

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

Information Item

Action Item

Subject: Second Reading of Policies

Date: March 10, 2021

The following policies are coming to the Board for a second reading:

| Old # | New # | Title | Addendum Page # |
|---------------|--------------|--|------------------------|
| 710.09 | Delete | Charges at Ford Childhood Enrichment Center | 1 |
| N/A | 3430 | Prohibition Against Discrimination, Harassment and Retaliation | 4-8 |
| N/A | 3433 | Prohibition of Sexual Harassment under Title IX | 18-19 |
| N/A | 3500 | Campus Safety | 41-42 |
| 605 | 3505 | Emergency Response Plan | 43-47 |
| 612.01 | 3515 | Reporting of Crime | 62-65 |
| 700 | 5052 | Open Enrollment | 71-73 |
| N/A | 5055 | Enrollment Priorities | 77-79 |
| N/A | 6340 | Bids and Contracts | 84-87 |
| N/A | 6550 | Disposal of Surplus Property | 98-99 |
| 311; 311.04AP | 7130 | Employee Compensation | 115-118 |
| 611 | 7400 | Business and Travel Expense | 130-132 |

Information only:

| | | | |
|---|------|----------------------------------|-----|
| N/A | 2735 | Board of Education Member Travel | 2-3 |
| <i>Last sentence added to reference AP 7400</i> | | | |

The associated administrative procedures are being shared as an information item:

| Old # | New # | Title | Addendum Page # |
|---------------|--------------|--|------------------------|
| N/A | 3432 | Prohibition against Workplace Harassment – Reporting and Enforcement | 9-17 |
| N/A | 3433 | Prohibition of Sexual Harassment under Title IX | 20-21 |
| N/A | 3434 | Responding to Harassment Based on Sex under Title IX | 22-40 |
| 605 | 3505 | Emergency Response Plan | 48-61 |
| 612.01 | 3515 | Reporting of Crime | 66-70 |
| N/A | 5052 | Open Enrollment | 74-76 |
| N/A | 5055 | Enrollment Priorities | 80-83 |
| N/A | 6340 | Bids and Contracts | 88-94 |
| N/A | 6365 | Contracts – Accessibility of Information Technology | 95-97 |
| N/A | 6550 | Disposal of Surplus Property | 100-106 |
| N/A | 7125 | Verification of Eligibility for Employment | 107-110 |
| 302.09 | 7126 | Applicant Background Checks | 111-114 |
| 311; 311.04AP | 7130 | Employee Compensation | 119-129 |
| 611.01 | 7400 | Business and Travel Expense | 133-161 |

See 2nd Reading Policies-Procedures addendum packet

Recommendation by:

Approved for Consideration:



POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

| |
|---|
| <p>TITLE: Fee Charges at Ford Childhood Enrichment Center - RESCIND</p> <p>New BP #: 710.09 Old BP # & Title: Fee Charges at Ford Childhood Enrichment Center</p> <p>New AP #: Old AP # & Title: N/A</p> <p>Revision Date: 10/26/2020</p> |
|---|

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|---|-------------------------|---|
| <p>The Board will approve the fee schedule for the Ford Childhood Enrichment Center that is consistent with state and federal regulations. Details on the operations and requirements of the FCEC are located in the center handbook and also on the college website.</p> | | <p>RESCIND – Do not have childcare center any more.</p> |



BOARD POLICY

TITLE: BOARD OF EDUCATION MEMBER TRAVEL

BOARD POLICY # 2735

Umpqua Community College shall reimburse Board of Education members for travel when they are acting as representatives of the entity or performing services directed by the College. For further information regarding reimbursement please see AP 7400 Business Expense and Travel.

References:

ORS 341.283(6), ORS 244.040

RESPONSIBILITY:

The Board Chair is responsible for implementing and updating this policy.

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/11/2020

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

| | |
|---|---|
| TITLE: BOARD MEMBER TRAVEL New BP #: 2735 Old BP # & Title: New AP #: Old AP # & Title: Revision Date: 2/10/2021 | AREAS OF COLLABORATION <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i> |
|---|---|

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|--|-------------------------|---|
| <p>Umpqua Community College shall reimburse Board of Education members for travel when they are acting as representatives of the entity or performing services directed by the College.</p> <p>References: ORS 341.283(6), ORS 244.040</p> <p>RESPONSIBILITY: The Board Chair is responsible for implementing and updating this policy.</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: 3/11/2020 DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p> | <p>N/A</p> | <p>Umpqua Community College shall reimburse Board of Education members for travel when they are acting as representatives of the entity or performing services directed by the College. For further information regarding reimbursement please see AP 7400 Business Expense and Travel.</p> <p>References: ORS 341.283(6), ORS 244.040</p> <p>RESPONSIBILITY: The Board Chair is responsible for implementing and updating this policy.</p> |



BOARD POLICY

TITLE: PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
BOARD POLICY # 3430

The College desires to build a community of equitable opportunity, to foster a climate of acceptance, and to be inclusive of individuals from a wide variety of backgrounds. Diversity in the academic environment fosters cultural awareness, mutual understanding, respect, and suitable role models for all students. The College is committed to promoting the total realization of equal employment and educational opportunities.

In order to facilitate and ensure compliance with this policy:

- The College will undertake education and training to raise awareness regarding the prohibitions and protections under this policy and prevent incidents of discrimination, harassment or retaliation in the College community.
- This policy and the related procedures shall be publicized and made available to all students, employees and other covered individuals, including at the time of hiring new employees, and at the time any covered individual makes a complaint or expresses concerns about a violation of these policies.

A. APPLICATION

1. The prohibitions and protections in this Policy apply to all employees, volunteers, interns and elected officials of the College (“covered individuals”) in accordance with applicable laws, including state and federal equal employment laws. The policy also applies to discrimination, harassment and retaliation by a student toward a covered individual, or by a covered individual toward a student. However, different procedures apply under the Student Code of Conduct to complaints by a student against another student.
2. Complaints or concerns regarding sexual harassment under Title IX, including “quid pro quo” harassment, sexual assault, dating violence, domestic violence, and stalking, are governed by BP 3433 and the procedures in AP 3433 and AP 3434. Please also refer to the Title IX page on the College’s website for additional information.

B. DISCRIMINATION PROHIBITED

1. It is the College's policy to provide equal employment opportunities and equal educational opportunities to all qualified persons without regard to race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, age, mental or physical disability, uniformed/military service or veteran's status, use of the worker's compensation system, expunged juvenile records, or any other protected status or activity in accordance with applicable law. The College will make decisions regarding employment, internships, and volunteer selection, as well as student admissions and academic opportunities, based on its evaluation of an individual's qualifications and other lawful and appropriate considerations.

C. HARASSMENT PROHIBITED

1. It is also the College's policy that its employees, students, volunteers, interns and elected officials should work and/or be educated in an environment where individual dignity is respected. For that reason, we expect all individuals covered by this policy to accomplish their work or educational pursuits in an appropriate manner with concern for their coworkers, fellow students, and others with whom they come into contact in the College community.
2. Additionally, any conduct that could reasonably be viewed as harassment by or toward employees, students, volunteers, interns, or elected officials is prohibited and will not be tolerated. The College also does not permit visitors or others on College premises to engage in conduct that could reasonably be viewed as harassment of our employees, students, volunteers, interns or elected officials.
3. Specifically forbidden is conduct related to an individual's race, color, national origin, ancestry or ethnic background, religion, sex, sexual orientation, gender identity, mental or physical disability, age, veteran status, marital status, or other legally protected status or activity. For specific examples of the kinds of conduct prohibited by this policy, see AP 3432.

D. RETALIATION PROHIBITED

1. The College respects the rights of its employees, students and other covered individuals to raise harassment and discrimination concerns, and expects all members of the College community to cooperate in investigations of such concerns. The College does not permit employees, students or others in the College community to retaliate against individuals because they engaged in protected activity such as reporting harassment or discrimination, participating in investigations, testifying in official proceedings, or otherwise assisting in

enforcement of our policies against discrimination and harassment. This type of retaliation is unlawful and will not be tolerated. "Retaliation" is broadly construed and may include on-duty or off-duty conduct. For specific examples of the kinds of conduct that may constitute prohibited retaliation, see AP 3432.

E. REPORTING DISCRIMINATION, HARASSMENT OR RETALIATION

1. Covered individuals (employee, volunteer, intern or elected official of the College) who believe that they have been subjected to discrimination, harassment or retaliation in violation of this policy, or that another individual in the College community has been subjected to this conduct, is expected to immediately report such incidents to the Human Resources Director or alternate person as specified under the procedures in AP 3432. The College is only able to take appropriate corrective and preventive action if concerns regarding these actions are brought to our attention. Supervisors and managers are mandated to report all concerns or complaints of harassment or retaliation that come to their attention.
2. Students who believe they have been subjected to discrimination, harassment or retaliation by a covered individual are also strongly encouraged to report the conduct by contacting the Compliance Officer. If the Compliance Officer is not available, the report should be made to the Director of Human Resources.
3. NOTE: As stated above, complaints and concerns regarding sexual harassment under Title IX, including quid pro quo harassment, sexual assault, dating violence, domestic violence, or stalking are governed by BP 3433, AP 3433, and AP 3434.

F. INVESTIGATION OF COMPLAINTS AND CONCERNS REGARDING PROHIBITED CONDUCT

1. Complaints or concerns regarding conduct prohibited by this policy will be promptly investigated. For additional information regarding investigation of complaints against employees, volunteers, interns or elected officials, you should refer to AP 3432. That administrative procedure also provides information regarding additional complaint processing options and remedies available to employees, volunteers, interns and elected officials through outside administrative agencies, or civil or criminal court proceedings.
2. Procedures applicable to complaints of prohibited conduct by a student against another student are addressed in the Student Code of Conduct. See BP 5500 and the related administrative procedures.

G. SANCTIONS FOR VIOLATIONS OF THIS POLICY

1. When a violation of this policy has occurred, the College will take whatever corrective action it deems appropriate to ensure that there is no recurrence of the conduct, which may include the following:
 - a. Employees who are found to have violated this policy, or Administrative Procedure 3432, will be subject to disciplinary action up to and including termination of employment.
 - b. Volunteers and interns who are found to be in violation will be subject to termination of their volunteer status or internship
 - c. Students who are found to be in violation will be subject to disciplinary measures up to and including expulsion.

H. PREGNANCY AND DISABILITY ACCOMMODATION

1. The College is also committed to complying fully with state and federal pregnancy and disability accommodation laws. Employees and interns with questions or needs regarding accommodations should contact the Director of Human Resources. Students with questions or needs regarding accommodations should contact the Director of Disability Services.

I. POSTING OF POLICY AND PROCEDURES

1. This policy and the applicable administrative procedures shall be posted on the Human Resources section of the College's website.

REFERENCES:

- Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2
- Age Discrimination in Employment Act of 1967 (ADEA);
- Americans with Disabilities Act of 1990 (ADA);
- 29 Code of Federal Regulations Part 1604.11 – Sexual Harassment Title IX of the Education Amendments of 1972 – 20 U.S. Code Sections 1681, et seq.; 34 Code of Federal Regulations Parts 106.1 et seq.;
- ORS 659A
- ORS 243

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:**DATE OF ADOPTION: 11/12/2020****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



ADMINISTRATIVE PROCEDURE

TITLE: Prohibition against Workplace Harassment – Reporting and Enforcement

ADMINISTRATIVE PROCEDURE # 3432

RELATED TO POLICY # 3430 PROHIBITION OF WORKPLACE HARASSMENT

The College is committed to maintaining a work environment that is free from discrimination, harassment, and intimidation. Workplace harassment as defined in this Administrative Procedure is strictly prohibited and will not be tolerated. Retaliation is also prohibited against individuals who report harassment, participate in workplace investigations or otherwise assist in enforcement of the College's policies and procedures.

