
TITLE: ADMINISTRATIVE EMPLOYEES

BOARD POLICY # 7240 *(includes parts of 300; 311.04; 316)*

A. Definitions.

1. **Administrative employees** of the College are non-represented employees who are either administrators or confidential employees, described below
 - 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).
 - 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).
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.
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 employment are not controlled by any collective bargaining agreement.
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.
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. 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.

REFERENCES:

- NWCCU Standard 2.A.11
- 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
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