Leave Agreement and Approved Professional Improvement Leave application will be placed in the employee's personnel file with copies to the President and the applicant.

313.3 UNPAID LEAVE

A. Short-Term Leave of Absence

1. An unpaid leave of absence of thirty days or less for regular and limited duration employees will be considered on an individual basis and approved by the employee's supervisor. Requests should be made on a Leave Request Form.

B. Extended Leave of Absence

Employees may require absence from work for a period in excess of accumulated authorized leave time. It should be understood that the best interest of the College will be considered in the granting of such leave. The following guidelines shall be used for granting of unpaid leave:

1. Only regular employees, as defined in College policy, are eligible for extended leave of absence.

2. Requests for unpaid leave must be made in writing by the employee. Requests should include reason for leave and beginning and ending dates.

3. All unpaid leave must be recommended by the employee's supervisor and approved by the College President.

4. Unpaid leave shall not exceed one year.

5. The employee is not entitled to any benefits, including leave accrual, tuition waivers, or College paid insurance while on unpaid leave of absence over 30 days. Employees may use COBRA provisions to continue their medical and dental coverage at their own expense during the unpaid leave of absence.

6. Employee must submit an "intent to return" no later than 30 days prior to leave ending date. Failure to submit letter of intent will be considered automatic termination of employment.

7. Unpaid leave for pursuit of other permanent employment will not be considered.

C. Parental Leave

OTHER LEAVE
Article No.: 313
Approved: June 2, 2008, June 2, 2014, May 2, 2016, February 5, 2018
Reference: 312.1, 312.3, 312.4, Appendix B1, ORS 408.290, Oregon Parental Leave Law (HB 2321)

In accordance with Article 312.4, absence due to pregnancy shall be treated no differently from any other illness or condition that would be covered by unused paid sick leave.

Unpaid leave beyond the employee's accumulated leave for the birth of an employee's infant or adoption of a child will be treated in accordance with State of Oregon Parental Leave Law (HB2321) and will be considered unpaid leave.

Absence beyond the twelve (12) week period provided in Oregon Law will be treated as Extended Leave of Absence.

313.4 CURTAILED OPERATIONS

A. In the event of hazardous conditions beyond Management control, it may become necessary to delay opening and/or close some or all College operations at one or more facilities. Only the College President or his/her designee may make the decision to curtail operations**.** For delays or closures prior to regular hours of operation, notice will be made via multimedia notification system. General notice of curtailed operations will be made via the TBCC website, local and Portland media and/or by recorded message on the TBCC telephone system. Should a closure be imposed after the College has opened, initial notice will be via staff e-mail and/or verbal notification.

B. In the event of potentially hazardous conditions, all employees are urged to make wise choices regarding their personal safety. If an employee determines it would be unwise to report to work, or remain at work, such absences will be handled in one of the following ways:

1. Chargeable to accrued vacation leave.

2. Chargeable to compensatory time, with the approval of the supervisor.

3. Chargeable to personal leave, if vacation leave and compensatory leave are exhausted.

4. Chargeable to leave without pay.

C. Should an employee choose to absent themselves from work and the College close, or that portion of the College which is the normal duty station of the employee close, only the time absent due to the decision of the employee will be charged as leave as detailed in Article 313.4 Paragraph B, Items 1, 2, 3 and 4.

D. In the event of a decision, by the College President or his/her designee, to curtail operations, employees who are 0.5 FTE or more will receive regular pay for hours they would have worked during the regular College operations schedule.

E. Employees shall be responsible for monitoring the closure schedule and return to work when normal operations resume.

Article No.: 315
Approved: June 2, 2008, May 2, 2016, February 5, 2018
Reference: ORS 238.350

A. All employees who qualify will be retired according to State law and will participate in the various contributory retirement plans provided by the laws of the State of Oregon.

B. The College shall participate in, and eligible employees shall be compensated for, accumulated unused sick leave in the form of increased retirement benefits in accordance with ORS 238.350.

C. For the purpose of retirement, the College reports accumulated, unused sick leave to PERS when eligible employees leave College employment.

Article No.: 316
Approved: September 8, 2008, May 2, 2016, February 5, 2018
Reference: 305.E, 316.3, 316.4, 317

316.1 For the purpose of this Policy statement, “College” shall be defined to mean the Tillamook Bay Community College Board of Education and or its designee(s).

316.2 STANDARDS OF CONDUCT

In order to promote individual development and the common good, the College has outlined the following standards to guide employees on how to conduct themselves when dealing with others in an academic institution. The College is committed to a learning environment that fosters respect, integrity, professional behavior, and fair and impartial treatment of students and staff in serving the educational needs of the community.

A. Respect for all persons.

B. Honesty in actions and speech.

C. Fairness and justice in the treatment of all.

D. A pervasive sense of integrity and promise-keeping.

E. A commitment to:

1. Intellectual and moral development
2. Quality
3. Individual empowerment
4. The Community College philosophy
5. The College

F. Openness in communication.

G. Belief in diversity within an environment of collegiality and professionalism.

316.3 CONFLICT OF INTEREST

It is the policy of the College that conflicts of interest should be avoided where possible, or otherwise disclosed to your supervisor for appropriate action. A conflict of interest exists if an employee has the ability to use his or her position with the College to secure a personal benefit for themselves, a family member, a close personal friend, etc. For example, a conflict of interest arises if the employee is in a position to influence a business decision of the College in a way that could result in a financial benefit to the employee. Supervisors and employees are expected to use good judgment to identify possible conflicts of interest and deal with them appropriately.

Consensual sexual or mutually recognized romantic or dating relationships pose an apparent or actual conflict of interest if one of the parties in the relationship has responsibility for supervising, evaluating, directing or overseeing the other, or has the power to directly influence the other person's educational or employment status.

The conflict of interest these relationships pose can undermine both the integrity of the supervisory or evaluative relationship and the College's commitment to a positive educational/employment environment. If these relationships exist, the person of greater authority or power will bear the primary burden of accountability in ensuring that the relationship is consensual, and that he or she exercises no supervisory or evaluative function over the other person in the relationship.

The President shall assure that College procedures regarding consensual sexual or mutually recognized romantic or dating relationships between employees and with students are clearly stated and consistently administered.

316.4 DISCIPLINARY STANDARDS

A. The College believes that most employees prefer to work in an environment in which serious or repeated violations of the College's standards are not permitted. With that in mind, the infractions listed in 316.3 and 316.4 below describe behaviors which conflict with the College's accepted standards of conduct and warrant disciplinary action.

B. The College believes these infractions are clear and require little explanation. However, if an employee has any questions, he/she may consult his/her supervisor or the Director of Facilities, Safety and Human Resources. Obviously, every possible infraction cannot be listed. Conduct not specifically mentioned will be disciplined according to the standards followed for what the College feels is the most equivalent type of conduct listed.

C. Aside from the College's right and an employee's right to terminate the relationship at any time and for any reason, the College may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of rules or policies as the College deems appropriate.

D. Each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon the College's determination of the seriousness of the offense.

E. An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. The College will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate.

F. Nothing in this policy is intended to alter an employee's "at-will" status of employment. Employment may be terminated by the employee or the College at any time and for any reason, unless expressly stated otherwise in a written contract or employment agreement signed by the President of the College.

G. If an employee believes he/she has been unfairly disciplined, the employee may use the grievance procedure in Article 317.

316.5 VIOLATIONS OF SIGNIFICANCE

A. When a regular employee has committed a violation of significance, the employee will generally receive a written warning prior to termination. Employees on trial period or temporary employees will not generally be given a written warning prior to termination.

1. A warning for different violations or infractions may be combined to determine the type of discipline administered.

2. Written warnings will remain on an employee's record indefinitely, subject to Policy 305.E.

B. These types of violations or infractions include, but are not limited to, the following:

1. Unsatisfactory, careless, inaccurate, unreliable, or otherwise poor work performance or productivity.

2. Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, and failure to notify the College of intended absence or tardiness or failure to comply with other reporting policies.

3. Interfering with or impeding any employee's work by talking or creating other distractions.

4. Performing other than College work during work hours without authorization.

5. Failure to follow safe working practices. (Note: When the College feels an employee has committed a serious safety violation, that employee is subject to immediate discharge).

6. Failure to promptly report an accident or injury or cooperate in accident or injury investigations.

7. Using College property for personal use, without advance approval.

8. Discriminatory behavior or harassment of a racial, ethnic, sexual, disability related or religious natures, which in the College's view, is not serious enough to justify immediate discharge. This also includes discriminatory behavior resulting from a consensual sexual or mutually recognized romantic or dating relationship in which one of the parties has the power to directly influence the other person's educational or employment status.

9. Being rude or otherwise uncooperative in dealing with co-workers, supervisors, students, or members of the public.

10. Violating any College policy or practice which is presently in effect or subsequently issued.

11. Violating one or more of the Standards of Conduct, or any other conduct which is, in the view of the College, sufficient to justify discipline.

316.6 VIOLATIONS OF GREATER SIGNIFICANCE

A. When an employee has committed a major violation, that employee is subject to immediate discharge or suspension.

B. These types of infractions include, but are not limited to, the following:

1. Threatening, intimidating, coercing or assaulting another employee, supervisor, student, or member of the public.

2. Insubordination, including failure to follow any verbal or written job instructions issued by a person in a position of authority as determined by the College.

3. Provoking or instigating arguments, dissension or fights during working hours or on College premises or engaging in horseplay which results in injury or property damage.

4. Deliberately delaying or restricting the operations of the College, or inciting others to delay or restrict the operations of the College.

5. Destroying, or damaging College property, tools or equipment, or the property of others on College premises.

6. Falsifying any reports or records, such as applications, absence and sickness reports, or time records.

7. Dishonesty of any type.

8. Committing violations of safety rules or safe working habits which the College feels are repeated or serious.

9. Engaging in discriminatory behavior or harassment of a sexual, racial, ethnic, disability related, or religious nature which the College considers to be repeated or serious. This also includes discriminatory behavior resulting from a consensual sexual or mutually recognized romantic or dating relationship in which one of the parties has the power to directly influence the other person's educational or employment status.