A. Application

1. This administrative procedure applies to complaints or concerns of workplace harassment by or toward the College's employees, volunteers, interns, and elected officials ("covered individuals"). It provides specific examples of prohibited conduct that can constitute workplace harassment, and the obligations of the College in addressing those complaints or concerns.
2. This administrative procedure does not apply to complaints or concerns of harassment by a student toward another student. Those complaints and concerns are governed by the Student Code of Conduct, BP 5500 and the related administrative procedures.
3. This administrative procedure also does not apply to complaints or concerns regarding sexual harassment of students or employees under Title IX, including "quid pro quo" harassment, sexual assault, dating violence, domestic violence and stalking. Those complaints and concerns are covered by BP 3433, AP 3433 and AP 3434. Additional information is available on the Title IX page on the College's website.

B. Definitions under Oregon Revised Statutes Chapter 659A.

1. **“Non-Disclosure Agreement”**: Non-disclosure agreement means an agreement between the employer and employee not to disclose information related to complaints or personal action related to violations of the College’s Prohibition of Harassment policy.
2. **“Non-disparagement Agreement”**: Non-disparagement agreement means an agreement between the employee and employee not to make negative statements about the other related to complaints or personnel actions related to violations of this policy.
3. **“Sexual Assault”**: Sexual assault under this administrative procedure means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.
4. **“Workplace Harassment”**: Workplace harassment means:
 - a. Conduct that constitutes discrimination prohibited by ORS 659A.030, meaning discrimination against a covered individual because of the race, color, religion, sex, sexual orientation, national origin, marital status or age of the individual or of any other person with whom the covered individual associates, or because of the covered individual’s juvenile record that has been expunged; or
 - b. Conduct that is prohibited by ORS 659A.082 (discrimination against an individual based on uniformed service); or
 - c. Conduct that is prohibited by 659A.112 (employment discrimination against persons with disabilities).

C. Prohibited Conduct

1. It is the College’s policy that all employees, volunteers, interns and elected officials, as well as students, should work or be educated in an environment where individual dignity is respected. For that reason, we expect all employees and other covered individuals to accomplish their work and College-related activities in a professional and business-like manner. Any conduct that could reasonably be viewed as harassment of a covered individual (i.e. employees, volunteers, interns, or public officials) by another covered individual, or by a student, or a service provider or other visitor on UCC premises, is prohibited. Covered individuals are also prohibited from engaging in harassment toward students or other persons with whom they interact in carrying out their work duties or while on UCC premises.

2. Specifically forbidden is unwelcome conduct related to an individual's race, color, national origin, ancestry, ethnic background, religion, sex, sexual orientation, gender identity, mental or physical disability, age, veteran status, marital status, or other legally protected status or activity.
3. Prohibited conduct of a sexual or gender-based nature includes:
 - a. Unwelcome sexual advances; innuendoes; requests for dates
 - b. Unwelcome touching or sexual assault
 - c. Unwelcome visual conduct, such as leering or making sexual gestures
 - d. Telling dirty jokes
 - e. Making offensive or derogatory comments about a person's gender
 - f. Making derogatory remarks about sexual orientation or gender identity, including comments about individuals who are gay, lesbian, or transgender, etc.
 - g. Talking about your sex life or asking about another person's sex life
 - h. Spreading rumors or telling stories about another person's sex life, sexual preferences, etc.
 - i. Displaying sexually suggestive objects, pictures, cartoons or posters
 - j. Use of the College's computers, internet or communication devices or systems to access, send, receive or store material of a sexual/gender, etc. based nature
 - k. Any other verbal, graphic, electronic or physical conduct of a sexual or gender-based nature, which has the purpose or the effect of creating a hostile or offensive work environment or otherwise unreasonably interfering with another employee's or other covered individual's work.
4. Prohibited conduct related to **race, ethnicity, religion, age, disability, etc.** includes:
 - a. Making racial slurs or offensive ethnic comments
 - b. Telling racial or ethnic jokes
 - c. Displaying cartoons, printed material or other objects which are racially or ethnically offensive
 - d. Displaying racist symbols
 - e. Making derogatory comments or jokes about, or mimicking a person's physical or mental limitations
 - f. Unwelcome pushing of your religious beliefs on others

- g. Criticizing or making fun of another person's religious beliefs
 - h. Making derogatory age-based comments or jokes
 - i. Using the College's computers, internet or communication devices or systems to access, send, receive or store racially, ethnically, age-related, disability related or religiously, etc. offensive material; and
 - j. Other verbal, graphic, electronic, physical or other conduct of a racial, religious, ethnic, age or disability related nature, which creates a hostile or offensive work environment or unreasonably interferes with another employee's or other covered individual's work.
5. These are just examples of the kinds of conduct that are prohibited. Employees and other covered individuals are expected to exercise common sense and refrain from other similar kinds of conduct. It is also essential to understand the following:
- a. Off-duty conduct of this nature is also prohibited if it creates an offensive work environment or unreasonably interferes with another employee's or covered individual's work.
 - b. All members of the College community are expected to assume that conduct of this nature is unwelcome and will offend others. Therefore, you are expected to refrain from engaging in such conduct, regardless of the circumstances. It is not an acceptable excuse that others participated in the conduct or did not appear to be offended.
 - c. No one may suggest or threaten that an individual's cooperation with or tolerance of prohibited conduct will have any effect on that person's employment, or status as a student, volunteer, intern or elected official ("quid pro quo" harassment).

D. Policy against Retaliation

1. The College respects the rights of its employees and other covered individuals to raise concerns of discrimination and harassment, and expects all members of the College community to cooperate fully with investigations. The College does not permit any member of the College community to unlawfully retaliate against a covered individual, which means taking adverse action because that person has reported harassment or discrimination, cooperated with an investigation, testified in official proceedings, or otherwise assisted in enforcement of our policies against discrimination and harassment.
2. "Retaliation" is broadly construed and may include any on-duty or off-duty conduct, whether related to employment or not, that would tend to discourage an employee

or other covered individual from engaging in the protected activities referenced above. Retaliation can also include:

- a. Giving a covered individual “the cold shoulder” or treating him or her rudely;
- b. Badmouthing a covered individual to others or giving an undeserved negative performance evaluation or reference;
- c. Withholding information or cooperation necessary for the covered individual to do his or her job;
- d. Changing a covered individual’s work assignments or hours; or
- e. Taking adverse action against a person who is close to the covered individual.

E. Reporting Procedures

1. If you believe that you have been subjected, or another individual has been subjected, to unwelcome conduct prohibited by this administrative procedure, you should contact the College’s Human Resources Director as soon as possible. We believe that all of our employees, volunteers, interns and public officials have an affirmative obligation to promptly report violations of our policy and cooperate with investigations so that we can promptly investigate the concerns and take appropriate preventive and corrective action.
2. NOTE: Students who believe they have been subjected to prohibited conduct by an employee, intern, volunteer, or public official are also strongly encouraged to report it. Students should report the conduct to the Compliance Officer, or the Human Resources Director if the Compliance Officer is not available.
3. If the Human Resources Director is not available, or the complaint or concern involves the Human Resources Director, or you are not comfortable reporting to the Human Resources Director for any reason, you should contact one of the following designated alternates:
 - a. Chief of Security
 - b. College President
 - c. Provost
 - d. Athletic Director
4. Do not report the concern only to the person who has allegedly engaged in the conduct.

5. When the Human Resources Director or a designated alternate person listed above receives a report of alleged discrimination, harassment or retaliation, he/she must document what is reported and provide the employee with a copy of this administrative procedure and Board Policy 3430. Any covered individual who believes he or she has been subjected to or witnessed conduct in violation of this administrative procedure is also advised to document the incident(s).
6. Additionally, any supervisor or manager who receives information about conduct that may violate these policies is required to:
 - a. Immediately notify the Human Resources Director, or a designated alternate person on the list if the Human Resources Director is not available or the concern involves the Human Resources Director; and
 - b. Provide the individual who reported the information with a copy of this administrative procedure and Board Policy 3430.
7. We do not place any time limits on the ability to report concerns about workplace harassment through the College's internal complaint procedures, and covered individuals have a legal right to report workplace harassment for up to four (4) years from the date on which the alleged harassment occurred. However, covered individuals are expected to report these incidents at the earliest opportunity, in order to maximize our ability to conduct a thorough investigation and prevent further occurrences of prohibited conduct.

F. Investigation and Enforcement by the College

1. Reports of alleged workplace harassment or retaliation subject to this administrative procedure will be promptly investigated according to the process stated below. If the College determines that an employee has engaged in conduct prohibited by this procedure, appropriate disciplinary action will be taken, up to and including termination of employment. In addition to disciplinary action, other corrective action such as individualized training may be required as the College determines appropriate. Appropriate action will also be taken to address violations by volunteers and interns, which may include ending the volunteer or internship position.

G. Follow-up with Covered Individuals

1. It is our policy to follow up with covered individuals who have reported or been subjected to workplace harassment. Follow-up will occur at least once every three months through the calendar year following the date on which the College received the report, unless the victim objects in writing and requests the follow-up to stop.

The purpose of the follow-up is to ensure that any harassment or other policy violations have stopped, and that the victim has not been subjected to retaliation.

2. The College may, in its discretion, also follow up with witnesses and others who cooperated in an investigation, including employees and other covered individuals who reported conduct that was not determined to be a violation of this policy, for the purpose of enforcing anti-retaliation prohibitions. Employees, volunteers, interns and elected officials who have questions or concerns about the College's harassment policy or administrative procedures are encouraged to contact the Human Resources Director, or follow the reporting procedures outlined above.

H. Other Available Complaint Processes

1. All employees and other individuals covered by these policies should be aware that they have the right to make complaints and seek remedies through the complaint resolution process of the Oregon Bureau of Labor and Industries (BOLI), or by filing claims in court. Remedies may be available such as back pay, counseling, reimbursement of medical costs, attorney fees, pain and suffering damages, or punitive damages. Victims may also pursue their rights under other available laws, including criminal prosecution through law enforcement officials.
2. The College does not provide any employee or other covered individual with legal advice. However, all employees and covered individuals should be aware that time limits apply to the ability to pursue civil and criminal complaints. For example, claims made with BOLI for alleging workplace harassment under Oregon law must generally be filed within five (5) years from the date of the alleged unlawful practice if the conduct occurred on or after October 1, 2019. Conduct that occurred prior to that date is generally subject to a shorter (i.e. 1-year) statute of limitations. The same time limitations apply to complaints filed in court without first going through BOLI.
3. Please also be aware that Oregon law requires that individuals bringing claims against a public officer, employee or agent of a public body or a public body (e.g. the College) must first provide a notice of claims that is often referred to as a Tort Claims Notice. The notice must generally be provided within 180 days of the alleged loss or injury, unless a limited exception applies under ORS 30.275.
4. Different time limitations apply under federal law for filing complaints in court. Generally, these claims must be filed within 300 days with the federal Equal Employment Opportunity Commission for employees working in Oregon. The statute of limitations for criminal complaints varies, depending on the nature and degree of the conduct. Covered individuals who want more information may contact BOLI at <https://www.oregon.gov/boli>, local law enforcement, or contact an

attorney of their choosing. The Oregon State Bar provides a referral service through which employees may be connected with attorneys. Information regarding this service can be found at: <https://www.osbar.org/public/ris/>.

I. Additional Information

1. Effective October 1, 2020 the College will not require or coerce any employee or other covered individual to enter into any non-disclosure agreement or non-disparagement agreement (defined above) that would prohibit the covered individual from discussing alleged discrimination or workplace harassment. This includes any conduct that occurs between employees or other covered individuals, or that occurs between the College and a covered individual in the workplace or at a work-related event coordinated by the College, or that occurs between a covered individual and the College off of the College premises.
2. Employees and other covered individuals claiming to be aggrieved by workplace harassment may, however, voluntarily request to enter into an agreement (e.g. separation, severance or settlement agreements) that contain a confidentiality, non-disparagement and/or no-rehire provision. Although the College is not obligated to offer or agree to any such separation, severance or settlement agreement, an employee or other covered individual who enters into such an agreement on or after October 1, 2020 will also have the option to revoke the agreement within seven days after it is signed.

