

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Board Policy

Date: September 21, 2022

The following policy is coming to the Board for a first reading:

<u>#</u>	<u>TITLE</u>
7240	Administrative Employees

Recommendation by:

Approved for Consideration:





POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: Administrative Employees	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 7240	
AP #:	
Date: 9/21/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>A. Definitions.</p> <p>1. Administrative employees of the College are non-represented employees who are either administrators or confidential employees, described below</p> <p>a. Administrators have leadership, management and/or program oversight responsibilities, and meet the definition of “supervisory employee” under the Public Employee Collective Bargaining Act. A “supervisory employee” is “any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.” ORS 243.650(23).</p> <p>b. A “confidential employee” is “one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.” ORS 243.650(6).</p> <p>2. Exempt employees, as defined by state and federal wage and hour laws, are paid on a salary basis and are not entitled to receive overtime pay for hours worked. All administrators are exempt employees.</p> <p>3. Representation. Administrative employees, as defined above, are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their</p>	<p>Administrative employees of the College have leadership, management, and/or program oversight responsibilities, and meet the definition of “supervisory employee” under ORS 24.3.650(23) and is “one who assists and acts in confidential capacity to persons who formulate, determine and effectuate management policies in the area of collective bargaining under” ORS 243.650(6).</p> <p>In addition, administrative employees are those employees who:</p> <p>Are Exempt employees, as defined by state and federal wage and hour laws, are paid on a salary basis and are not entitled to receive overtime pay for hours worked.</p> <p>Are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.</p> <p>REFERENCES:</p> <ul style="list-style-type: none"> • ORS 243.650 • Public Employees Collective Bargaining Act, ORS 243.650(6) <p>RESPONSIBILITY:</p> <p>The Director of Human Resources is responsible for implementing and updating this policy.</p> <p>Specific guidance for policy implementation may be found in the associated Administrative</p>

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>employment are not controlled by any collective bargaining agreement.</p> <p>4. Compensation. Administrative employees are employed by the College on an annual contract basis, with the exception of the President's contract, the terms of which are determined by the Board of Education. Compensation for administrative employees shall be set by the Board of Education upon recommendation by the College President.</p> <p>5. Terms and Conditions of Employment. The terms and conditions of employment for administrative employees shall include, but not be limited to, procedures for evaluation and rules regarding transfers and reassignments.</p> <p>Administrative employees shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the College.</p> <p>REFERENCES:</p> <ul style="list-style-type: none"> • NWCCU Standard 2.A.11 • ORS 243.650 • Public Employees Collective Bargaining Act, ORS 243.650(6) <p>RESPONSIBILITY:</p> <p>The Director of Human Resources is responsible for implementing and updating this policy.</p> <p>Specific guidance for policy implementation may be found in the associated Administrative</p> <p>Procedure(s).</p> <p>NEXT REVIEW DATE: 2026-2027</p> <p>DATE OF ADOPTION: 12/11/2019</p> <p>DATE(S) OF REVISION: 4/14/2021</p>	<p>Procedure(s).</p> <p>NEXT REVIEW DATE: 2026-2027</p> <p>DATE OF ADOPTION:</p> <p>DATE(S) OF REVISION:</p> <p>DATE(S) OF PRIOR REVIEW:</p>



BOARD POLICY

TITLE: ADMINISTRATIVE EMPLOYEES

BOARD POLICY # 7240

Administrative employees of the College have leadership, management, and/or program oversight responsibilities, and meet the definition of “supervisory employee” under ORS 24.3.650(23) and is “one who assists and acts in confidential capacity to persons who formulate, determine and effectuate management policies in the area of collective bargaining under” ORS 243.650(6).

In addition, administrative employees are those employees who:

1. Are Exempt employees, as defined by state and federal wage and hour laws, are paid on a salary basis and are not entitled to receive overtime pay for hours worked.
2. Are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

REFERENCES:

- ORS 243.650
- Public Employees Collective Bargaining Act, ORS 243.650(6)

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE: 2026-2027
DATE OF ADOPTION: 12/11/2019
DATE(S) OF REVISION: 4/14/2021
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