10. Violation of the College's Drug and Alcohol Policy.

11. Violating any College policy presently in effect or subsequently issued which the College feels is serious enough to justify immediate discharge.

12. Violating the College's Standard of Conduct or any other conduct which is, in the view of the College, serious enough to justify discharge or suspension.

316.7 LAYOFFS

A. The work performed by the College is subject to work load fluctuations and the general economy of the community the College serves. Changes in scheduled work load and/or decreases in financial resources may affect staffing needs. In the event the College determines it is necessary to eliminate jobs or otherwise curtail operations, layoffs will be necessary.

B. The decision of individuals to be laid off will be made by the College based on its determination of overall needs and the relative skills and ability of the employees.

C. Employees who are laid off do not have recall or reinstatement rights, except as required by law.

316.8 RESIGNATIONS

A. A resignation is defined as voluntary termination of employment by an employee.

B. Employees who voluntarily resign their employment with the College should submit a written resignation to their department head or the Director of Facilities, Safety and Human Resources. A brief statement of the reason for the resignation should be included in the written resignation.

C. Employees who decide to leave the College are encouraged to provide as much notice as possible.

316.9 PAYMENT OF VACATION UPON TERMINATION OF EMPLOYMENT

An employee, whose compensation is fully funded by the College General Fund and who leaves the College's employment will be paid all wages due and all accrued, unused vacation pay up to 160 hours, or at the discretion of the President.

Article No.: 317
Approved: June 2, 2008, May 2, 2016, February 5, 2018
Reference: 318, 317.4

317.1 DEFINITIONS

A. A "grievance" is a claim by an employee, or a group of employees, of a violation of the terms of their employment.

   1. Allegations or complaints of discrimination based on race, creed, religion, color, national origin, handicap, age, sex, or marital status as protected are excluded from this procedure and shall be processed through College Affirmative Action grievance procedures (Article 318) or the appropriate state and federal agencies.

B. "Informal grievance" is that stage of a grievance procedure involving the grievant and the person responsible for the alleged grievance.

C. “Formal grievance” is that stage of grievance proceedings other than informal grievance. Formal grievance proceedings commence with the giving of written notice as herein provided.

D. "Parties or persons directly involved” mean the grievant, the person responsible for the alleged grievance, the Board of Education, any other employee including the College President, who has rendered prior decision in processing the grievance.

E. "Day" as used herein refers to a working day.

F. The "Grievance Officer" is appointed by the College President

317.2 BOARD GRIEVANCE PROCEDURES

The Board agrees that:

A. The grievant has the right to be assisted by counsel at all stages of the grievance procedure at the grievant’s expense.

B. Management has the right to be assisted by counsel at all stages of the grievance procedure.

C. The grievant shall be allowed time away from their jobs without loss of pay when required to attend meetings with Management for the purposes of adjusting grievances under the procedures defined herein.

D. A grievance may be withdrawn at any time.

E. Time limits may be extended by mutual agreement. If either party fails to comply with the established time limits, the grievance shall be declared settled in favor of the other party.

F. There shall be no restraint, interference, discrimination, or reprisal against an employee who uses these procedures for resolving a grievance.

317.3 INFORMAL GRIEVANCE PROCEDURE

A. The Board agrees that every attempt should be made to resolve grievances at the lowest level possible. The grievant and the person responsible for the alleged grievance shall meet to attempt to resolve the grievance on an informal basis. Another administrative-level employee may be requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.

B. The grievant may invoke the formal grievance procedure if the grievance is not resolved during the informal process.

317.4 FORMAL GRIEVANCE PROCEDURE

A. The grievant shall submit to the Grievance Officer a written complaint which shall specify the factual details of the violation, and the remedy requested. This statement shall be the basis for any further formal consideration of the grievance and requested remedy and shall not be materially altered when presented for consideration at various steps in the grievance process unless new facts or evidence appear.

B. No grievance shall be heard unless it is submitted pursuant to Article 317.4, Paragraph A within thirty days of the grievant's knowledge of the facts giving rise there to. If there is more than one grievant, they must all meet this time limit. Any grievant not meeting this time limit shall be dropped from the grievance.

C. A meeting between the Grievance Officer and the grievant shall occur within seven (7) days of the written complaint.

D. The Grievance Officer shall issue a written decision within seven (7) days of such meeting as to whether or not the facts support the grievant's complaint and the remedy and state the rationale for the decision.

E. If the grievant is not satisfied with the written determination of the Grievance Officer, the grievant may, within seven days, file a written notification with the College President.

1. Within seven (7) days of the written notice, the College President shall meet with the grievant and discuss the grievance. The grievant may present written or oral evidence in support of the written complaint. A formal record shall be made of these discussions.

2. Within seven (7) days of the written notice, the College President shall issue a written decision providing copies to the parties directly involved. The decision of the College President shall be final.

Article No.: 318
Approved: June 2, 2008, May 2, 2016, March 5, 2018
Reference: Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.)
TBCC Affirmative Action / Equal Employment Opportunity Plan

318.1 POLICIES

A. Separate Affirmative Action Grievance Procedures:

The procedures described in the TBCC Affirmative Action / Equal Employment Opportunity Plan shall be used only for complaints related to the College's affirmative action and equal opportunity policies. It shall not be employed for grievances on personnel matters which do not involve charges of discrimination.

318.2 ORDERLY AND TIMELY PROCESS

A. The intent of the procedure described below is to provide an orderly and timely resolution of discrimination complaints, and to provide full opportunity for internal consideration of problems and potential remedies. None of the time limits or procedures outlined in this plan will be used to deprive a complainant of fair hearing or appeal.

318.3 AUTHORITY

A. Initial responsibility for resolving complaints rests with complainant and the parties specified in the complaint. Failing such resolution, the College President shall have the ultimate authority to decide how an internal affirmative action complaint will be resolved. Recommendations pertaining to a particular case made by the Affirmative Action Officer, review committees, or other persons shall be on an advisory nature.

B. The Affirmative Action Officer is the Director of Facilities, Safety, and Human Resources or a designee appointed by the College President.

318.4 GRIEVANCE PROCEDURES

Informal Procedure:

A. The President agrees that every attempt should be made to be able to resolve the complaint at the lowest level possible. The complainant and the person responsible for the alleged complaint shall meet to attempt to resolve the grievance on an informal basis. Another administrative level employee may be requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.

B. The complainant may invoke the formal grievance procedure if the complaint is not resolved on an informal basis.

Notification:

The complaint shall be in writing and filed with the Affirmative Action Officer of the College within thirty (30) calendar days of the discovery of the alleged incident. The complaint shall set forth the basis of the claim, identifying the particular policy, procedure, practice or act being challenged, the facts surrounding the incident giving rise to the claim, or the language of the policy, practice or procedure involved, and list the names and classifications (whenever possible) of all employees involved in the claim.

Representation:

For the purpose of processing complaints filed under this affirmative action program, a party may be represented by legal counsel or any individual or organization designated by the complainant at the expense of the complainant.

A. Review Committee:

When a complaint is filed, the Affirmative Action Officer shall assess the sufficiency of the claim and advise the complainant of grievance procedure. If the complainant seeks a hearing, the Equal Opportunity Compliance Committee shall be convened as a review committee, comprised of the following membership:

1. Affirmative Action Officer
2. College President
3. One (1) Classified Employee
4. One (1) Administrative Employee

In case where several complaints are filed against a single party or a single practice of the College, a review committee will hear these cases collectively.

B. Hearing:

1. Upon receipt of the complaint, the Affirmative Action Officer shall:

   a. Schedule hearings of the review committee to permit all parties involved in the complaint (or their representatives) to present evidence or interpretations of incidents giving rise to the claim; and

   b. Make recommendations based on the record to the affected department for resolution of the complaint.

The Affirmative Action Officer shall transmit a report to the College President, including a statement of all particulars (i.e., parties involved, statement of facts, etc.) and recommendations for an orderly and expeditious resolution of the complaint within thirty (30) calendar days after the Review Committee hearings are completed.

Presidential Recommendation

1. The process of filing and hearing complaints will result in findings of fact, conclusions, and recommendations for action by the College President. The President shall announce their decision within thirty (30) calendar days after the complaint is filed, and their decision is final. At the time of the action, the President shall notify the complainant, the affected department, and the Affirmative Action Officer in writing of the action or decision.

Appeals:

1. Either before or after pursuing an internal grievance, a complainant shall have full recourse to the Office for Civil Rights and all other legal remedies provided by Title IX of the Higher Education Act of 1972 (No. 20 U.S.C. 1681 et seq.)

1. A complaint against the educational program or activities may be filed with the State Department of Education, Civil Rights, Region X, Jackson Federal Building 915 Second Avenue, Seattle, Washington 98174-1099. Complaints related to employment may be referred to the Office for Civil Rights or to the State Department of Labor, 115 Labor and Industries Building, Salem, Oregon 97310.

Article No.: 319
Approved: June 2, 2008, January 7, 2013, March 5, 2018
Reference: CFR 1.162-2

Travel of College personnel is governed by Board of Education policy and Annual Designations. Attendance at meetings, conferences and other gatherings is encouraged, subject to budget limitations, when determined by the College President or his/her designee that such attendance serves the best interest of the College. The President or his/her designate shall exercise his/her authority to approve travel of employees within the budgetary allocations.

319.1 AUTHORIZATION

A. Procedure for travel approval for all employees should begin with management supervisors for advance authorization. Executive employees whose duties require continuous or frequent travel are deemed to have advance approval when travel is within the usual limits of their duties.