J. Records Retention

1. Notices of leave pending investigation, notice of interviews, due process notices and disciplinary notices are generally maintained in personnel files. Other documents related to complaints and investigations are maintained in confidential files for a *minimum* period of the 5-year statute of limitations or the minimum retention period required under Oregon law, whichever is longer. Such records are generally released only as the College determines appropriate to defend against legal claims, to establish consistency and lack of discrimination, to establish that an employee or covered individual received notice of standards of conduct required under this policy, and when otherwise required by applicable law.

REFERENCES:

ORS 659A;
ORS 243
BP 3430

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 11/12/2020****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

BOARD POLICY # 3433

- A. All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and UCC will not tolerate sexual harassment. Specifically prohibited under this policy is sexual harassment as defined under Title IX and UCC Administrative Procedure 3433. Other forms of sexual harassment and gender-based discrimination are covered under the College's EEO policies and procedures, BP 3430 and AP 3432.
- B. Additionally, UCC seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, UCC also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment prohibited by this policy and Title IX, or for participating, or refusing to participate, in a sexual harassment investigation. UCC will investigate all allegations of Title IX retaliation swiftly and thoroughly. If UCC determines that someone covered by this policy has retaliated, the Administration will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.
- C. Any employee, student, applicant for employment, or applicant for admission who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. UCC requires supervisors and other persons with mandatory reporting obligations to promptly notify the Title IX Coordinator of all incidents of harassment and retaliation that come to their attention.
- D. To this end, UCC shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

- E. Consistent with the requirements of Title IX and applicable federal regulations, UCC shall establish procedures that provide for the investigation and resolution of complaints regarding sexual harassment prohibited by this policy
- F. UCC will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, officials for the faculty and classified associations, as well as applicants for employment or admission, particularly when they are new to the institution. UCC will also make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College's website.
- G. Employees who violate this policy and the related procedures will be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures will be subject to disciplinary measures up to and including expulsion. Volunteers or interns who violate this policy and related procedures will be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other work experience program.
- H. For additional information, contact the Title IX Coordinator identified in AP 3433 and on the Title IX page on the College's website.

REFERENCES:

- Title IX of the Education Amendments Act of 1972;
- 34 Code of Federal Regulations Part 106

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:**DATE OF ADOPTION: 11/12/2020****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



ADMINISTRATIVE PROCEDURE

TITLE: Prohibition of Sexual Harassment Under Title IX

ADMINISTRATIVE PROCEDURE # 3433

RELATED TO POLICY # 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

- A. UCC is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment that is prohibited under Board Policy 3433 and Title IX.
- B. The Title IX policy and procedures apply to all students and employees (including interns) who participate in an educational program or activity of UCC in the United States. “Educational program or activity” applies to all incidents that occur on campus, as well as incidents that occur:
1. In any locations, events or circumstances over which the College exercises substantial control over both the accused person and the context in which the alleged sexual harassment occurs, or
 2. In any building owned or controlled by a student organization that is officially recognized by UCC.
- C. **Definition of Sexual Harassment:** Sexual harassment under Title IX means conduct on the basis of sex that one or more of the following:
1. A UCC employee conditioning the availability of educational aid, benefit or service on another person’s participation in unwelcome sexual conduct (also called “*quid pro quo* harassment”);
 2. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a UCC education program or activity;
 3. Sexual assault, which is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, and includes:
 - a. Rape

- b. Sodomy
 - c. Sexual Assault with an Object
 - d. Fondling
 - e. Incest
 - f. Statutory Rape
4. Dating violence, which means violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
5. Domestic Violence, which means violence committed by:
- a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of Oregon; or
 - e. Any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of Oregon.
6. Stalking, which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

D. The procedures for reporting, investigating and resolving complaints of sexual harassment under Title IX are set forth in Administrative Procedure 3434.

REFERENCES:

- Title IX Education Amendments of 1972;
- Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 11/12/2020

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



ADMINISTRATIVE PROCEDURE

TITLE: Responding to Harassment Based on Sex under Title IX

ADMINISTRATIVE PROCEDURE # 3434

**RELATED TO POLICY # 3433 PROHIBITION OF SEXUAL HARASSMENT
UNDER TITLE IX**

Introduction

UCC encourages members of the College community to report sexual harassment. This administrative procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations, and that meet Title IX jurisdictional requirements. UCC will respond to allegations of sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations by applying other applicable state and federal laws, and other applicable UCC policies and procedures. In the event of a conflict between an applicable Title IX policy or procedure and another UCC policy or procedure, the Title IX policy or procedure will be controlling.

A. Jurisdictional Requirements and Application of Procedures

1. The Title IX sexual harassment policy and procedures apply to UCC's students, employees, applicants for employment, and applicants for admission, but only if the alleged conduct meets all of the following jurisdictional requirements:
 - a. The conduct took place in the United States.
 - b. The conduct took place in a UCC "education program or activity." This means incidents that occur on campus, as well as off-campus incidents if:
 - 1) the incident occurred as part of the College's "operations"; or
 - 2) the College exercised substantial control over the Respondent and the context of the alleged sexual harassment incident; or
 - 3) the incident occurred at an off-campus building owned or controlled by a student officially recognized by the College (such as a fraternity or sorority house).
 - c. The conduct constitutes "sexual harassment" under Title IX, as defined in AP 3433.

B. Definitions

1. Complainant: A Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of filing a Formal Complaint under this administrative procedure, the Complainant must be participating or attempting to participate in a UCC education program or activity. However, a person does not have to be a Complainant to report sexual harassment under this administrative procedure.
2. Consent: Title IX does not define “consent” for purposes of proving whether sexual harassment has occurred. UCC will adopt a definition of “consent” that is applied consistently in all cases. The Title IX Coordinator and other persons who participate in an informal process and/or grievance process under this administrative procedure will receive training regarding the definition of “consent” and its application.
3. Formal Complaint: A Formal Complaint is a document filed and signed by the Complainant, or signed by the Title IX Coordinator, alleging sexual harassment and requesting an investigation. The Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. The Title IX Coordinator does not become a Party to the complaint by signing it.
4. Parties: As used in this procedure, this means the Complainant and Respondent.
5. Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.
6. Sexual Harassment under Title IX: This definition is explained in detail under AP 3433.

C. Designation of UCC’s Title IX Coordinator

1. Questions concerning Title IX may be referred to UCC’s Title IX Coordinator, whose contact information is below:

Kelley Plueard, Director of Human Resources
1140 Umpqua College Road
Roseburg, OR 97470
541-440-7690
Kelley.Plueard@umpqua.edu
2. The Title IX Coordinator’s identity and contact information will be displayed prominently on UCC’s website.

D. Timeline for Reporting Sexual Harassment

1. UCC strongly encourages any Complainant to promptly report sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the

College's ability to effectively investigate and respond. Reporting sexual harassment also allows the College to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. However, there is no time limit on a Complainant's right to report sexual harassment under Title IX or to file a Formal Complaint under this administrative procedure.

E. Reporting Sexual Harassment to the Title IX Coordinator

1. Any individual may report sexual harassment to the Title IX Coordinator, and the Title IX Coordinator is required to respond to reports of sexual harassment. The Title IX Coordinator will handle the information reported under this administrative procedure with discretion and will share the information with others only on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with State and federal legal requirements, or share information to implement supportive measures.
2. Some employees of the College have mandatory obligations to report knowledge of allegations of sexual harassment to the Title IX Coordinator (see "Officials with Authority" below). In contrast, other employees of the College have confidentiality restrictions on reporting allegations of sexual harassment (see "Confidential Resources" below). Employees who are neither Officials with Authority nor Confidential Resources are encouraged to report allegations of sexual harassment toward another individual covered by this procedure but are not required to do so.

F. Mandatory Reporting by Officials with Authority

1. Certain employees of the College who are designated as "Officials with Authority" are required to immediately report allegations of sexual harassment to the Title IX Coordinator. Officials with Authority are required to report all relevant information known about sexual harassment, including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.
2. UCC has designated the following employees as Officials with Authority:
 - a. Provost
 - b. Assistant Vice President for Enrollment and Student Services
 - c. Assistant Vice President for Academic Services
 - d. Dean of Community Education and Partnerships
 - e. Director of Human Resources
 - f. Compliance Officer
 - g. Chief of Security
 - h. Athletic Director
 - i. Assistant Athletic Director

G. UCC Confidential Resources

1. “Confidential Resources” are persons who are not obligated to share any personally identifying information about a report of sexual harassment (such as the survivor or accused's name) with law enforcement, the **Title IX** Coordinator, or any other UCC administrator.
2. The following individuals who are employed by or affiliated with UCC are designated as Confidential Resources:

Hanna Culbertson, Life Coach
541-440-7896
Hanna.Culbertson@umpqua.edu

Erin Ritchie, C.A.R.E. Advocate
UCC Campus Outreach
541-440-7866
erin@peaceathome.com

H. Title IX Coordinator’s Initial Assessment of Health and Safety Risks

1. A report of sexual harassment to the Title IX Coordinator does not result in a full investigation unless a Formal Complaint is filed under the process discussed below. However, upon receiving a report of sexual harassment, the Title IX Coordinator will make an initial assessment regarding the health and safety of the Complainant, and will also determine whether there is a safety risk to the campus community as a whole.
2. If the Title IX Coordinator finds there is a continued risk to the campus community, the Title IX Coordinator may file a Formal Complaint without the Complainant's consent or cooperation.
3. Additionally, based on the initial assessment or at any time thereafter, the College may order “emergency removal” of a non-employee Respondent, or place an employee Respondent on “administrative leave” as discussed more fully below.

I. Emergency Removal of a Non-Employee Respondent

1. UCC may remove a non-employee Respondent from an education program or activity on an emergency basis after the Title IX Coordinator (or other designated official) conducts an individualized safety and risk analysis arising from the allegations of sexual harassment. There must be an immediate threat to the physical health or safety of any student or other individual on campus to justify removal. The College may not use an emergency removal to address generalized concerns of the Respondent obstructing a sexual harassment investigation or destroying relevant evidence.

2. If it is determined that emergency removal is appropriate, the Respondent will be provided with a notice and opportunity to attend a meeting with the Title IX Coordinator (or other person making the determination) for the purpose of challenging the removal. The person making the determination must consider the information provided by the Respondent before making a final decision upholding the emergency removal.

J. Administrative Leave

1. The College may place an employee Respondent on administrative leave during the pendency of a Formal Complaint process described below. UCC will follow any relevant policies, procedures, collective bargaining agreements, or applicable laws in placing an employee on administrative leave. Although this section is not intended to apply to student employees who are Respondents, Title IX does not prohibit a student employee from being placed on administrative leave if the College determines that it is appropriate based on the circumstances of the particular case.

K. Title IX Coordinator's Initial Response Regarding Supportive Measures

1. Upon receiving a report of Sexual Harassment, the Title IX Coordinator will also promptly contact the Complainant to discuss supportive measures that may be offered. In doing so, the Title IX Coordinator shall:
 - a. Consider the Complainant's wishes with respect to supportive measures;
 - b. Inform the Complainant of supportive measures that can be taken with or without the filing of a Formal Complaint; and
 - c. Explain the process for filing a Formal Complaint.
2. "Supportive measures" means individualized services reasonably available to a Complainant or Respondent, free of charge, that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other Party. Supportive measures must be designed to ensure equal educational access, and may also be designed to protect safety and deter sexual harassment. Supportive measures may include:
 - a. Counseling
 - b. Course-related adjustments such as extending deadlines
 - c. Modifications of work or class schedules
 - d. Campus escort services
 - e. Changes in work or housing locations
 - f. Increased security and monitoring of certain areas of campus
 - g. Mutual restrictions on contact between the Parties
 - h. Leaves of absence

3. Supportive measures may be offered to the Complainant or the Respondence at any time before or after a Formal Complaint is filed.

L. Criminal Investigations by Law Enforcement

1. If there are parallel criminal and Title IX investigations, UCC will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

M. Clery Act Reporting of Sexual Harassment Allegations

1. UCC will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the College does not document personal information, and only reports the type of conduct, and the time, date, and location of the conduct. (Also see BP/AP 3540 Sexual and Other Assaults on Campus).

N. Formal Complaint Process - Notice to Parties

1. Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice to the Parties of the following:
 - a. An explanation of the Title IX grievance process;
 - b. A statement of the allegations of sexual harassment with sufficient details known at the time, and with sufficient time for the Respondent to prepare a response before any initial interview;
 - c. A statement that the Respondent is presumed to not be responsible for the alleged sexual harassment unless and until a determination of responsibility is made at the conclusion of the Title IX grievance process;
 - d. A statement that each of the Parties may have an Advisor of his or her choice, who may be, but is not required to be, an attorney;
 - e. A statement that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint.
 - f. A statement informing the Parties of any provision in the College's code of conduct or employment policies that prohibits knowingly making false statements or knowingly submitting false information during the grievance process (including the investigation stage).
2. If, in the course of an investigation, a determination is made to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide a supplemental written notice to the Parties regarding the additional allegations.

O. Dismissal of Formal Complaint

1. UCC must dismiss a Formal Complaint for lack of jurisdiction under Title IX if it determines at any stage of the process that any of the following circumstances exist:
 - a. The conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
 - b. The conduct alleged did not occur in a UCC “education program or activity,” as defined under “Jurisdictional Requirements” discussed above; or
 - c. The conduct alleged did not occur against a person in the United States.
2. UCC has discretion to dismiss a Formal Complaint or any allegation under the following circumstances:
 - a. At any time during the investigation or hearing, the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegation;
 - b. The Respondent is no longer enrolled or employed by the UCC; or
 - c. There are specific circumstances that prevent UCC from gathering evidence sufficient to reach a determination regarding responsibility as to the Formal Complaint or allegation.
3. If UCC dismisses the formal complaint or any allegations, the Title IX Coordinator shall provide the Parties simultaneously with written notice of the dismissal and the reason for the dismissal. The Parties must also be notified of the right to appeal the determination (see procedures and grounds for appeals below). After dismissing a Formal Complaint under this procedure, UCC may commence or continue an investigation or other grievance or disciplinary process under any other applicable UCC policy or procedure.

P. Consolidation of Formal Complaints

1. UCC has discretion to consolidate Formal Complaints if the allegations of sexual harassment arise out of the same facts or circumstances. For example, this would include complaints filed by a single Complainant against more than one Respondent, or complaints filed by multiple Complainants against the same Respondent(s).

Q. Equitable Treatment of the Parties and Presumption of Non-Responsibility

1. A determination of responsibility for sexual harassment under this procedure is a neutral, fact-finding process. UCC will treat Complainants and Respondents equitably, and the Formal Complaint and grievance process procedures will apply equally to both Parties. This means that there is a presumption that all reports of sexual harassment are made in good faith, and a presumption that the Respondent

is not responsible for the alleged sexual harassment unless there is a determination of responsibility at the conclusion of the grievance process. UCC will not discipline a Respondent prior to a final determination of responsibility, including completion of an appeal of the determination under this administrative procedure.

R. Bias or Conflict of Interest

1. UCC shall insure that none of the Title IX personnel participating in the Title IX process under this administrative procedure has any basis for bias, or a conflict of interest, for or against the Complainant or Respondent. This includes:
 - a. The Title IX Coordinator,
 - b. An investigator,
 - c. A Decision-Maker, or
 - d. Any person designated to facilitate an informal resolution process.
2. "Bias," as used in this section means a specific, articulable basis for a participant being prejudiced in favor of or against any Party, or a Party's position. "Bias" does not mean a generalized concern about a participant's the personal or professional background or beliefs.

S. Applicable Training

1. UCC will ensure that Title IX personnel receive training applicable to their roles in the Formal Complaint Process including, at a minimum, training regarding:
 - a. The definition of sexual harassment under Title IX;
 - b. The scope of the College's "education program or activity," such as the extent to which it includes incidents that occur off-campus;
 - c. How to investigate sexual harassment allegations fairly and objectively, and for investigators, how to prepare an investigative report that fairly summarizes the relevant evidence and complies with this administrative procedure;
 - d. How to conduct a grievance process (including investigations, hearings, appeals, and informal resolution processes, as applicable);
 - e. How to use technology at live hearings, for decision-makers;
 - f. Issues of relevance, for investigators and Decision-Makers.
 - g. Decision-Makers should be trained regarding the application of "rape shield" protections for Complainants; for example, questions and evidence about a complainant's prior sexual behavior are irrelevant unless offered to prove that someone other than the respondent committed the alleged misconduct, or offered to prove consent; and

- h. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
2. Any materials used to train the Title IX personnel will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. UCC will make the training materials publicly available on its website.

T. Timeline for Completion

1. UCC will undertake its grievance process promptly and complete it as swiftly as possible while still complying with all of the requirements of this administrative procedure. The Title IX personnel should complete the investigation and a determination regarding responsibility (and the informal resolution process, if applicable) within 180 calendar days from the time that the alleged sexual harassment is reported to the Title IX Coordinator, unless a notice of extension is provided as discussed below.
2. When appropriate, the Title IX Coordinator (or designated alternate) may determine that good cause exists to extend the 180 period (for example, as needed to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for academic breaks or vacations, or due to the complexity of the investigation). UCC will provide written notice of the extension simultaneously to the Complainant and Respondent, and include the reason for the delay and anticipated timing of completion.
3. A Party may request an extension of the timelines under this Administrative Procedure by submitting the request in writing to the Title IX Coordinator, and explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

U. Role of the Advisor

1. The Parties are entitled to have the assistance of an Advisor of their choosing throughout the Title IX grievance process, including during an investigation interview, reviewing an investigation report, or inspecting evidence gathered in the investigation.
2. The role of the Advisor during an investigation is to provide support and assistance in understanding and navigating the investigation process. The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

3. At the hearing, a Party does not have a right to self-representation, and an Advisor must conduct any cross-examination of the other Party or witnesses. UCC is required to select and provide an Advisor, free of charge, to any Party who does not have an Advisor, including if the Advisor chosen by a Party fails to appear at the hearing. Each Party is limited to one Advisor at the hearing, in order to limit the number of individuals who will have access to confidential information about the issues.

V. Confidentiality and Non-Disclosure Agreements Regarding Evidence

1. UCC must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. Additionally, to protect the privacy of those involved, the Parties and Advisors may be required to sign a non-disclosure agreement, consistent with applicable law, prior to attending an investigation interview or otherwise participating in the College's grievance process.
2. A "non-disclosure agreement" restricts the Parties and their Advisors from disseminating evidence obtained in the Title IX process by providing that it can only be reviewed or used for purposes of the Title IX grievance process. However, the non-disclosure agreement will not restrict the ability of either Party to discuss the allegations under investigation. Title IX requirements are not intended to restrict the rights of Complainants or Respondents that are protected under the U.S. Constitution, including the First Amendment.

W. Safeguards for Privileged Information

1. UCC's Formal Complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

X. Commencing an Investigation and Selecting an Investigator

1. The filing of a Formal Complaint will result in initiating an investigation. The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure. Any individual serving as an investigator under this administrative procedure must have adequate training, as set forth under "Applicable Training" above.

Y. Obtaining Evidence During the Investigation

1. UCC, not the Parties, has the responsibility to gather information regarding the allegations of sexual harassment, including the interviewing of witnesses. However, as stated above, UCC will not restrict the ability of any Party to discuss the allegations under investigation, or to gather and present relevant evidence.

Z. Notice of Investigative Interview

1. UCC will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to any Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

AA. Evidence Review

1. All Parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint. This includes evidence upon which UCC does not intend to rely in reaching a determination regarding responsibility, as well as all inculpatory or exculpatory evidence whether obtained from a Party or other source.
2. Prior to the investigator preparing an investigative report, UCC will send to each Party and the Party's Advisor, in electronic format or hard copy, the evidence subject to inspection and review. The Parties will have at least ten business days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

BB. Investigative Report

1. The results of the investigation will be set forth in a written report by the investigator that fairly summarizes the relevant evidence, and should include the following information:
 - a. A description of the circumstances giving rise to the Formal Complaint;
 - b. A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
 - c. A summary of the testimony of each witness the investigator interviewed;
 - d. An analysis of other relevant evidence collected during the investigation, including a list of relevant documents; and
 - e. A table of contents if the report exceeds ten pages.
2. The investigator will not make a determination regarding responsibility because the Decision-Maker must make an independent determination. However, the investigator may, but is not required to, make a recommendation regarding a determination of responsibility. If the investigator makes a recommendation, it should be based on the same burden of proof that will be applied by the Decision-Maker. (See discussion under "Determination of Responsibility" below.)
3. UCC may permit the investigator to redact confidential information from the report that is not directly related to the allegations, and the investigator must redact privileged information unless the privilege has been waived by the Party holding

the privilege. The investigator will keep a log of information that is not produced to the Parties, and will only provide this log to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

4. At least ten (10) business days prior to a hearing or other time of determination regarding responsibility, the investigative report will be provided to each Party and their Advisors, if any. The investigative report may be provided in an electronic format or a hard copy, for review and written response. The Parties will have at least ten (10) business days to submit a written response.

CC. Requirement for a Live Hearing

1. After completing an investigation and prior to a determination of responsibility or non-responsibility, the College will hold a live hearing. The purpose of the hearing is to provide the Complainant and Respondent an opportunity to respond to the evidence set forth in the investigation report that will be considered by the Decision-Maker. UCC will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing, with sufficient time for the Parties to prepare to participate.
2. Neither Party may choose to waive the other Party's right to a live hearing, but the Parties can choose whether to participate in the hearing, and can decline to answer some or all cross-examination questions.
3. During the hearing, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the College must select and provide an Advisor for that Party free of charge. Advisors should be present for the entire hearing in order to hear all of the evidence that is presented.

DD. Hearing Format

1. UCC shall provide a live hearing with all Parties physically present in the same geographic location or, at UCC's discretion, it may allow any or all Parties, witnesses and other participants to appear at the live hearing virtually, provided the technology enables the participants to see and hear each other in real time. Additionally, at the request of either party, UCC shall provide for the hearing to occur with the Parties located in separate rooms, with technology enabling the Decision-Maker and Parties to simultaneously see and hear each other and the witnesses who are answering questions. UCC will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.
2. The information provided to the Parties during the "Evidence Review" (discussed above) shall be available at the hearing for reference and consultation. Only relevant evidence will be admissible during the hearing. "Relevant evidence"

means evidence having any reasonable tendency to prove or disprove any disputed fact that is material to the allegations against the Respondent, including the credibility of a Party or a witness.

EE. Decision-Maker

1. The Decision-Maker must be a different person than the other Title IX personnel involved in the case (i.e. the Title IX Coordinator, the investigator, and any person who facilitated an informal resolution process). As stated above, the Decision-Maker must not have any conflict of interest or have a bias for or against the Complainant(s) or Respondent(s).
2. If the Complainant or Respondent objects to the Decision-Maker based on concerns of bias or a conflict of interest, that Party must make the objection in writing at least 5 business days prior to the hearing, unless the Title IX Coordinator determines that the circumstances warrant a shorter time period. The written objection must state the specific basis for the concern of bias or conflict of interest. The Title IX Coordinator shall consider the basis for the objection and may select a different Decision-Maker.
3. The Title IX rules provide that the Decision-Maker:
 - a. Must receive training on the issues listed above under “Applicable Training”;
 - b. May ask the Parties and the witnesses questions during the hearing; and
 - c. Must objectively evaluate all relevant evidence, both inculpatory and exculpatory, and must independently reach a determination regarding responsibility without giving deference to the investigative report.

FF. Presenting Witnesses

1. The Complainant and Respondent must be provided an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the hearing.

GG. Cross-Examination

1. The Decision-Maker will permit each Party’s Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party’s Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.
2. Before a Complainant, Respondent, or witness answers a cross-examination question or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in

support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either abiding by the Decision-Maker's determination and answering the question, or refusing to answer the question.