B. All out-of-state travel will require advance approval from the College President.

C. Arrangements for all airline travel will be made through the Business Office.

319.2 REIMBURSEMENT

Related expenses for approved travel will be reimbursed within the budgetary allowance and in accordance with approved travel reimbursement procedures. Travel reimbursement requests must be accompanied by a supervisor's signature and, in accordance with IRS rules, receipts for all expenses. Mileage is an exception to this rule.

CAR:	Reimbursement rate for personal car mileage will be established by the IRS. Expense Report form is required for reimbursement by the Business Office.
MEALS:	Reimbursement for the cost of employee’s meals will be at the rate established in Annual Designations adopted annually by the Board of Education. All charges must be supported by receipt.
MOTEL/HOTEL:	Reimbursement for lodging will be for the actual amount. These charges shall be supported by receipt. Attempts should be made to find reasonably priced lodging.
OTHER EXPENSES:	Many unforeseen expenses may arise during a trip such as parking, registration fees, etc. Reimbursement for such items may be requested and must be supported by receipts.

319.3 TRAVEL ADVANCES

It is understood that persons incurring substantial travel expenses might suffer from financial inconvenience as a result. Therefore, a travel advance may be requested from the employee’s

supervisor. Advance amounts must be approved by the employee's management supervisor. Employees will be required to return any money that was not used, as well as the Expense Report Form and accompanying receipts.

Article No.: 320
Approved: June 2, 2008, March 5, 2018
Reference: TBCC Safety Plan
Related to: AR B012

320.1 GENERAL PHILOSOPHY

The goal of the Board of Education is to provide an educational program of the highest quality possible.

The President shall be responsible for maintaining administrative procedures that implement the health and safety related personnel policies of the Board of Education. All employees of the College shall be entitled to fair and equal treatment.

In order to support an educational program of the highest quality possible, of prime importance to the College, is a safe and healthy work environment for students and staff. Employees are actively encouraged to make suggestions and to be aware of potential health/safety concerns.

Article No.: 322
Approved: June 2, 2008, May 2, 2016, March 5, 2018
Reference: ORS 342.700; 342.704

Tillamook Bay Community College recognizes sexual harassment as a form of sex discrimination under federal and state law.

It is the policy of Tillamook Bay Community College that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. Any employee found to be sexually harassing any other employee or student will be subject to disciplinary action up to and including dismissal.

Definition of Sexual Harassment

Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Gender-based harassment refers to unwelcome conduct based on and individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination. Sexual harassment exists when:

A. Such conduct is of such frequency and/or severity that it has the effect of unreasonably interfering with an individual's work or academic performance to an objectively unreasonable level or creating a work or learning environment that is objectively intimidating, hostile or offensive; or

B. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which he/she has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.

C. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or

D. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Examples of conduct that could rise to the level of sexual harassment if the standards of A, B, C, or D are met may include, but are not limited to:

- Verbal harassment or abuse;

- Inappropriate touching, massaging or brushing against;

- Demands and/or subtle pressure for sexual favors;
- Jokes or pranks about sex or gender traits;
- Whistling or obscene gestures;
- A male tells a female she looks "hot";
- A female tells a male he has a nice derriere;
- Discussion in mixed groups of recent sexual exploits;
- Sexually explicit photos in a work or learning area.

Employee or Student Action

A report of sexual harassment may be made at any time, but preferably as close in time to the incident as possible. It is recommended that an employee or student who feels he/she is subjected to harassment:

A. Tell the offender to stop. Say it firmly, without smiling or apologizing. It is not required that a complaint be made to the alleged harasser.

B. Keep a diary or log of what is happening to you. Include direct quotes, any witnesses, or patterns to the harassment. Save any notes or letters sent to you by the alleged harasser; or

C. Report the complaint to the Director of Facilities, Safety and Human Resources. Employees or students may opt to ask their supervisor or another administrator for assistance with this process.

Employees or students have the right to file a formal complaint with the Civil Rights Division of the Bureau of Labor and Industries.

District Action

Once a complaint is filed with the Director of Facilities, Safety and Human Resources, an investigation will begin, including:

A. The complainant will be interviewed;

B. The alleged harasser will be interviewed;

C. Witnesses may be contacted as well as others who may have information.

All interviews will be documented. The interview may be recorded to ensure accuracy as well as documented in writing. Interviews will be conducted individually and confidentially and may be conducted with the assistance of a second confidential employee of the College. The College will not tolerate any form of retaliation from the alleged harasser. The College will keep the information confidential except as otherwise requested by law.

Once the investigation is completed, written responses to both parties will be drafted stating that:

A. The allegations remain unproven; or

B. Sexual harassment has occurred; the harasser will be subject to corrective and/or disciplinary action up to and including dismissal or expulsion.

Article No.: 323
Approved: December 3, 2012, March 5, 2018
Reference: ORS 419B.005 – 419B.050

All Tillamook Bay Community College employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual College employee and applies twenty-four hours-a-day, seven days-a-week whether or not the employee is on work time. College employees must immediately report to DHS or local law enforcement when the employee has "reasonable cause to believe" that any child with whom the employee comes in contact with has suffered abuse, or that any person with whom the employee comes in contact with has abused a child.

In addition, College employees and students must report to the College Director of Safety instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. Reporting to the designated College official does not satisfy the legal duty to report to DHS or local law enforcement.

DEFINITIONS

"Abuse" means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
    - Contributing to the sexual delinquency of a minor;
    - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;

- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"**Child**" means an unmarried person who is under 18 years of age.

"**Law enforcement agency**" means:

- a city or municipal police department;
- a county sheriff's office;
- the Oregon State Police; or
- a county juvenile department.

Article No.: 400
Approved: October 6, 2008, April 1, 2013, May 2, 2016, April, 2, 2018
Reference:

A. DEFINITIONS

For the purpose of this Policy statement, the following definitions shall apply:

1. Regular Faculty member refers to faculty who receive annual employment agreements of 0.5 to 1.0 FTE and specifically excludes instructors employed in the Continuing and Community Education Programs.

2. Adjunct Faculty refers to faculty teaching credit courses on a term-by-term basis.

3. Community Education refers to all non-credit courses, activities and programs which do not lead to a degree or certification. These include courses recognized by the State of Oregon as Adult Continuing Education (ACE).

4. Continuing Education refers to all Continuing Education Unit (CEU) courses. See Administrative Rules for further definition of CEU courses.

B. ACADEMIC CALENDAR

Tillamook Bay Community College follows the academic calendar approved by the Tillamook Bay Community College Board of Education. A current calendar is published in the College Catalog as well as in the quarterly schedule of classes.

C. ACADEMIC RULES AND REGULATIONS

Tillamook Bay Community College will establish appropriate rules and regulations regarding academic procedures, professional ethics, and academic standards. These academic regulations and procedures apply to all students enrolled in, or seeking admission to courses. These policies and procedures will be governed by College Administrative Rules. A complete review of Administrative Rules will take place biannually.

Article No.: 401
Approved: October 6, 2008, April 1, 2013, April, 2, 2018
Reference:

401.1 FACULTY CONFLICT OF INTEREST

Instructional employees of Tillamook Bay Community College have an obligation to avoid such activities or situations which may result in a conflict of interest or the appearance of a conflict of interest. College employees must not use their position to influence outside organizations or individuals for the direct financial, professional, or personal benefit of themselves, members of their families, or others with whom they have a personal relationship.

An instructor who is concerned that a conflict of interest may exist, or who is uncertain as to the impact or appearance of his/her activity, should consult the Chief Academic Officer prior to engaging in the activity.

401.2 CLASSROOM MATERIALS

A. Books, tools, equipment, clothing and supplies required by Tillamook Bay Community College students shall be obtained by the students from sources other than the instructor, whenever possible.

B. No classroom instructor of Tillamook Bay Community College shall provide Tillamook Bay Community College students with books, tools, equipment, clothing and supplies, unless written consent of the College President or his/her designee is first obtained by the instructor.

C. This policy is not to be interpreted or applied in such a manner as to restrict any instructor who is normally engaged in retail business from making sales in the usual and ordinary course of their business to students.

D. Instructors shall be impartial at all times in recommending sources of supply for books, tools, equipment, clothing and supplies.

Article No.: 402
Approved: October 6, 2008, April 1, 2013, May 2, 2016, April 2, 2018
Reference: AR D016

402.1 PRE-REGISTRATION AND CANCELLATION POLICY

Early registration is encouraged for all courses. A decision to cancel a course, based on enrollment or instructor availability may be made at least two days prior to the start date. Courses are canceled by the Chief Academic Officer or his/her designee. Generally, the criterion for such cancellation is an enrollment of less than ten students or the guarantee set by the College. However, depending upon individual course circumstances, courses may be offered with fewer students.

402.2 STUDENT CONTACT INFORMATION

All instructors should have contact information for all their students at the beginning of each term. In the event that a class meeting must be cancelled or modified in some way that will affect the students in that class, it is the instructor's obligation to contact their students as soon as possible to advise them of those changes. In addition, the Office of Instruction is to be notified when class meetings are to be cancelled, relocated, or re-scheduled.

402.3 COURSE EVALUATION POLICY

All courses are subject to evaluation by the Office of Instruction. Such an evaluation might take the form of student interviews or questionnaires, and/or a visit by the Chief Academic Officer or designee. Instructors will be notified in advance if their course is to be visited.

402.4 GRADING POLICY

Course grades or marks are assigned according to criteria established in Administrative Rules D016.

402.5 TEXTBOOK SELECTION

Instructors may suggest textbooks for courses with the approval of Tillamook Bay Community College’s Chief Academic Officer and Curriculum Committee to ensure instructional consistency.

402.6 COMMUNITY EDUCATION FUND

The College’s Community Education Program is a self-supporting program as determined by the receipts and expenditures of funds designated for this purpose. To facilitate this objective, the Chief Academic Officer or designee is authorized to:

1. Establish market rate tuition and fees to be charged to those who enroll or otherwise participate in Community Education offerings;

2. Hire instructors on a term-by-term contractual basis and pay 50% of community education course or workshop tuition (excluding fees) to the instructor as compensation

Article No.: 404
Approved: October 6, 2008, May 2, 2016, April, 2, 2018
Reference:

The purpose of this policy is to promote understanding and support of academic freedom and professional responsibility to the students, to the community, and to Tillamook Bay Community College.

404.1 Academic Freedom

Academic freedom is applied to teaching and other college-related activities. It is fundamental for the protection of the rights of the instructor in teaching and of the student to freedom in learning.

This institution is being operated for the common good and not to further the interest of either the individual instructor or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

1. Instructors are entitled to freedom in their presentation and discussion of the subject matter, as outlined in the Course Content Outcome Guide.

2. Instructors are entitled to full freedom in professional development activities, including publication of the results.

3. Instructors are citizens, members of a learned profession, and members of the educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes responsibilities. Thus, an instructor should clearly state to a public audience that he/she is communicating as a private citizen and not as a representative of the College. All employees should consider that the public may judge Tillamook Bay Community College by their communications.

4. As members of the Institution, instructors seek above all to be effective teachers. Although they observe the stated regulations of the institution, they maintain their right to disagree and seek possible revisions.

5. Instructors are encouraged to be involved in their community and, as members of the community, have the rights and obligations of any citizen. They determine the amount and character of their civic and community involvement outside the institution with due regard to their responsibilities within it. As citizens engaged in a profession that depends upon freedom for its health and integrity, instructors have particular obligations to promote conditions of free inquiry and to further public understanding of academic freedom.

404.1 Personal Freedom

Faculty and instructors who have citizenship and exercise their rights, as well as race, religion, color, age, national origin, disability, marital status, sex, or sexual orientation shall not be grounds for discipline or discrimination. The Board recognizes that the personal lives of instructors are of concern to the Board only as it affects job performance.

Article No.: 404
Approved: October 6, 2008, May 2, 2016, April, 2, 2018
Reference:

Article No.: 405
Approved: October 6, 2008, May 2, 2016, April, 2, 2018
Reference:

Course offerings and teaching assignments are based on students' needs.

405.1 DEFINITION OF FACULTY POSITIONS

1. Regular Faculty

   A. 173-day work year as specified in the Faculty Employment Agreement

   B. A full-time teaching load consists of 15-16 instructional credit hours per term.

      1. Lecture: one hour per week for a term equals one instructional credit hour.

      2. Lecture/Lab: one and one-quarter (1.25) hours per week equals one instructional credit hour.

      3. Lab: one and one-half (1.5) hours per week for a term equals one instructional credit hour.

   C. The 40-hour work week, with a minimum of 30 hours on campus, includes:

      1. instructional credit hours,
      2. course preparation and grading hours,
      3. office/student advising hours, and
      4. committee participation and professional growth hours.

   D. A faculty employment agreement greater than or equal to .5 FTE and less than 1 FTE has a workload based on the percentage of FTE applied to the 40-hour work week and includes:

      1. instructional credit hours,
      2. course preparation and grading,
      3. office/student advising hours, and
      4. committee participation and professional growth.

2. Adjunct Faculty

   Adjunct Faculty are faculty teaching credit courses and employed on a term-by-term basis.

Article No.: 406
Approved: October 6, 2008, July 15, 2013, May 2, 2016, April, 2, 2018
Reference: 317, 407.1

406.1 Trial Period for Regular Faculty

Instruction is the core of the College's mission. Therefore, an instructor's first year is considered a trial period during which he/she has the opportunity to demonstrate his/her ability to meet the needs of our students and fulfill the duties and responsibilities outlined in the instructor's Position Inventory. In order to facilitate the instructor's success, the Chief Academic Officer or his/her designee will:

1. Conduct a minimum of two classroom observations;

2. Review student evaluations with the instructor from each of his/her classes;

3. Before the end of their second teaching term, complete a written Performance Appraisal based on the duties and responsibilities outlined in the instructor's Position Inventory, classroom observations, and student evaluations. The written Performance Appraisal shall be reviewed by the instructor and the Chief Academic Officer before it is sent to the Director of Facilities, Safety and Human Resources for inclusion in the instructor's file. A copy will be provided to the instructor.

4. In March, the College will notify the regular faculty, who do not have a current two (2) year employment agreement, whether an employment agreement will be offered for the next academic year. The decision will be based on the Performance Appraisal, recommendation of the Chief Academic Officer and the availability of funding.

Unless otherwise notified by the Chief Academic Officer, during the instructor's second academic year, his/her performance will be appraised according to the process outlined in Article 406.2.

406.2 ANNUAL FACULTY PERFORMANCE APPRAISALS

Regular faculty will receive annual Performance Appraisals. The Performance Appraisal is based on:

1. the duties and responsibilities outlined in the instructor's position inventory
2. administrator evaluations
3. student evaluations
4. peer evaluations
5. self-evaluations

A. The written Performance Appraisal shall be reviewed by the instructor and the Chief Academic Officer before it is sent to the Director of Facilities, Safety and Human Resources for inclusion in the instructor's file. A copy will be provided to the instructor.

B. Instructors who receive a satisfactory Performance Appraisal will be eligible for pay increases in accordance with Article 407.1.

C. Administrator evaluations based on classroom observations will be performed at least twice during the first year, at least once in year two, at least once in year three, and at least every third year thereafter.

D. Student evaluations are performed in all sections taught each term.

E. Peer evaluations will be performed by evaluators chosen by the faculty:

1. A first-term evaluation will be performed for a strictly formative purpose. The peer evaluator will observe one class session and hold a discussion regarding the practices observed as well as strengths and weaknesses.

2. Summative peer evaluations will occur in the fourth year for new faculty, and after that every third year. The Report must be submitted to the Chief Academic Officer.

F. Each faculty member will complete a self-evaluation at the end of their second year and every third year thereafter. The evaluation includes an updated c.v. (including professional development, public service, artistic creation, scholarship, and research as applicable), analysis of student course evaluations, reflection on teaching strengths and areas for improvement, and a minimal portfolio (course syllabus, assessment tool(s), and anything else the instructor wants to include). Such documentation should be kept by the faculty member until requested. The primary purpose of the self-evaluation is formative and should support the continuous improvement of instruction.

G. The foregoing material deals with regularized procedures for faculty evaluations. It should be understood that the College reserves the right to examine the work of College faculty on a periodic/daily basis throughout the year in response to indications of performance deficiencies and may provide written or oral evaluation comments regarding the work of such faculty at any time during the year.

406.3 PROBATION FOR UNSATISFACTORY PERFORMANCE

A. An instructor who receives an unsatisfactory Performance Appraisal will be placed on a probationary period of at least one term but no more than one year. Before the probationary period begins, the instructor and the Chief Academic Officer will develop a plan for improvement.

B. All salary increases will be withheld during the probationary period.

C. Prior to March of the next school year or the end of the probationary period, the Chief Academic Officer shall prepare a written evaluation of the instructor’s performance.

D. This written evaluation shall be reviewed with the instructor and signed by the Chief Academic Officer Copies will be forwarded through appropriate administrative channels to the President and will be provided to the instructor and placed in the instructor's personnel file.

E. If the instructor fails to achieve a satisfactory performance within the specified probationary period, the instructor's employment agreement may not be renewed.

406.4 PERFORMANCE APPRAISAL

The Chief Academic Officer, subject to the approval of the President, determines whether the instructor's performance appraisal is satisfactory or unsatisfactory. If the instructor does not agree with the performance appraisal, he/she may follow the grievance procedure as outlined in Policy 317.

406.5 LETTERS OF INTENT

In March of each year, letters of intent to rehire or not to rehire will be sent to instructors who do not have a current two (2) year employment agreement. The decision to rehire will be based on satisfactory performance, recommendation of the Chief Academic Officer, and availability of funding.

406.6 FACULTY EMPLOYMENT AGREEMENTS

A. Contingent upon satisfactory performance appraisals, instructors will be offered employment agreements with the recommendation of the Chief Academic Officer, approval of the College President, and availability of funding.

B. Each June thereafter, instructors will be offered another employment agreement based on satisfactory performance appraisals, the recommendation of the Chief Academic Officer, approval of the College President, and availability of funding unless they qualify for a two (2) year employment agreement.

406.7 ADJUNCT FACULTY EVALUATIONS

A. Adjunct faculty will be evaluated by their students.

B. Adjunct faculty teaching credit courses and continuing education instructors identified by the Chief Academic Officer will receive a classroom observation by the Chief Academic Officer or his/her designee.

The Classroom Observation Report shall be reviewed by the adjunct faculty member, and the Chief Academic Officer before it is sent to the Director of Facilities, Safety and Human Resources for inclusion in his/her personnel file. A copy will also be provided to the adjunct faculty member.

Article No.: 407
Approved: January 5, 2009, April 1, 2013, May 2, 2016, April, 2, 2018
Reference: Articles 312, 313; Appendix A-2, B-1, and C-1, C-3

407.1 Tillamook Bay Community College recognizes that quality of learning is dependent upon the quality of the faculty. Therefore, a continued endeavor is made to discover, attract, and retain the best teaching talent available. Consistent with this policy, a full-time and regular part-time faculty salary schedule is adopted (see Appendix C-1), with the Board of Education reserving the right to consider and modify annually this schedule. In the application of this policy, 1.33 quarter or term based credits will be counted as equivalent to one semester credit. Credit must be from a regionally accredited institution.

1. Initial Placement on the Salary Schedule

A. Education and CTE Experience

1. New career-technical education (CTE) faculty without a Bachelor's Degree will be placed on the salary schedule at the BA Step 1 Level upon presentation of an Associate's Degree or at least sixty-four (64) semester hours and, in addition, five years of approved and verified CTE experience.
2. New CTE faculty with a Bachelor's Degree must also document 4 years of recent, full-time, non-teaching work experience in the field for initial placement on BA Step 1.
3. New faculty with a Master's Degree in the field to be taught and no teaching or CTE experience are initially placed on MA Step 1.
4. New faculty with a Doctorate and no post-secondary teaching experience in the field to be taught are initially placed on Ph.D. Step 1.