3. If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. If a Party or witness submits to cross-examination but declines to answer a specific question, the Decision-Maker cannot rely on any statement regarding the issue on which the Party or witness declined to be cross-examined. A Decision-Maker also cannot draw an inference regarding the determination of responsibility based solely on a Party's or witness's absence from the live hearing, or refusal to answer cross-examination or other questions.

HH. Determination of Responsibility

1. The Decision-Maker will issue a written determination regarding responsibility or non-responsibility no later than twenty (20) business days after the date that the hearing ends.
2. When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use a "clear and convincing" evidence standard. This means that after considering all the evidence presented, the Decision-Maker will decide whether it is substantially more likely than not that the Respondent engaged in sexual harassment under Title IX.
3. The Decision-Maker's written determination must include:
 - a. Identification of the allegations that allegedly constitute Title IX sexual harassment, as defined in AP 3433 and consistent with the Decision-Maker's training.
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, and the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing.

- c. Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility.
 - d. Conclusions regarding the application of UCC's code of conduct to the facts.
 - e. A determination regarding responsibility or non-responsibility for each allegation, and the Decision-Maker's rationale for the result;
 - f. Any disciplinary sanctions to be imposed to be imposed on the Respondent.
 - g. Whether UCC will provide the Complainant with remedies, which should be designed to restore or preserve equal access to the UCC's education program or activity. To protect the Complainant's privacy rights, the determination need not disclose the nature of the remedies, and the Complainant can then communicate separately with the Title IX Coordinator to discuss what remedies are appropriate.
 - h. UCC's procedures and permissible bases for the Complainant or Respondent to appeal.
4. The written determination shall be provided to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the time for filing an appeal expires, or on the date that the Parties are provided with the written determination regarding the appeal if a timely appeal was filed.

II. Disciplinary Sanctions and Remedies

1. The grievance procedures (including investigation, hearing, and any appeal, if applicable) must be completed before any disciplinary sanctions, or any other actions that are not supportive measures, are imposed against a Respondent. If the Decision-Maker determines that the Respondent was responsible for conduct that constitutes sexual harassment under Title IX, UCC will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate under this administrative procedure. The action will be prompt, effective, and commensurate with the severity of the offense.
2. Possible disciplinary sanctions for a student Respondent include written or verbal reprimand, required training or counseling, non-academic probation, suspension, or expulsion. Possible disciplinary sanctions for an employee Respondent include written or verbal reprimand, required training or counseling, demotion, suspension, or discharge.
3. Remedies for the Complainant may include, but are not limited to:
 - a. Providing an escort to ensure that the Complainant can move safely between classes and activities;
 - b. Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;

- c. Providing counseling services or a referral to counseling services;
- d. Providing medical services or a referral to medical services;
- e. Providing academic support services, such as tutoring;
- f. Arranging for a student Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- g. Reviewing any disciplinary actions that have been taken against the Complainant to determine whether the sexual harassment may have caused or contributed to the misconduct that resulted in the Complainant's discipline.

JJ. Procedure and Grounds for Appealing a Determination of Responsibility or Dismissal of a Formal Complaint

1. A Complainant or Respondent may appeal either a determination regarding responsibility or non-responsibility, or the dismissal of a Formal Complaint or allegations (see "Dismissal of Formal Complaint" above). A Complainant or Respondent must submit a written appeal to the Title IX Coordinator within ten (10) business days from the date of the notice of determination or dismissal.
2. In the written appeal, the Party must state the grounds for appeal, and a statement of facts supporting those grounds. The permissible grounds for appeal under this administrative procedure are as follows:
 - a. A procedural irregularity that affected the outcome;
 - b. Newly discovered evidence that was not reasonably available when the decision was made, and that could affect the outcome; or
 - c. The Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant(s) or Respondent(s) that affected the outcome.
3. A person who was not previously involved in the grievance process as Title IX personnel will be selected to serve as the Decision-Maker on Appeal. Within five (5) business days after receiving the written appeal, the Decision-Maker on Appeal (or the Title IX Coordinator if no Decision-Maker on Appeal has been appointed) will provide written notice to the Parties of the following:
 - a. That an appeal has been made, and providing a copy of the written appeal; and
 - b. That the non-appealing Party or Parties may submit a written response to the appeal within ten (10) business days.
4. Either Party may seek an extension of the deadlines stated above for submitting or responding to an appeal by submitting a written request to the Title IX Coordinator. The request must be submitted as soon as possible before the deadline, and must explain the need for the extension and the proposed length of

the extension. The Decision-Maker on Appeal (or the Title IX Coordinator if no Decision-Maker has been appointed) will respond to the request in writing within three (3) business days and will inform the Parties simultaneously whether an extension is granted.

5. The Decision-Maker on Appeal will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within twenty (20) business days after the Decision-Maker on appeal receives the response to the appeal, or the last day to provide a response, whichever occurs first. The written decision will be provided simultaneously to all Parties.

KK. Informal Resolution

1. An informal resolution process may not be offered before a Formal Complaint is filed. If UCC determines that a Formal Complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time before a determination regarding responsibility has been made. The Title IX Coordinator will provide the Complainant and Respondent with written notice of the allegations (if this notice has not already been provided) and an explanation of the informal resolution process, including:
 - a. The circumstances, such as reaching an agreement for resolution, that may preclude the Parties from resuming a Formal Complaint arising from the same allegations, and
 - b. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. A Party cannot be required to participate in the informal resolution process, and UCC must obtain both Parties' voluntary and informed written consent to the informal resolution process. At any time prior to agreeing to a resolution, a Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint. If the Parties reach an agreement, UCC is not required to complete a full investigation or the grievance process under a Formal Complaint.
3. The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

LL. Retaliation Prohibited

1. UCC prohibits any intimidation, threats, coercion, or discrimination against any individual who has made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.
2. Prohibited retaliation does not include:

- a. The exercise of rights protected under the First Amendment (e.g. freedom of speech).
 - b. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination that a party made a bad faith false statement cannot be based solely on a determination of responsibility or non-responsibility.
3. Individuals who experience retaliation based on reporting Title IX sexual harassment, or participating in any of the Title IX procedures discussed above, may file a complaint using the Formal Complaint process in this administrative procedure. Complaints alleging retaliation may also be filed under UCC's other applicable grievance and complaint procedures.

MM. Record-Keeping and File Retention

1. As stated above, UCC must keep confidential the identity of Complainants, Respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. UCC will document and retain the following records on file for a period of at least seven (7) years after closing the case:
 - a. The original report or complaint;
 - b. Any actions taken in response to the complaint, including supportive measures;
 - c. The investigative report including all evidence gathered and any responses from the Parties;
 - d. The determination of responsibility or non-responsibility;
 - e. The audio or audiovisual recording or transcript from a hearing;
 - f. Records of any disciplinary sanctions imposed on the Respondent;
 - g. Records of any remedies provided to the Complainant;
 - h. Any appeal and the result;
 - i. Any informal resolution and the result; and
 - j. All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process.
2. UCC will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

REFERENCES:

- 20 U.S. Code Sections 1681 et seq.;
- 34 Code of Federal Regulations Parts 106.1 et seq.

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION: 11/12/2020****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: Campus Safety

BOARD POLICY # 3500

The Board of Education is committed to a safe and secure work and learning environment. To that end, the Director of Facilities and Security shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and other members of the campus community.

RESPONSIBILITY:

The Director of Facilities and Security 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:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

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| <p>TITLE: CAMPUS SAFETY</p> <p>New BP #: 3500 Old BP # & Title: N/A</p> <p>New AP #: Old AP # & Title:</p> <p>Revision Date: 11/16/2020</p> | <p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|-----------------------------|---|---|
| <p>N/A</p> | <p>The Board of Education is committed to a safe and secure work and learning environment. To that end, the [<i>CEO</i>] shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and other members of the campus community.</p> | <p>The Board of Education is committed to a safe and secure work and learning environment. To that end, the Director of Facilities and Security shall establish a campus safety plan and ensure that it is posted or otherwise made available to students and other members of the campus community.</p> <p>RESPONSIBILITY:</p> <p>The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> |



BOARD POLICY

TITLE: EMERGENCY RESPONSE PLAN

BOARD POLICY # 3505 *(was 605 Emergency Management)*

- A. The College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

- B. The Director of Facilities and Security shall establish procedures that ensure the College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

- C. Compliance with NIMS and any state mandates include but are not limited to:
 - 1. Establishing disaster preparedness procedures or a plan; and
 - 2. Completion of training sessions by college personnel in compliance with NIMS and state guidelines
 - a. Training requirements vary based on job titles or assigned roles within the emergency plan

- D. The Director of Facilities and Security should ensure that a team is created to carry out compliance with NIMS and applicable state mandates.

- E. The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The College must ensure that its plan is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.

REFERENCES:

Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
34 Code of Federal Regulations Part 668.46(g);
NWCCU Standard 3.A.5

RESPONSIBILITY:

The Director of Facilities and Security 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:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

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| <p>TITLE: EMERGENCY RESPONSE PLAN</p> <p>New BP #: 3505 Old BP # & Title: 605 EMERGENCY MANAGEMENT</p> <p>New AP #: Old AP # & Title:</p> <p>Revision Date: 10/28/2020</p> | <p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>Emergency Management procedures are maintained by the College's Emergency Response Team and include the following:</p> <ul style="list-style-type: none"> • A statement that the institution will, without delay and taking into account the safety of the College community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. • A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. • Procedures to immediately notify the college community upon confirmation of a significant | <p>References:</p> <p>Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; 34 Code of Federal Regulations Part 668.46(g); NWCCU Standard 3.A.5</p> <p>NOTE: <i>The following policy language is legally required.</i></p> <p>The [entity] shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.</p> <p>NOTE: <i>The following policy language is legally advised.</i></p> | <p>A. Umpqua Community College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.</p> <p>B. The Director of Facilities and Security shall establish procedures that ensure that Umpqua Community College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency</p> |

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| <p>emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on college-owned or -controlled property.</p> <ul style="list-style-type: none"> • A list of the titles of persons or organizations responsible for carrying out this process. • Procedures for disseminating emergency information to the larger community. <p>Responsibility:</p> <p>The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> | <p>The [CEO] shall establish procedures that ensure that the [entity] implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.</p> <p>Compliance with NIMS and any state mandates include but are not limited to:</p> <ul style="list-style-type: none"> • Establishing disaster preparedness procedures or a plan; and • Completion of training sessions by college personnel in compliance with NIMS and state guidelines <ul style="list-style-type: none"> ○ Training requirements vary based on job titles or assigned roles within the emergency plan | <p>management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.</p> <p>C. Compliance with NIMS and any state mandates include but are not limited to:</p> <ol style="list-style-type: none"> 1. Establishing disaster preparedness procedures or a plan; and 2. Completion of training sessions by college personnel in compliance with NIMS and state guidelines <ol style="list-style-type: none"> a. Training requirements vary based on job titles or assigned roles within the emergency plan <p>D. The Director of Facilities and Security should ensure that a team is created to carry out compliance with NIMS and applicable state mandates.</p> <p>E. The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. Umpqua Community College must ensure that its plan is</p> |
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| | <p>The [CEO] should ensure that a team is created to carry out compliance with NIMS and applicable state mandates.</p> <p>The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The [entity] must ensure that its plan is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.</p> | <p>updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.</p> <p>REFERENCES:</p> <p>Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; 34 Code of Federal Regulations Part 668.46(g); NWCCU Standard 3.A.5</p> <p>RESPONSIBILITY:</p> <p>The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Emergency Response Plan

ADMINISTRATIVE PROCEDURE # 3505 *(was 605AP)*

RELATED TO POLICY # 3505 EMERGENCY RESPONSE PLAN

A. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

1. General information about the emergency response and evacuation procedures for Umpqua Community College are publicized each year as part of the College's Clery Act compliance efforts and that information is available on the Campus Security webpage on the college website.
2. All members of the campus community are notified on an annual basis that they are required to notify the Chief of Campus Security of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The Chief of Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Chief of Campus Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.
3. Upon confirmation or verification by the College that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The College will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders including, but not limited to: Chief of Campus Security and/or Director of Facilities and Security or anyone serving in the capacity of Incident Commander compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

4. In the event of a serious incident that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include: *network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can opt out of this service through the registration onboarding process) public address system, phone calling trees, the College website and emergency messages that scroll across computer screens when logged into the Umpqua Community College computer system*. The College will post updates during a critical incident on the Umpqua Community College web site at www.umpqua.edu.
5. The College Public Information Officer (PIO) will be responsible for the dissemination of emergency information to the larger community through communication methods predetermined by PIO and Communications.

B. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

1. An evacuation drill is coordinated by the Chief of Campus Security three times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Chief of Campus Security will establish locations for evacuation in advance however may modify those locations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Chief of Campus Security and College staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.
2. Evacuation drills are monitored by the Chief of Campus Security and Director of Facilities and Security to evaluate egress and behavioral patterns. Reports are prepared by participating Building Marshals which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.
3. The College conducts a number of announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The Chief of Campus Security and the Director of Facilities and Security coordinate announced and unannounced evacuation drills no less than 3 times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Chief of Campus Security will document a description of the exercise, the date, time, and whether it was announced or unannounced. The

College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

C. PURPOSE

The Emergency Response Plan is the College's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the Incident Commander or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the College Emergency Response Team.

D. RESPONSIBILITY

All employees of the College Emergency Response Team must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities. Training meeting this requirement are conducted in the Emergency Operations Plan found in each building.

E. EMERGENCY OPERATIONS CENTER (EOC)

1. The Emergency Operations Center (EOC) will be activated during emergency situations. The Director of Facilities and Security will activate the EOC by assembling the Emergency Response Team (ERT). The ERT staff will direct the College response to the emergency situation, coordination with outside agencies and requests for outside support. The ERT staff will be aided in their duties by Building Marshals that are trained response personnel from the College employees.
2. The ERT is composed of the Policy Council, Incident Commander, Public Information Officer, Planning Coordinator, Liaison Officer, Logistics Coordinator, Finance Coordinator, Safety Officer and Operations Coordinator. The ERT shall:
 - a. Declare a major emergency in the event of earthquake, explosion, flood, etc.
 - b. Assess the overall disaster based on reports from area managers
 - c. Initiate the emergency notification chain (call back of employees)
 - d. Mobilize any additional staff to heavily damaged areas
 - e. Determine the "All-Clear" when the disaster is over
3. All press releases will be prepared by the Public Information Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

F. PREPAREDNESS

The College's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the College will receive or be given the opportunity for training in

responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

REFERENCES

Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g);
Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations
Parts 1910 et seq.;
NWCCU Standard 3.A.5
No Oregon statutory requirement