B. Longevity Credit for Teaching Experience and CTE Experience Beyond Initial Placement

1. New faculty may receive additional credit for steps on the salary schedule beyond Step 1 upon presentation of approved and verified post-secondary teaching and/or CTE experience in the field to be taught. After initial placement on the salary schedule, applicable teaching or CTE experience may be credited for additional steps as follows:

Prior Teaching Experience	Step Placement
0 to .9 year	1
1 to 1.9 years	2
2 to 2.9 years	3
3 to 4.9 years	4
5 to 6.9 years	5
7 or more years	6
Prior CTE Experience	**Step Placement**
0 to 1.9 years	1
2 to 3.9 years	2
4 to 5.9 years	3

6 to 7.9 years 4
8 to 9.9 years 5
10 or more years 6

C. Education Credit for Professional Growth Beyond Initial Placement

1. New faculty who hold a Bachelor's or Master's Degree may receive additional credit on the salary schedule for approved and verified graduate semester credits and/or CTE experience. Verified graduate semester credits in the field to be taught will be credited on a one for one basis, to a maximum of thirty (30) graduate semester credits for new CTE faculty with a Bachelor's Degree. New faculty who hold a Master's Degree may be credited with up to sixty (60) verified, graduate semester credits in the field to be taught. For CTE faculty, each additional full year of verified CTE experience in the field to be taught, beyond eleven (11), will substitute for five (5) graduate semester credits. The maximum placement on the salary schedule for a Bachelor's Degree is the MA + Thirty (30), Step Six (6). No more than thirty (30) graduate semester credits will be credited to the salary schedule for CTE experience. Faculty without a Bachelor's Degree cannot be placed beyond the MA column.
2. New faculty will normally be placed on the schedule through Step 6. The College President may elect to place new faculty at any point on the schedule. Placement beyond the schedule requires approval of the College President.

2. Advancement Through the Salary Schedule for Professional Growth

A. Limitations to advancement through the salary schedule

1. Faculty without a Bachelor's Degree will not advance beyond the MA column.
2. Movement on the salary schedule will not be approved in fields other than that for which faculty are employed by Tillamook Bay Community College. An exception may be granted by the Chief Academic Officer for an outlined sequence of specific courses leading to a degree or instructor qualification to teach in an additional discipline. Official transcripts must be furnished to the Chief Academic Officer to verify successful completion.
3. A maximum of six (6) semester credits of undergraduate course work will be allowed for advancement on the salary schedule. Official transcripts must be furnished to the Chief Academic Officer to verify successful completion.
4. Faculty may seek advance approval for a maximum of ten (10) semester credits outside the teaching field to be applied to the salary schedule if

these are clearly related to non-teaching assignments, such as curriculum development. Official transcripts must be furnished to the Dean of Instruction and Student Services to verify successful completion.

B. Conditions for advancement through the salary schedule

1. All credits for advancement through the salary schedule must be recommended by the Faculty Curriculum Committee and the Chief Academic Officer and approved by the College President.
2. Graduate credit courses in the major teaching area will be awarded provided the courses are completed. An official transcript must be furnished to the Chief Academic Officer to verify successful completion. Faculty should notify the Chief academic Officer by January 15 of intent to submit transcripts for completed coursework for salary advancement for the next academic year.
3. Continuing Education Unit (CEU) credits will not be considered for advancement on the salary schedule.
4. Credits applied to the salary schedule for Bachelor's Degree CTE faculty must either be in the instructor's major teaching area or part of an approved Master's program in the major teaching area. An outlined sequence of specific courses leading to the degree, including authorized signatures from the university, must be submitted in advance for approval. Official transcripts must be furnished to the Chief Academic Officer to verify successful completion.
5. CTE experience will be credited at a rate of sixty (60) clock hours of employment equivalent to one (1) graduate semester credit to a maximum of thirty (30) graduate semester credits. In order to receive credit, an instructor must submit in advance to the Faculty Curriculum Committee and Chief Academic Officer a description of the CTE experience to be gained through the employment. Appropriate verification of the CTE experience must be submitted to the Chief Academic Officer prior to the beginning of the next academic year. CTE experience will only be credited to faculty whose teaching loads are comprised of at least 75% CTE courses.
6. Credit for academic experience directly related to teaching responsibilities may be awarded using the following guidelines. Prior approval for academic experience is not required; however, documentation must be presented as specified below in order to allow for evaluation for credit to be applied to the salary schedule.
    1. <u>Artistic Activity</u>: Public exhibitions, concerts, dramatic presentations, recitals, productions, performances and poetry/literary readings.
        a) <u>Art Exhibits</u>: An exhibit must be viewed in a public place such as a museum, art gallery, college, etc. It must be a juried show. Other acceptable activities may include a

colloquium on the arts, published art work, performances before a public audience, and jurying.

b) Documentation: The event should be documented by media reviews and coverage, regional and national art publications, brochures, programs, and/or letters.

c) Credits: One semester credit equals 60 hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.

d) Limitations: Vanity gallery, home exhibitions, or home performance are not acceptable.

e) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Chief Academic Officer will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.

2. Publications and Other Printed Material: The production of such materials as books, book reviews, musical scores, articles, stories, lab books, and handbooks.

a) Types of Printed Material: Items printed for use at Tillamook Bay Community College will be excluded. Printed material must be published in refereed journals, magazines, and other sources recognized and used by faculty in the field or with significant numbers of subscribers. The publication must be appropriate to the faculty person's discipline.

b) Documentation: A copy of the printed material.

c) Credits: One credit for each sixty (60) hours of documented activity including preparation time to a maximum of three (3) credits per activity and six (6) total credits.

d) Limitations: Credit will not be given for unpublished manuscripts. The publication must be appropriate to the faculty person's discipline.

e) Evaluation for Credit: Upon submission of necessary documentation, the Faculty Curriculum Committee and Chief Academic Officer will evaluate the activity and recommend to the College President the amount of credit to be awarded, if any.

7. Non-credit courses that require certification of successful completion prior to faculty being approved to teach the courses may be applied to the faculty salary schedule. In order to receive credit, faculty must submit in advance to the Faculty Curriculum Committee and Chief Academic Officer a description of the course(s) and the applicability to their

instructional responsibility. If approved, credit will be awarded at a rate of sixty (60) clock hours of preparation equivalent to one (1) graduate semester credit to a maximum of fifteen (15) credits. Appropriate verification of the successful completion must be submitted to the Chief Academic Officer prior to the beginning of the next academic year.

8. Providing conditions have been appropriately met, payment for approved salary credits will be reflected on the next regular employment agreement.

3. Advancement Through the Schedule for Longevity

   A. Faculty without a Bachelor's Degree will not move beyond the MA column.

   B. Eligible faculty may be advanced through the steps of the salary schedule, at the rate of one step per year, for satisfactory performance of assigned duties and availability of funding.

   C. Faculty on improvement leave shall continue to advance through the schedule.

   D. The College President may recognize faculty for exceptional teaching and/or service to Tillamook Bay Community College and advance faculty more than one step and may also advance faculty beyond the salary schedule in an amount not to exceed 15% of the Master's base salary. The College President may hold faculty on step.

4. Unsatisfactory performance

   Pay increases will be withheld for unsatisfactory performance appraisals in accordance with Article 406.3. Pay increases may be granted upon return to satisfactory status without retroactive compensation.

407.2 Pay increases for adjunct faculty

1. Adjunct faculty initial salary placement is Tier 1 of the Adjunct Faculty Salary Schedule.

   With the approval of the Tillamook Bay Community College President, based on sufficient funding, and satisfactory performance, adjunct faculty will advance in tier based on the following:

   A. Adjunct faculty will move to Tier 2 the July 1 following completion of teaching 500 adjunct faculty contact hours at Tillamook Bay Community College. The 500 contact hours must be completed by the end of Spring Term.

   B. Adjunct faculty will move to Tier 3 the July 1 following completion of teaching 1,000 adjunct faculty contact hours at Tillamook Bay Community College. The 1,000 contact hours must be completed by the end of Spring Term.

C. Adjunct faculty will move to Tier 4 the July 1 following completion of teaching 1,500 adjunct faculty contact hours at Tillamook Bay Community College. The 1,500 contact hours must be completed by the end of Spring Term.

D. Adjunct faculty will move to Tier 5 the July 1 following completion of teaching 2,000 adjunct faculty contact hours at Tillamook Bay Community College. The 2,000 contact hours must be completed by the end of Spring Term.

E. Adjunct faculty will move to Tier 6 the July 1 following completion of teaching 2,500 adjunct faculty contact hours at Tillamook Bay Community College. The 2,500 contact hours must be completed by the end of Spring Term.

F. Adjunct faculty will move to Tier 7 the July 1 following completion of teaching 3,000 adjunct faculty contact hours at Tillamook Bay Community College. The 3,000 contact hours must be completed by the end of Spring Term.

407.3 Pay increases for instructional assistants and tutors

1. Instructional assistants and tutors initial salary placement is Tier 1 of the Instructional Assistants and Tutors Salary Schedule.

   With the approval of the College President, based on sufficient funding, and satisfactory performance, instructional assistants and tutors will advance in tier based on the following:

   A. Instructional assistants and tutors will move to Tier 2 the July 1 following completion of 500 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 500 contact hours must be completed by the end of Spring Term.

   B. Instructional assistants and tutors will move to Tier 3 the July 1 following completion of 1,000 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 1,000 contact hours must be completed by the end of Spring Term.

   C. Instructional assistants and tutors will move to Tier 4 the July 1 following completion of 1,500 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 1,500 contact hours must be completed by the end of Spring Term.

   D. Instructional assistants and tutors will move to Tier 5 the July 1 following completion of 2,000 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 2,000 contact hours must be completed by the end of Spring Term.