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

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| <p>The College will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication, and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts, the communication may be delayed.</p> <p>a. Main campus communications</p> <p>i. Either by investigation or confirmed notification, the Security Department will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation, the Security Department has the discretion to activate emergency notification system (ENS) components, such as the public address system or emergency text messaging/email. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather,</p> | <p>account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: [entity] Police Department or Responsible Security Official), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.</p> <p>In the event of a serious incident that poses an immediate threat to members of the campus community, the [entity] has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include [network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can sign up for this service on the [entity] web site), public address system, phone calling trees, [entity] website and emergency messages that scroll across computer screens when logged into the [entity's] computer system – insert all that apply, overlapping methods are recommended]. The [entity] will post updates during a critical incident on the [entity] web site at [website address]. Individuals can call the [entity's] recorded information telephone line at [(XXX) XXX-XXXX] for updates [phone, e-mail, text messages] [If any of the notification systems require the campus community to sign up, provide instructions on how to sign up.]</p> <p>The [entity's] [insert title of officer] will be responsible for the dissemination of emergency information to the larger community through [specify methods – e.g. cell phone alerts to parents/guardians, radio, TV alerts].</p> <p>TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES</p> <p>An evacuation drill is coordinated by the [[Entity] Police Department or Responsible Security Official] [X number of times per year – must be at least once per year] for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. [[Entity] Police Department or Responsible Security Official] does not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the [[Entity] Police Department or Responsible Security Official] and [entity] staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.</p> <p>Evacuation drills are monitored by the [[Entity] Police Department or Responsible Security Official] and [entity] administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.</p> <p>The [entity] conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. [[Entity] Police Department or Responsible Security Official] and [entity] administration coordinate announced and unannounced evacuation drills [insert number of times per year- must be at least once per year], as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, [specify entity official] will document a description of the exercise, the date, time, and whether it was announced or unannounced. The [entity] will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.</p> | <p>B. EMERGENCY RESPONSE AND EVACUATION PROCEDURES</p> <p>General information about the emergency response and evacuation procedures for Umpqua Community College are publicized each year as part of Umpqua Community College Clery Act compliance efforts and that information is available on the Umpqua Community College web-page in the Annual Security Report.</p> <p>All members of the campus community are notified on an annual basis that they are required to notify the Umpqua Community College Chief of Campus Security of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Umpqua Community College Chief of Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Umpqua Community College Chief of Campus Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the</p> |
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| <p>etc. The Dean of Student Services, Academic Deans, Director of Communications and Marketing, Chief Financial Officer, Provost, Provost's Executive Assistant, President, and President's Executive Assistant have also been authorized to activate the emergency notification system.</p> <p>ii. After initial activation of the ENS, and as the event is monitored and assessed, it may become necessary to expand notification of the event to the larger community. The Director of Communications and Marketing and/or the President or their designee will determine the need for, the content of, and the means of communication to disseminate information to the appropriate audience. In addition to public address and emergency text/email, television, radio notification, press releases, etc., may also be issued. These communications will typically provide more detailed information and instruction.</p> <p>b. Off-site communications</p> | <p>NOTE: <i>The following procedural language is legally advised.</i></p> <p>PURPOSE The Emergency Response Plan is the [<i>entity's</i>] planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the [<i>entity</i>] [CEO] or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the [<i>entity</i>] including those on the Emergency Operations Center (EOC) staff.</p> <p>RESPONSIBILITY All employees of the [<i>entity</i>] must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.</p> <p>EMERGENCY OPERATIONS CENTER (EOC) The Emergency Operations Center (EOC) will be activated during emergency situations. The [CEO or his/her designated representative] will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the [<i>entity's</i>] response to the emergency situation, coordination with outside agencies and requests for outside support. The EOC staff will be aided in their duties by Building Evacuation Leaders (BELs) that are trained response personnel from the [<i>entity</i>] employees.</p> <p>The EOC is composed of key administrators, record keepers, and the individual who is responsible for Administration of Justice. The EOC shall:</p> <ul style="list-style-type: none"> • Declare a major emergency in the event of earthquake, explosion, flood, etc. • Assess the overall disaster based on reports from area managers • Initiate the emergency notification chain (call back of employees) • Mobilize any additional staff to heavily damaged areas • Determine the "All-Clear" when the disaster is over <p>All press releases will be prepared by the [<i>insert position</i>]. In absence of this person, the key administrator will designate an individual responsible for this function.</p> <p>PREPAREDNESS The [<i>entity's</i>] preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the [<i>entity</i>] will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.</p> <p>EMERGENCY CHAIN OF COMMAND [<i>Insert Position Titles and Contact Information, e.g. Campus Extensions or Cell Numbers</i>]</p> <p>EMERGENCY ASSEMBLY AREAS Emergency Designated Assembly areas will be listed in the published plan. Additionally, signs designating the Assembly Areas will be posted. Assembly areas will be subject to change during the construction period.</p> <p>DAY INSTRUCTORS: RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Coordinate evacuation from classroom if necessary. 2. Assist disabled individuals out of buildings without use of elevators. | <p>community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.</p> <p>Upon confirmation or verification by Umpqua Community College that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, Umpqua Community College will determine the content of the message and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Umpqua Community College will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders including, but not limited to: Umpqua Community College Chief of Campus Security and/or Director of Facilities and Security or anyone serving in the capacity of Incident Commander compromise the efforts to assist a victim or to contain,</p> |
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| <p>i. The Directors or their designees at off-site locations, in conjunction with the Security Department are primarily responsible for confirming emergency situations. The Security Department will be notified as soon as possible of the event.</p> <p>ii. The Security Department and/or authorized personnel may initiate the emergency notification system. Additional communications will be conducted in a similar process to the Main Campus.</p> <p>3. Evacuation</p> <p>a. When notified by alarm or any component of the emergency notification system of the need to evacuate, all occupants must leave through the nearest possible exit.</p> <p>c. The Building Marshals, in conjunction with the Security Department exercise a mock evacuation at least bi-annually.</p> <p>d. For planned evacuation drills, it will be announced that all alarms or other notifications to evacuate will be treated as a real</p> | <ol style="list-style-type: none"> 3. Assess overall situation in classroom. 4. Initiate first aid if qualified individual is available. 5. Report when students are safe to move to an emergency assembly point or command post. 6. Assist area managers as necessary. 7. Provide special assistance to any disabled individual in the area. <p>EVENING INSTRUCTORS: RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Coordinate evacuation from classroom if necessary. 2. Assist disabled individuals out of buildings without use of elevators. 3. Assess overall situation in classroom. 4. Initiate first aid if qualified individual is available. 5. Report when students are safe to move to an emergency assembly point or command post. 6. Report via runner any casualties, structural damage, and hazardous material spills and status of volunteer student help control point of command post. <p>OTHER EMPLOYEES: RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Follow survival instructions. 2. Evacuate area if necessary. 3. Assess immediate problems if possible. 4. Report to area assembly point when safe. 5. Assist area manager, as needed: <ol style="list-style-type: none"> a. Performing first aid (if qualified) b. Serving as a communication runner, etc. c. Conducting record keeping and note taking <p>NOTE: <i>The following information was taken from "Are You Ready? An Indepth Guide to Citizen Preparedness" by the Federal Emergency Management Agency (available on the FEMA website).</i></p> <p>EARTHQUAKE: RESPONSIBILITIES IN CASE OF EARTHQUAKE</p> <p>Earthquake Survival Instructions</p> <p>During the earthquake:</p> <ul style="list-style-type: none"> • Keep calm—do not run or panic. • Remain in place - indoors or outdoors. • If indoors, stay indoors. Take cover under desk, table, or bench or in doorways, halls, or against inside walls. Stay away from glass windows or sky lights. Do not use elevators. Do not run outdoors! People may be hit by falling debris or live electrical wires. Be aware that furniture moves in an earthquake. • If outdoors, get away from buildings. Go to clear areas and stay away from walls, utility poles, and downed wires that could cause serious injury or death. • Do not run through or outside buildings. The greatest point of danger is just outside doorways and close to outer walls. • Protect people FIRST, then after shaking stops protect and/or help others. <p>After the earthquake</p> <ul style="list-style-type: none"> • If qualified, give first aid to anyone who is injured. If not, assure that first aid is given by qualified person. • Wear shoes (flat heeled, preferable) in areas near fallen debris and broken glass. • Clean up debris, glass, and spilled medicines as well as any flammable liquids, bleaches, and gasoline. | <p>respond to, or otherwise mitigate the emergency.</p> <p>In the event of a serious incident that poses an immediate threat to members of the campus community, Umpqua Community College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include: <i>network emails, emergency text messages that can be sent to a phone or Personal Digital Assistant (individuals can opt out of this service through the registration onboarding process) public address system, phone calling trees, Umpqua Community College website and emergency messages that scroll across computer screens when logged into the Umpqua Community College computer system</i> Umpqua Community College will post updates during a critical incident on the Umpqua Community College web site.</p> <p>The Umpqua Community College Public Information Officer (PIO) will be responsible for the dissemination of emergency information to the larger community through</p> |
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| <p>emergency until notified differently.</p> <p>e. The Security Department will maintain documentation relating to each evacuation and exercise and their participants.</p> <p>4. Timely Warnings</p> <p>a. The Security Department is primarily responsible for issuing timely warnings. Timely warnings are to communicate information and prevention strategies for the college community when an incident has occurred or a pattern of risks are identified.</p> <p>b. Timely warnings may be disseminated by any component of the emergency notification system noted above.</p> <p>RESPONSIBILITY</p> <p>The Director of Facilities and Security is responsible for implementing and updating this procedure.</p> | <ul style="list-style-type: none"> Restrict phone use to emergencies only. Be prepared for aftershocks. These are usually smaller than the main quake, but some may be large enough to do additional damage to structures weakened during the main shock. <p>TORNADOES: RESPONSIBILITIES IN CASE OF TORNADOES</p> <p>Tornado Survival Instructions:</p> <ul style="list-style-type: none"> Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials. Be alert to changing weather conditions. Look for approaching storms. Look for the following danger signs: Dark, often greenish sky, large hail, a large, dark, low-lying cloud (particularly if rotating), and a loud roar, similar to a freight train. If storms are approaching or there are any of the danger signs, be prepared to take shelter immediately. <p>Tornado Facts:</p> <ul style="list-style-type: none"> They may strike quickly, with little or no warning. They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel. The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction. The average forward speed of a tornado is 30 mph, but may vary from stationary to 70 mph. Tornadoes can accompany tropical storms and hurricanes as they move onto land. Waterspouts are tornadoes that form over water. Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months. Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer. Tornadoes are most likely to occur between 3 pm and 9 pm, but can occur at any time. <p>Tornado Terminology:</p> <p>Tornado Watch</p> <ul style="list-style-type: none"> Tornadoes are possible. Remain alert for approaching storms. Watch the sky and stay tuned to NOAA Weather Radio, commercial radio or television for information. <p>Tornado Warning</p> <ul style="list-style-type: none"> A tornado has been sighted or indicated by weather radar. Take shelter immediately. Most injuries associated with high winds are from flying debris, so remember to protect the head. <p>During a Tornado:</p> <p>If in a structure:</p> <ul style="list-style-type: none"> Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between people and the outside. Get under a sturdy table and use the arms to protect the head and neck. | <p>communication methods predetermined by PIO and Communications.</p> <p>C. TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES</p> <p>An evacuation drill is coordinated by the Umpqua Community College Chief of Campus Security three times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Umpqua Community College Chief of Campus Security will establish locations for evacuation in advance however may modify those locations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Umpqua Community College Chief of Campus Security and Umpqua Community College staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.</p> |
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| | <ul style="list-style-type: none"> • In a high-rise building, go to a small interior room or hallway on the lowest floor possible. • Put on sturdy shoes. • Do not open windows. <p>If in a manufacture office or classroom: Get out immediately and go to a pre-identified location such as the lowest floor of a sturdy, nearby building or a storm shelter. Manufactured structures, even if tied down, offer little protection from tornadoes.</p> <p>If outside with no shelter: If people are not in a sturdy building, there is no single research-based recommendation for what last-resort action to take because many factors can affect that decision.</p> <p>Possible actions include:</p> <ul style="list-style-type: none"> • Immediately get into a vehicle, buckle the seat belt and try to drive to the closest sturdy shelter. If the vehicle is hit by flying debris while driving, pull over and park; • Take cover in a stationary vehicle. Put the seat belt on and cover the head with the arms and a blanket, coat or other cushion if possible; or • Lie in an area noticeably lower than the level of the roadway and cover the head with the arms and a blanket, coat or other cushion if possible. <p>In all situations:</p> <ul style="list-style-type: none"> • Do not get under an overpass or bridge. A low, flat location is safer. • Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. • Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries. <p>HURRICANES: RESPONSIBILITIES IN CASE OF A HURRICANE</p> <p>Hurricane Terminology Hurricane watch:</p> <ul style="list-style-type: none"> • Hurricane possible within the next 48 hours. • Review evacuation route(s) and listen to local officials. Review the items in disaster supply kits; and add items to meet the needs for children on campus, students, employees, visitors, and individuals with disabilities or other access and service animals. <p>Hurricane warning:</p> <ul style="list-style-type: none"> • Hurricane expected within 36 hours. • Follow evacuation orders from local officials, if given. Check-in with family and friends by texting or using social media. Follow the hurricane timeline preparedness checklist, depending on when the storm is anticipated to hit and the impact that is projected. <p>What To Do When A Hurricane Is Six Hours From Arriving:</p> <ul style="list-style-type: none"> • If not in a recommended evacuation area, plan to stay at home or in place are and let friends and family know. • Close storm shutters or other protective window coverings and stay away from windows. Flying glass from broken windows could injure people. • Turn any refrigerators or freezers to the coldest setting and open only when necessary. If the area loses power, food and refrigerated supplies will last longer. | <p>Evacuation drills are monitored by the Umpqua Community College Chief of Campus Security and Director of Facilities and Security to evaluate egress and behavioral patterns. Reports are prepared by participating Building Marshals which identify deficient equipment so that repairs can be made immediately.</p> <p>Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.</p> <p>Many areas of the main campus and off-site locations have Building Marshals. The Building Marshals will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the Building Marshals will provide additional information regarding the emergency.</p> <p>Umpqua Community College conducts a number of announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Umpqua Community College Chief of Campus Security and the Director of Facilities and Security coordinate announced and unannounced evacuation</p> |
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| | <p>Keep a thermometer in the refrigerator to be able to check the food temperature when the power is restored.</p> <ul style="list-style-type: none"> • Turn on the TV/radio, or check city/county website every 30 minutes in order to get the latest weather updates and emergency instructions. <p>What To Do After A Hurricane:</p> <ul style="list-style-type: none"> • Listen to local officials for updates and instructions. • Check-in with family, friends, and co-workers by texting or using social media. • Return home only when authorities indicate it is safe. • Watch out for debris and downed power lines. • Avoid walking or driving through flood waters. Just six inches of moving water can knock someone down and fast-moving water can sweep a vehicle away. • Avoid flood water as it may be electrically charged from underground or downed power lines and may hide dangerous debris or places where the ground is washed away. <p>FLOODING: RESPONSIBILITIES IN CASE OF FLOODING</p> <p>Flood Terminology</p> <p>Flood Watch:</p> <ul style="list-style-type: none"> • Be aware, conditions are right for flooding to occur in the area. • Turn on the TV/radio to receive the latest weather updates and emergency instructions. • Know where to go. Individuals may need to reach higher ground quickly and on foot. • Build or restock the emergency preparedness kit. Include a flashlight, batteries, cash, and first aid supplies in the kit. <p>Flood Warning:</p> <ul style="list-style-type: none"> • Take action, flooding is either happening or will happen shortly. • Move immediately to higher ground or stay on high ground. • Evacuate, if directed. • Avoid walking or driving through flood waters. Turn Around, Don't Drown! Just six inches of moving water can knock someone down and two feet of water can sweep a vehicle away. <p>After A Flood:</p> <ul style="list-style-type: none"> • Return home only when authorities say it is safe. • Be aware of areas where floodwaters have receded and watch out for debris. Floodwaters often erode roads and walkways. • Do not attempt to drive through areas that are still flooded. • Avoid standing water as it may be electrically charged from underground or downed power lines. <p>EXPLOSIONS: RESPONSIBILITIES IN CASE OF EXPLOSION</p> <p>In the event of an explosion in the building, employees should:</p> <ul style="list-style-type: none"> • Take cover under tables, desks, or other such objects that will give protection against flying glass and debris. • Set off fire alarm. Stay at the fire alarm, if safe to do so. • Phone emergency/switchboard number – extension [##] or dial 911. • After the effects of the explosion have subsided, determine if evacuations are necessary. | <p>drills no less than 3 times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, Umpqua Community College Chief of Campus Security will document a description of the exercise, the date, time, and whether it was announced or unannounced. Umpqua Community College will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.</p> <p>D. PURPOSE</p> <p>The Emergency Response Plan is Umpqua Community College's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the Incident Commander or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of Umpqua Community College Emergency Response Team.</p> <p>E. RESPONSIBILITY</p> <p>All employees of the Umpqua Community College Emergency Response Team must be trained and qualified in specified Federal Emergency</p> |
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| | <ul style="list-style-type: none"> • If evacuation is necessary, exit building as directed. Seek out any disabled persons and provide assistance. Assign blind students a guide. Assist wheelchair students or assign them a guide to get them to lobby near elevator. • Upon leaving the building, proceed to designated emergency assembly areas and await further instructions. <p>FIRE: RESPONSIBILITIES IN CASE OF FIRE</p> <ul style="list-style-type: none"> • Use fire alarm box and stay at the box until emergency personnel arrive if fire is too large to fight. • If not near an alarm box, phone Emergency/Switchboard or Fire Department – 911 • If fire can be easily extinguished, attempt to do so after notification is made. • Seek out and assist disabled persons in the area. • Evacuate the building if necessary, closing fire doors. • If evacuated, proceed to designated emergency area for further instructions. Be prepared to account for all persons in the class under control. <p>EVACUATION: RESPONSIBILITIES IN CASE OF EVACUATION</p> <p>The purpose of any evacuation will be to empty a building or area of all occupants as quickly and safely as possible.</p> <ul style="list-style-type: none"> • Building Evacuation: In most cases that require the evacuation of only one building (fire, explosion, bomb threat), occupants should proceed to a clear or safe area near the evacuated building as shown on emergency evacuation route posted in classrooms. • General Evacuation: When orders are given to evacuate a building (such as after an earthquake or major disaster), occupants should proceed to the main evacuation assembly area [<i>insert area, e.g. lawn, quad, etc.</i>] • Key administrators or other emergency personnel will be available to direct evacuees to clear or safe areas. • Evacuation of disabled persons will be given the highest priority. They should be evacuated by the most expeditious and safe means available. Turn lights on and off to alert hard of hearing to the emergency. Assign a guide to blind students. Carry pencil and paper to write messages, if necessary. • Wheelchair students should be assisted to area near elevator if working. If not working, make arrangements to carry them down. • When evacuating building, occupants should walk, remain quiet, grasp handrails, and follow all other emergency instructions. • Occupants will gather in the emergency assembly area and await further instructions. • Do not re-enter the building until instructed to do so by Command Post personnel. <p>BOMB THREATS: RESPONSIBILITIES IN CASE OF BOMB THREATS</p> <p>Employees receiving a bomb threat or discovering a bomb or similar device should immediately notify the switchboard by dialing [<i>operator's telephone number</i>] or 911.</p> <ul style="list-style-type: none"> • If a bomb threat is received by phone, ask: <ul style="list-style-type: none"> ○ When is the bomb going to explode? ○ Where is the bomb right now? ○ What kind of bomb is it? ○ What does it look like? ○ Why did you place the bomb? | <p>Management Agency (FEMA) courses depending on an employee's emergency response responsibilities. Training meeting this requirement are conducted in the Emergency Operations Plan found in each building.</p> <p>F. EMERGENCY OPERATIONS CENTER (EOC)</p> <p>The Emergency Operations Center (EOC) will be activated during emergency situations. The Director of Facilities and Security will activate the EOC by assembling the Emergency Response Team (ERT). The ERT staff will direct the Umpqua Community College response to the emergency situation, coordination with outside agencies and requests for outside support. The ERT staff will be aided in their duties by Building Marshals that are trained response personnel from the Umpqua Community College employees.</p> <p>The ERT is composed of the Policy Council, Incident Commander, Public Information Officer, Planning Coordinator, Liaison Officer, Logistics Coordinator, Finance Coordinator, Safety Officer and Operations Coordinator. The ERT shall:</p> <ul style="list-style-type: none"> a. Declare a major emergency in the event of earthquake, explosion, flood, etc. |
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| | <ul style="list-style-type: none"> • Keep the caller on the phone as long as possible. Record the following information for emergency personnel: <ul style="list-style-type: none"> ○ Time of call ○ Date of call ○ Exact words of person ○ Sex, age ○ Speech pattern ○ Background noises • If a bomb threat is received by mail, employees should: <ul style="list-style-type: none"> ○ Not handle the envelope or package ○ Leave the immediate area ○ Notify the switchboard (extension [number] or 911) and stop anyone from entering the area or handling the written note. • If a suspicious object is discovered, the employee should: <ul style="list-style-type: none"> ○ Not attempt to touch or move the object or use any radio equipment. ○ Evacuate immediate area only. ○ Notify the switchboard (extension [number] or 911) and await further instructions from operator. <p>CHEMICAL SPILL: RESPONSIBILITIES IN CASE OF CHEMICAL SPILL</p> <ul style="list-style-type: none"> • Any campus spillage of a dangerous chemical shall be reported immediately. Phone the switchboard, extension [number] or 911. • When reporting, be specific about the nature of the involved material and the campus location. The switchboard will contact the necessary specialized authorities and medical personnel. • Vacate the affected area at once and seal it off to prevent further contamination of others. • Anyone who may be contaminated because they were in the immediate area affected by the spill is to avoid contact with others as much as possible, remain in the vicinity, and give their names to the Director of Facilities Services or his/her designee. Required first aid and clean up by specialized authorities should be initiated at once. • If necessary, because of the danger involved or if directed to do so by the [entity] personnel, activate the building fire alarm system and follow the remaining steps. • Evacuate the building by quickly walking to the nearest exit, alerting people on the way out. Leave the elevators for disabled persons and assist them as necessary. • Direct any disabled persons to the elevator areas when they are located on floors above or below ground level until further direction is received from [entity] personnel. Assist disabled individuals in exiting the building on ground level floors. • Flash the lights on and off to alert deaf or hard-of-hearing students. Write notes to explain what is happening. Assign a guide for blind students. Assign an assistant for wheelchair students. • Once outside, move to a clear area at least 50 feet away from the affected building. If fumes are present, move cross wind, not upwind. Keep the walkways clear for emergency vehicles. • Without re-entering the building, assist [entity] personnel in their attempt to determine that everyone has been evacuated safely. • An emergency command post will be established. Keep clear of the command post unless there is important information to report. • Do not return to a building until told to do so or until it is announced that all is clear. <p>REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:</p> | <ul style="list-style-type: none"> b. Assess the overall disaster based on reports from area managers c. Initiate the emergency notification chain (call back of employees) d. Mobilize any additional staff to heavily damaged areas e. Determine the “All-Clear” when the disaster is over <p>All press releases will be prepared by the Public Information Officer. In absence of this person, the key administrator will designate an individual responsible for this function.</p> <p>G. PREPAREDNESS</p> <p>Umpqua Community College’s preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of Umpqua Community College will receive or be given the opportunity for training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.</p> <p>REFERENCES</p> <p>Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5;</p> |
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| | <ul style="list-style-type: none"> • The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone the operator for assistance. Dial extension [number] or 911. • When calling, stay calm and carefully explain the problem and location to the operator. If the switchboard number is busy call extension [number] during daytime hours, during evening hours call extension [number] or 911. • Quickly notify the dean or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation. • If a sign language interpreter is needed to facilitate communication between off-campus hospital personnel and an injured deaf person, arrangements can be made by calling COMMEND - Communication Medical Emergency Network for the Deaf at 1-800-422-7444. <p>REMAIN CALM – HELP OTHERS REMAIN CALM.</p> | <p>34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g); Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations Parts 1910 et seq.; NWCCU Standard 3.A.5</p> <p>RESPONSIBILITY: The Director of Facilities and Security is responsible for implementing and updating this procedure.</p> |
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BOARD POLICY