E. Instructional assistants and tutors will move to Tier 6 the July 1 following completion of 2,500 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 2,500 contact hours must be completed by the end of Spring Term.

F. Instructional assistants and tutors will move to Tier 6 the July 1 following completion of 3,000 instructional assisting or tutoring contact hours at Tillamook Bay Community College. The 3,000 contact hours must be completed by the end of Spring Term.

407.4 Community Education and Continuing Education Instructor Compensation and Benefits

1. Community Education and Continuing Education Instructors are hired on a short-term contractual basis and receive as compensation 50% of the course or workshop tuition (excluding fees) revenue of the courses they teach. The Chief Academic Officer may guarantee a minimum enrollment level of compensation in continuing education courses in order to support a degree or certificate program or meet a community CTE training need.

2. Community and Continuing Education instructors receive no employee benefits except as required by law.

3. Pay increases for Community and Continuing Education Faculty will be solely based on tuition increases or enrollment increases in the courses or workshops they teach.

407.5 Benefits

1. Tillamook Bay Community College shall provide all eligible employees as described in the Summary of Employee Benefits Chart contained in Appendix B-1, with a monthly stipend, defined in Appendix A-2 and C-1 which shall be reviewed and adopted each fiscal year by the Board of Education. Any amount of the stipend provided for insurance in excess of the cost of the employee-only coverage may be applied to dependent insurance coverage effective July 1, 2009.

2. Eligible employees as described in appendix A-1 above, may elect to waive or opt-out of College sponsored health insurance plans coverage. When an employee opts-out, Tillamook Bay Community College shall provide a monthly cash payment. This cash payment, defined in Appendix A-2 and C-1, shall be reviewed and adopted each fiscal year by the Board of Education. The option to waive or opt-out of the College's health insurance plan is limited to 25% of eligible employees – once that threshold is reached employees will be added to a waiting list and will be allowed to

opt-out only as space within the threshold becomes available. In order to waive coverage, employees will be required to complete a “Declination of Coverage” form (available from the Director of HR, Safety, and Facilities) and provide proof of other equivalent health insurance coverage.

3. Tillamook Bay Community College shall contribute to the Public Employees Retirement System (PERS), for eligible employees, in compliance with PERS Rules.

4. Tillamook Bay Community College will maintain its required contributions of FICA, Unemployment Insurance, and Workers' Compensation Insurance for all employees.

5. Tuition Waiver/Tuition Assistance Policy

   A. The Board agrees to waive tuition for classes for any: eligible employee in accordance with policy in Appendix B-1., An employee’s spouse, and dependent or unmarried children up to age 24 may also be eligible for tuition waivers, as described in the Summary of Employee Benefits Chart and the Tillamook Bay Community College Tuition Waiver/Tuition Assistance Policy in Appendix B-1. In circumstances when federal financial aid is provided in the form of grants, the federal financial aid grant funds shall be expended first. Additional tuition shall be waived in accordance with policy in Appendix B-1.

   B. Enrollment in a class by an employee shall not interfere with the employee's regular duties and responsibilities. When job-related courses require absence from work, supervisor approval is required.

   C. Employees may petition in writing to their supervisor for reimbursement of book cost and course fees if the course in which they are enrolled relates directly to their job duties. Petitions for reimbursement must be forwarded to and approved by the College President.

   D. Tuition, fees and admission charges for community non-reimbursable or agency classes and other College functions are not included in this policy statement. Exceptions may be petitioned in writing to the College President.

   E. Courses which enhance employees' job performance or develop necessary job skills are considered staff and professional development. Subject to available funds, Tillamook Bay Community College will provide up to $200 per semester hour tuition and fees reimbursement for each hour earned to a maximum of ten (10) credit hours annually and thirty (30) credits cumulative. Regular faculty may petition the Chief Academic Officer, in writing, for assistance with tuition, fees and related costs for courses, conferences, and training for staff and professional development. Application and approval for reimbursement must be made, in advance of enrollment, on the Tillamook Bay Community College Professional

Development Application Form. Applications should be submitted as early as possible prior to the actual class or training. Scheduled review of requests will take place twice in the current academic year. Applications received by September 10 will be considered in the first review; applications received by January 10 will be considered in the second review.

Article No.: 408
Approved: October 6, 2008, April 1, 2013, May 2, 2016, April, 2, 2018
Reference:

PROFESSIONAL IMPROVEMENT LEAVE COMMITTEE GENERAL GUIDELINES

1. An employee committee, appointed by the Leadership Team, will serve as the Professional Improvement Leave Committee and make recommendation to the College President.

2. The College President must approve all Professional Improvement leaves.

3. The applicant's proposal shall address how the Professional Improvement Leave will provide the faculty member the opportunity for professional growth and development related to his/her instructional area(s) or assignment(s), thereby enhancing his/her value to the College. The following includes, but does not limit, areas in which professional improvement leave may enhance a faculty member's value:

    a) instructional methodology
    b) curriculum development
    c) instructional content
    d) learning philosophies
    e) incorporation of advanced/emerging technologies
    f) supervisory training
    g) teamwork skills

3. The committee will consider other factors that appear to be relevant, such as:

    a) needs identified by the College's Strategic Plan
    b) funding

4. The committee will assure a fair distribution of Professional Improvement Leave opportunities.

5. The committee will develop a tool to evaluate the application(s).

408.1 PURPOSE

The purpose of Professional Improvement Leave is to provide eligible faculty or staff an opportunity for professional growth and development related to their instructional area(s) and/or assignment(s), thereby enhancing their value to the College. Professional Improvement Leave is awarded to an eligible faculty member; it is not a right based on years of service.

Examples of professional improvement leave activities include, but are not limited to:

A. Study at a recognized college, university, or technical school;

B. A work experience program designed to update or upgrade knowledge and/or skills; and

C. Independent or collaborative study, research, writing or other project.

All professional improvement leave activities must be related to the faculty or staff member's current or future instructional area(s) and/or assignment(s) as determined by the College.

408.2 ELIGIBILITY

Faculty or staff must meet the following requirements to be eligible for professional improvement leave:

A. Must have completed six or more academic years of employment at Tillamook Bay Community College.

B. Any year in which an employee has an unpaid leave of absence of one full term or more shall not constitute a completed year of service for purposes of computing eligibility for professional improvement leave.

C. Must have fulfilled previous professional improvement leave agreements, if applicable.

408.3 COMPENSATION

A. Compensation During Leave

Professional Improvement Leaves may be for one or two terms depending upon the length of the faculty member's work year. Compensation during the term(s) of leave will be pro-rated based on 70% for a one-term or two-term leave.
Contact the Business Office Specialist for specific calculations.

B. Salary and/or Salary Schedule Placement on Return from Leave

Pay increases approved by the Board of Education will apply to faculty or staff members currently on or returning from Professional Improvement Leave.

408.4 BENEFITS

A. Health, dental, life and long term disability insurance, tuition waivers, and PERS benefits, as applicable to faculty, will continue during the period of the Professional Improvement Leave.

B. Sick leave and vacation leave will not accrue during Professional Improvement Leave.

408.6 PROFESSIONAL IMPROVEMENT LEAVE AGREEMENT

The Professional Improvement Leave Agreement will include, but is not limited to:

A. Report and/or Documentation Required

Upon return from his/her leave, the faculty or faculty member shall, within one month of the completion of the professional leave, submit to his/her immediate supervisor a written report or other documentation as agreed upon. Copies will be forwarded to the Chief Academic Officer and the College President. A presentation will be made to the Board of Education within three months of completion of the professional leave.

B. Time Commitment upon Return

Upon completion of the professional improvement leave, the faculty member agrees to return to Tillamook Bay Community College for a minimum period of time equal to the professional improvement leave. The Leave Agreement does not preclude the faculty member's employment agreement.

C. Repayment in Lieu of Return

Provisions shall be made so that the faculty member may repay the professional improvement leave salary in lieu of his/her return to Tillamook Bay Community College.

The Leave Agreement and the Approved Professional Improvement Leave Application will be placed in the faculty member's personnel file with copies to the Chief Academic Officer and applicant.

Article No.: 500
Approved: June 1, 2009, February 4, 2013, May 2, 2016, May, 7, 2018
Reference: Policy 322, ORS 341.290, Catalog
Related to: AR E008

500.1 COLLEGE/STUDENT RESPONSIBILITIES

Tillamook Bay Community College provides students with programs of general education, developmental/remedial programs, and vocational/technical curricula. The College also provides cultural, recreational, and community service activities.

It is, in turn, the responsibility of the student to observe College Rules and Regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. Refer to AR E008.

Article No.: 501
Approved: March 7, 2011, July 15, 2013, May 2, 2016
Reference: ORS 341.485
Related to: AR B008, AR B010

INTRODUCTION

TBCC will try to assist a student with financial aid when the person/family is unable to meet college expenses. It is the student's responsibility to: (1) obtain and file the appropriate forms; (2) maintain the correct contact information on file; (3) respond promptly and fully to all requests for information; and (4) understand and comply with the rules governing the aid received.

501.1 – BOARD SET RATES

The Board will periodically set and publish tuition rates, deferred tuition, interest charges and other financial programs and charges. Student financial resource processes will be developed and implemented through College administrative-Without prior approval by the Chief Finance Office or Chief Academic Officer, students with past due debts to the College will not be allowed to register for classes until the total indebtedness is paid in full. Individuals whose accounts have been submitted to the Oregon Department of Revenue for collection will not be eligible for a deferred tuition note or the Student Assistance Fund.

501.2 STUDENT EMPLOYMENT

Student employment may be available at the College. A minimum of two pay grade levels of student employment are available.

A. TUTORS

Tutors will be hired as a student employee on a term-by-term basis. The total employment for each term shall not exceed 40 hours per term. Exceptions to the maximum hours per term may be determined by the peer-tutor supervisor in consultation with the Human Resource Director.

B. STUDENT GOVERNMENT AND HONOR SOCIETY OFFICERS

TBCC supports student leadership and values students developing their leadership skills. It is important to have as many students as possible develop their skills. To that end, a student may be an officer in only one of the student government and honor society organizations. An employment position of student employee will be granted on a per term basis to officers of the following College student organizations:

1. Associated Students of Tillamook Bay Community College (ASTBCC) – President, Vice President, Finance Manager, Public Relations Director, and Office Manager

2. Phi Theta Kappa International Honor Society (PTK) – President, Vice President, Secretary, Public Relations Director, and Treasurer

To qualify, student officers of ASTBCC and PTK need to be actively participating in the administration, planning, and leadership of their respective organization for documented hours served. Hours qualifying include acting as a liaison between students, faculty and administration, assisting in the coordination and implementation of a variety of student interest topics to contribute to the social and intellectual development of the student body, and representing the student body in committee meetings and college events.

Each term, the staff advisor to each organization will identify qualified officers and the Director of Facilities, Safety and Human resources or designee will approve the award. The total value of each officer's employment each term shall not exceed the equivalent cost of four credits of tuition.

501.2 - GENERAL TUITION WAIVERS

Tuition waivers and discounts are allowed in some circumstances for courses offered by Tillamook Bay Community College (excluding partner agency courses) as prescribed in College Administrative Rule B008. Tuition waivers will be granted at the President's discretion to support an organized student recruitment marketing campaign.

A. GED GRADUATES

To help students transition to college-level coursework, students in the GED program will receive a tuition waiver for a single credit or continuing education course (maximum value equivalent to four credits tuition).

B. FORMER FOSTER CHILDREN TUITION AND FEE WAIVER

Tillamook Bay Community College will waive tuition and fees not covered by federal or state aid for former foster children age 25 and under. This waiver does not apply to textbooks.

C. GOLDEN AGE TUITION WAIVER

A 50% tuition waiver for credit or continuing education courses may be granted to individuals who are 62 years of age or over when classes begin. This tuition waiver does not apply to course or lab fees and textbook costs. The waiver is on a first-come, first-serve and space-available basis.

D. SENIOR AUDIT TUITION WAIVER

An Oregon resident 62 years of age or over will qualify for a tuition waiver to audit a course if: space is available in the course after tuition-paying students have registered; the department the course is being taught in approves; the auditing student is registered for eight credits or fewer per term; and, if the course is designated as a lower division collegiate course. This waiver is on a first come, first-served basis and does not apply to course or lab fees and textbook costs.

E. VETERANS TUITION WAIVER

1. DISABLED OREGON VETERANS

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government sponsored program) of veterans who are identified as disabled fifty percent or more while participating as a result of military service and who listed Oregon as their permanent residence at time of discharge. These waivers will be administered through processes outlined in Administrative Rule B010.

2. DEPENDENTS OF FALLEN OR 100% DISABLED OREGON SERVICE PERSONNEL

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of all branches of the United States Armed Forces or United States Coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans' Affairs.

In addition, the student must be a resident of Tillamook Bay Community College district at the time of application for a waiver. These waivers will be administered through processes outlined in Administrative Rule B008.

501.3 - SCHOLARSHIPS

Throughout each academic year, scholarship opportunities are made available to prospective and continuing Tillamook Bay Community College students. These scholarships can have different funding sources, different award criteria (e.g., local high school graduate, academic achievement, financial need, etc.), and often have different application requirements (e.g., completed FAFSA, student essays, etc.) and filing deadlines. Specific guidelines for advertising and award of institutional scholarships are part of College Administrative Rule B008.

On a regular basis and as approved by the College President, Tillamook Bay Community College will advertise the available scholarships, their award criteria, application requirements, and filing deadlines.

Following the filing deadline, the Tillamook Bay Community College Scholarship Committee will meet to review the applications, verify that the applicants meet the published requirements, and identify award finalists based on the award criteria and availability of scholarship funds.

A. FIRST CLASS SCHOLAR TUITION SCHOLARSHIP

The TBCC First Class Scholars Program is a tuition scholarship available to qualified Tillamook County high school or home school graduates. The scholarship covers up to one hundred and fourteen credits of tuition, over six terms of enrollment (6 terms up to 19 credits a term).

B. CAREER TO CAREER TUITION SCHOLARSHIP

The Career to Career scholarship is a tuition scholarship available to qualified Tillamook County individuals who need support transitioning to a new career or promotion. The scholarship covers up to one hundred and fourteen credits of tuition, over six terms of enrollment (6 terms up to 19 credits a term).

Article No.: Appendix A - 1
Approved: June, 6, 2018
Reference:

2018-2019 Executive and Management Staff Salary Grades (Exempt)

GRADE		POSITION TITLE(or other similar position titles)
30		Chief Academic Officer
28		Director, Tourism
28		Director, Economic Development Council
27		Chief Finance Officer
26		Director of Foundation and College Advancement
26		Chief Student Services Officer
24		Director, Student Services
22		Director, Information Technology
22		Director, Facilities, HR, and Safety
22		Director, Career, Technical and Workforce Education
22		Director, Title III Program
22		Director, Small Business Development Center
21		Director, Library
20		Librarian
20		Institutional Planning and Research Analyst
20		Coordinator, Tourism Events and Marketing

2018-2019 Professional Support Staff Salary Grades (Non-Exempt)

GRADE		POSITION TITLE(or other similar position titles)
19		EDC/Tourism Accountant
17		Coordinator, Information Technology
17		Coordinator, Manufacturing and Industrial Technology Program
17		Coordinator, Student Success
17		Coordinator, Administrative & Project
15		Coordinator, Customized Training & SBM
15		Career Education Advisor
15		Tourism Program Marketing & Administrative Assistant
15		Coordinator, Curriculum Development/Pathways & ABE
15		Financial Aid Advisor 2
15		Assistant Registrar
13		Online Instruction Specialist
13		Community/Continuing Ed Coordinator
13		Evening Facilities Coordinator
15		Executive Support Specialist
13		Marketing/Development Specialist
13		Facilities Maintenance Specialist
13		Financial Aid Advisor 1
13		Support Specialist (IT/Literacy/Instruction/College Support/Student Services)
13		Business Office Specialist
13		Learning Center Assistant
13		EDC and SBDC Administrative and Marketing Support Specialist
11		Enrollment Services Office Specialist
6		Library/Office Assistant
3		Custodian/Security Specialist

STAFF SALARY SCHEDULE
Article No.: Appendix A-2
Approved: June 4, 2018
Reference:

TILLAMOOK BAY COMMUNITY COLLEGE

2018-2019 Regular Full-Time & Regular Part-Time Staff Salary Schedule

Step Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
1													
2													
3		$21,744	$22,397	$23,069	$23,761	$24,474	$25,208	$25,964	$26,743	$27,545	$28,372	$29,223	$30,099
4	$22,167	$22,832	$23,517	$24,222	$24,949	$25,697	$26,468	$27,262	$28,080	$28,922	$29,790	$30,684	$31,604
5	$23,275	$23,973	$24,692	$25,433	$26,196	$26,982	$27,792	$28,625	$29,484	$30,369	$31,280	$32,218	$33,185
6	$24,439	$25,172	$25,927	$26,705	$27,506	$28,331	$29,181	$30,057	$30,958	$31,887	$32,844	$33,829	$34,844
7	$25,661	$26,430	$27,223	$28,040	$28,881	$29,748	$30,640	$31,559	$32,506	$33,481	$34,486	$35,520	$36,586
8	$26,944	$27,752	$28,585	$29,442	$30,325	$31,235	$32,172	$33,137	$34,131	$35,155	$36,210	$37,296	$38,415
9	$28,291	$29,140	$30,014	$30,914	$31,842	$32,797	$33,781	$34,794	$35,838	$36,913	$38,021	$39,161	$40,336
10	$29,705	$30,597	$31,514	$32,460	$33,434	$34,437	$35,470	$36,534	$37,630	$38,759	$39,922	$41,119	$42,353
11	$31,191	$32,126	$33,090	$34,083	$35,105	$36,159	$37,243	$38,361	$39,511	$40,697	$41,918	$43,175	$44,470
12	$32,750	$33,733	$34,745	$35,787	$36,861	$37,966	$39,105	$40,279	$41,487	$42,732	$44,014	$45,334	$46,694
13	$34,388	$35,419	$36,482	$37,576	$38,704	$39,865	$41,061	$42,293	$43,561	$44,868	$46,214	$47,601	$49,029
14	$36,107	$37,190	$38,306	$39,455	$40,639	$41,858	$43,114	$44,407	$45,739	$47,112	$48,525	$49,981	$51,480
15	$37,912	$39,050	$40,221	$41,428	$42,671	$43,951	$45,269	$46,628	$48,026	$49,467	$50,951	$52,480	$54,054
16	$39,808	$41,002	$42,232	$43,499	$44,804	$46,148	$47,533	$48,959	$50,428	$51,941	$53,499	$55,104	$56,757
17	$41,798	$43,052	$44,344	$45,674	$47,045	$48,456	$49,910	$51,407	$52,949	$54,538	$56,174	$57,859	$59,595
18	$43,888	$45,205	$46,561	$47,958	$49,397	$50,879	$52,405	$53,977	$55,597	$57,264	$58,982	$60,752	$62,574
19	$46,083	$47,465	$48,889	$50,356	$51,867	$53,423	$55,025	$56,676	$58,376	$60,128	$61,931	$63,789	$65,703
20	$48,387	$49,839	$51,334	$52,874	$54,460	$56,094	$57,777	$59,510	$61,295	$63,134	$65,028	$66,979	$68,988
21	$50,806	$52,331	$53,900	$55,517	$57,183	$58,898	$60,665	$62,485	$64,360	$66,291	$68,279	$70,328	$72,438
22	$53,347	$54,947	$56,595	$58,293	$60,042	$61,843	$63,699	$65,610	$67,578	$69,605	$71,693	$73,844	$76,060
23	$56,014	$57,694	$59,425	$61,208	$63,044	$64,936	$66,884	$68,890	$70,957	$73,086	$75,278	$77,536	$79,863
24	$58,815	$60,579	$62,396	$64,268	$66,196	$68,182	$70,228	$72,335	$74,505	$76,740	$79,042	$81,413	$83,856
25	$61,755	$63,608	$65,516	$67,482	$69,506	$71,591	$73,739	$75,951	$78,230	$80,577	$82,994	$85,484	$88,048
26	$64,843	$66,788	$68,792	$70,856	$72,982	$75,171	$77,426	$79,749	$82,141	$84,606	$87,144	$89,758	$92,451
27	$68,085	$70,128	$72,232	$74,399	$76,631	$78,930	$81,297	$83,736	$86,248	$88,836	$91,501	$94,246	$97,073
28	$71,490	$73,634	$75,843	$78,119	$80,462	$82,876	$85,362	$87,923	$90,561	$93,278	$96,076	$98,958	$101,927
29	$75,064	$77,316	$79,635	$82,025	$84,485	$87,020	$89,630	$92,319	$95,089	$97,942	$100,880	$103,906	$107,023
30	$78,817	$81,182	$83,617	$86,126	$88,710	$91,371	$94,112	$96,935	$99,843	$102,839	$105,924	$109,102	$112,375
31	$82,758	$85,241	$87,798	$90,432	$93,145	$95,939	$98,818	$101,782	$104,836	$107,981	$111,220	$114,557	$117,993
32	$86,896	$89,503	$92,188	$94,954	$97,802	$100,736	$103,758	$106,871	$110,077	$113,380	$116,781	$120,284	$123,893
33	$91,241	$93,978	$96,797	$99,701	$102,692	$105,773	$108,946	$112,215	$115,581	$119,049	$122,620	$126,299	$130,088
34	$95,803	$98,677	$101,637	$104,686	$107,827	$111,062	$114,394	$117,825	$121,360	$125,001	$128,751	$132,614	$136,592
35	$100,593	$103,611	$106,719	$109,921	$113,218	$116,615	$120,113	$123,717	$127,428	$131,251	$135,189	$139,244	$143,422

INSURANCE BENEFIT AMOUNT

Full-time	$1,278	per month
Part-time	$1,278	per month (prorated based on actual FTE)

INSURANCE OPT-OUT AMOUNT

Full-time	$245	per month
Part-time	$245	per month (prorated based on actual FTE)

Article No.: Appendix B – 1
Approved: June, 4, 2018
Reference:

SUMMARY OF EMPLOYEE BENEFITS

Type of Employee	Insurance (including all coverages in College approved plans)		Sick	Vacation	Paid Holiday	Bereavement Leave	Personal Leave (1)	TBCC Tuition Waiver	PERS
	EMP only DEP: Self Pay		days/year	days/year	days/year	Per occurrence days/year	days/year	Credit and Continuing Education Courses only within one academic year of employment. Excluding partner agency courses.	Qual. Pos.
FT Administrative Staff 249 days or 1992 hours/year	X		12	20	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
FT Support Staff 249 days or 1992 hours/year	X		12	10 to 20 (4)	11	5	3	Unlimited for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff 996 hours/year or more	X (2)		X (2)	X (2)	X (3)	5 (3)	X (2)	8 credits for employee + dependents (as allowed by Policy 311)	X
PT Admin. & Support Staff Less than 996 hours/year			X (5)					4 credits for employee + dependents (as allowed by Policy 311)	Qual. Pos.
Temporary & On-Call Employees			X (5)					N/A	Qual. Pos
173 day Regular Faculty 1. FTE	X		10		5	5	3	Unlimited for employee + dependents (as allowed by Policy 407)	X
173 day Regular Faculty .5-.99 FTE	X (2)		X (2)					8 credits for employee + dependents (as allowed by Policy 407)	X
Adjunct Faculty Term-by-term			X (5)					4 credits for employee + dependents	Qual. Pos

"X" Indicates benefit is provided
(1) From sick leave accrual
(2) Prorated on FTE (full-time equivalent)
(3) Paid based on scheduled hours
(4) based on longevity (see Article 312)
(5) Shall earn paid sick leave at rate of 2 hours per term per 40 hours worked up to a maximum of 40 hours/yr.

FACULTY SALARY SCHEDULE
Article No.: Appendix C-1
Approved: 4-Jun-18
Reference:

TILLAMOOK BAY COMMUNITY COLLEGE
2018-2019 Regular Full-Time & Regular Part-Time Faculty Salary Schedule
173 DAY CONTRACT

	BA	BA+15	BA+30	BA+45	MA	MA+5	MA+10	MA+15	MA+20	MA+25	MA+30	MA+35	MA+40	MA+45 or 2nd Masters	MA+50	MA+55	MA+60	PhD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	$40,369	$41,580	$42,828	$44,112	$45,436	$46,799	$48,203	$49,649	$51,138	$52,672	$54,253	$55,880	$57,557	$59,283	$61,062	$62,894	$64,780	$66,724
2	$41,176	$42,412	$43,684	$44,995	$46,344	$47,735	$49,167	$50,642	$52,161	$53,726	$55,338	$56,998	$58,708	$60,469	$62,283	$64,152	$66,076	$68,058
3	$42,000	$43,260	$44,558	$45,894	$47,271	$48,689	$50,150	$51,655	$53,204	$54,800	$56,444	$58,138	$59,882	$61,678	$63,529	$65,435	$67,398	$69,420
4	$42,840	$44,125	$45,449	$46,812	$48,217	$49,663	$51,153	$52,688	$54,268	$55,896	$57,573	$59,301	$61,080	$62,912	$64,799	$66,743	$68,746	$70,808
5	$43,697	$45,008	$46,358	$47,749	$49,181	$50,657	$52,176	$53,741	$55,354	$57,014	$58,725	$60,487	$62,301	$64,170	$66,095	$68,078	$70,120	$72,224
6	$44,571	$45,908	$47,285	$48,704	$50,165	$51,670	$53,220	$54,816	$56,461	$58,155	$59,899	$61,696	$63,547	$65,454	$67,417	$69,440	$71,523	$73,669
7					$51,168	$52,703	$54,284	$55,913	$57,590	$59,318	$61,097	$62,930	$64,818	$66,763	$68,766	$70,828	$72,953	$75,142
8								$57,031	$58,742	$60,504	$62,319	$64,189	$66,114	$68,098	$70,141	$72,245	$74,412	$76,645
9											$63,566	$65,473	$67,437	$69,460	$71,544	$73,690	$75,901	$78,178
10														$70,849	$72,975	$75,164	$77,419	$79,741
11																$76,667	$78,967	$81,336
12																		$82,963
13																		$83,792
14																		$84,630

INSURANCE BENEFIT AMOUNT

Full-time	$1,278	per month
Part-time	$1,278	per month (prorated based on actual FTE)

INSURANCE OPT-OUT BASE AMOUNT

Full-time	$245	per month
Part-time	$245	per month (prorated based on actual FTE)

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3
Approved: June, 4, 2018
Reference:

Non-Regular Faculty Salary Schedule 2018-2019 (Effective July 1, 2018)							
	Tier 1	**Tier 2**	**Tier 3**	**Tier 4**	**Tier 5**	**Tier 6**	**Tier 7**
Transfer College Credit Courses (1 contact hour = 1 lecture pay credit)	$ 476.40 per lecture credit	$ 500.22	$ 525.23	$ 551.49	$ 579.06	$ 608.01	$ 638.41
Adjunct Writing Studio & Transfer College Credit Courses Substitute Rate	$43.31 per lecture credit hour or writing studio hour						
Transfer College Credit Courses Writing Bonus for three sections of Credit WR Courses in a term	$ 344.33 per term						
Transfer College Credit Courses Lab **-** Students work independently with the instructor available and in the instructional area for assistance and supervision. (3 contact hours = 1 lab pay credit)	$ 982.58 per lab credit	$ 1,031.71	$ 1,083.30	$ 1,137.47	$ 1,194.34	$ 1,254.06	$ 1,316.76
Transfer College Credit Courses Lecture/Lab - Instructor gives short lectures and supervises student application of lectures. Instruction methods are integrated; therefore, lecture & lab are dependent on each other. (2 contact hours = 1 lecture/lab pay credit) (examples: ART 284, CAS100, CAS216, MUS 131)	$ 717.87 per lecture/lab credit	$ 753.76	$ 791.45	$ 831.02	$ 872.57	$ 916.20	$ 962.01
ABE/GED/ESOL/Wrap Around Developmental Math Tutoring	$ 32.61 per hour	$ 34.24	$ 35.95	$ 37.75	$ 39.64	$ 41.62	$ 43.70
Continuing Education	50% of Tuition Revenue at End of Course (Excluding Fees) – Chief Academic Officer may guarantee a minimum enrollment level of compensation in order to support a degree or certificate program or meet a community occupational training need.						

NON-REGULAR FACULTY SALARY SCHEDULE

Article No.: Appendix C-3
Approved: June, 4, 2018
Reference:

Contract Training (Includes: class hours & hours interfacing with contracting business) (Subject to adjustment to meet market conditions.)	$ 27.55 per hour	$ 28.93	$ 30.38	$ 31.90	$ 33.50	$ 35.18
Community Education	50% of Tuition Revenue at End of Course (Excluding Fees)					
Guest Lecturers/Artists	Market Driven					
Driver's Ed Instructor	$22.05 per hour	$23.15	$24.31	$25.53	$26.81	$28.15
Truck Driving Instructor	$25.00 per hour	$26.25	$27.56	$28.94	$30.39	$31.91
Meetings: Curriculum Development, Departmental, etc.	$ 20.17 per hour					
Student Employees (Class I) – Including Federal Workstudy	Minimum Wage	Tier I + .25	Tier II + .25			
Student Employees (Class II) – Including Federal Workstudy	Minimum Wage + .25	Tier I + .25	Tier II + .25			