TITLE: REPORTING OF CRIME

BOARD POLICY # 3515 *(was 612.01)*

The **President** shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to **Umpqua Community College Campus Security** or local police agencies. Umpqua Community College will publish an Annual Campus Security Report.

This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

1. Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
2. Hate crimes; Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
3. Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

Such reports shall be made available as required by federal and state law.

REFERENCES:

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998
- 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b)
- Campus Security Act of 1990; NWCCU Standard 2.D.2

RESPONSIBILITY:

The Chief of Security 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:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

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| <p>TITLE: Reporting of Crime</p> <p>Old BP #: 612.01 New BP 3515</p> <p>New AP #:</p> <p>Revision</p> <p>Date: 11/17/2020</p> | <p>AREAS OF COLLABORATION</p> <p><i>Director of Facilities and Security, Chief of Security and Clery Committee</i></p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>In accordance with the federal Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act of 1998 (Clery Act), Umpqua Community College will publish an Annual Campus Security Report. This report will be made available to future and current college students and employees and can be accessed by the public. The crime statistics contained within the report will be sent electronically to the U.S. Department of Education by October 1 of each year.</p> <p>The purpose of the report is to provide current and prospective faculty, staff, students, and the public with campus safety information, including crime statistics and procedures to follow in reporting a crime.</p> <p>Clery crime statistics are gathered from reports made to the Campus Security Department, Campus Security Authorities, and local law enforcement agencies. The Security Department maintains a daily crime log.</p> | <p>NOTE: <i>This policy is legally required.</i></p> <p>The President shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to Umpqua Community College Campus Security or local police agencies. This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.</p> <p>The “Clery Act” crimes to be reported include:</p> <ul style="list-style-type: none"> • Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson; • Hate crimes; Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and | <p>The President shall ensure an annual “Clery Act” report is prepared of applicable crimes reported to Umpqua Community College Campus Security or local police agencies.</p> <p>Umpqua Community College will publish an Annual Campus Security Report.</p> <p>This report will include applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.</p> <p>The “Clery Act” crimes to be reported include:</p> <ul style="list-style-type: none"> • Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson; • Hate crimes; Violence Against Women Act (VAWA) Offenses - |

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| | <ul style="list-style-type: none"> • Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations. <p>Such reports shall be made available as required by federal and state law.</p> <p>References:</p> <p>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b); Campus Security Act of 1990; NWCCU Standard 2.D.2</p> | <p>incidents of domestic violence, dating violence, and stalking; and</p> <ul style="list-style-type: none"> • Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations. <p>Such reports shall be made available as required by federal and state law.</p> <p>References:</p> <p>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46(b); Campus Security Act of 1990; NWCCU Standard 2.D.2</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Reporting of Crime

ADMINISTRATIVE PROCEDURE # 3515

RELATED TO POLICY # 3515 REPORTING OF CRIME

- A. Members of the College who are witnesses or victims of a crime should immediately report the crime to Campus Security and appropriate law enforcement authorities.
- B. The College shall publish warnings to the campus community about the following crimes:
1. Criminal homicide – murder and non-negligent manslaughter;
 2. Criminal homicide – negligent manslaughter;
 3. Sex offenses – forcible and non-forcible sex offenses;
 4. Domestic violence, dating violence and stalking;
 5. Robbery;
 6. Aggravated assault;
 7. Burglary;
 8. Motor vehicle theft;
 9. Arson;
 10. Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- C. Report deadline The Annual Security Report is available every year by October 1 for the prior calendar year. Copies of the report can be obtained from:
1. The Office of Facilities and Security, located in the Warehouse Building
 2. Online on the UCC Security Webpage
 3. Mailed upon request by calling the Facilities/Security Department at (541) 440-4671

D. Data sources at the end of the calendar year, Clery Crime statistical data will be obtained from reports made to the Security Department, local law enforcement agencies, CSA's, and other potential sources. Statistical data is also obtained from the Security Department's daily crime log. The number of Clery Crime reports received are then included in the Annual Security Report which is published prior to October 1 the following calendar year.

REFERENCES:

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
- 20 United States Code Section 1232g;
- 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;
- Campus Security Act of 1990;
- NWCCU Standard 2.D.2

RESPONSIBILITY:

The Chief of Security is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

| | |
|---|---|
| <p>TITLE: Reporting of Crime</p> <p>Old AP #: 612.01</p> <p>New AP #: 3515</p> <p>Revision Date: 11/17/2020</p> | <p>AREAS OF COLLABORATION</p> <p><i>Director of Facilities and Security, Chief of Security and Clery Committee</i></p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|---|---|--|
| <p>1. Report deadline The Annual Security Report is available every year by October 1 for the prior calendar year. Copies of the report can be obtained from:</p> <p>☐ The Office of Facilities and Security, located in the Warehouse Building ☐ Online at http://umpqua.edu/security ☐ Mailed upon request by calling the Facilities/Security Department at (541) 4404671</p> <p>2. Notification of report availability Current faculty, staff, and students are notified by email each fall of the release and methods to access the new report. Information can also be obtained from the U.S. Department of Education at https://ope.ed.gov/camupussafety/#/.</p> <p>3. Data sources At the end of the calendar year, Clery Crime statistical data will be obtained from reports made to the Security</p> | <p>NOTE: <i>This procedure is legally required. Local practice may be inserted, but should include the following requirements.</i></p> <p>Members of [campus name] who are witnesses or victims of a crime should immediately report the crime to [appropriate law enforcement authorities].</p> <p>[For Entities with Police Departments] The [entity] will instruct members of the [entity] Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the [entity] in addition to filing a criminal complaint, and to report incidents of sexual violence to [designate position] if the complainant consents.</p> | <p>Members of Umpqua Community College who are witnesses or victims of a crime should immediately report the crime to UCC Campus Security and appropriate law enforcement authorities.</p> <p>Umpqua Community College shall publish warnings to the campus community about the following crimes:</p> <ul style="list-style-type: none"> • Criminal homicide – murder and non-negligent manslaughter; • Criminal homicide – negligent manslaughter; • Sex offenses – forcible and non-forcible sex offenses; • Domestic violence, dating violence and stalking; • Robbery; • Aggravated assault; • Burglary; • Motor vehicle theft; |

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| <p>Department, local law enforcement agencies, CSA's, and other potential sources. Statistical data is also obtained from the Security Department's daily crime log. The number of Clery Crime reports received are then included in the Annual Security Report which is published prior to October 1 the following calendar year</p> <p>RESPONSIBILITY:</p> <p>The Chief of Security is responsible for implementing and updating this procedure.</p> <p>NEXT REVIEW DATE:</p> <p>DATE OF ADOPTION: 11/7/2017 CC DATE(S) OF REVISION: DATE(S) OF PRIOR REVIEW:</p> | <p>The [entity] shall publish warnings to the campus community about the following crimes:</p> <ul style="list-style-type: none"> • Criminal homicide – murder and non-negligent manslaughter; • Criminal homicide – negligent manslaughter; • Sex offenses – forcible and non-forcible sex offenses; • Domestic violence, dating violence and stalking; • Robbery; • Aggravated assault; • Burglary; • Motor vehicle theft; • Arson; • Arrests for liquor law violations, drug law violations, and illegal weapons possession; <p>References:</p> <p>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;</p> <p>20 United States Code Section 1232g;</p> <p>34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;</p> <p>Campus Security Act of 1990;</p> <p>NWCCU Standard 2.D.2</p> | <ul style="list-style-type: none"> • Arson; • Arrests for liquor law violations, drug law violations, and illegal weapons possession; <p>Report deadline The Annual Security Report is available every year by October 1 for the prior calendar year. Copies of the report can be obtained from:</p> <ul style="list-style-type: none"> • The Office of Facilities and Security, located in the Warehouse Building <ul style="list-style-type: none"> • Online on the UCC Security Webpage • Mailed upon request by calling the Facilities/Security Department at (541) 440-4671 <p>Data sources At the end of the calendar year, Clery Crime statistical data will be obtained from reports made to the Security Department, local law enforcement agencies, CSA's, and other potential sources. Statistical data is also obtained from the Security Department's daily crime log. The number of Clery Crime reports received are then included in the Annual Security Report which is published prior to October 1 the following calendar year.</p> <p>RESPONSIBILITY:</p> |
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| | | <p>The Chief of Security is responsible for implementing and updating this procedure.</p> <p>References:</p> <p>Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;</p> <p>20 United States Code Section 1232g;</p> <p>34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;</p> <p>Campus Security Act of 1990;</p> <p>NWCCU Standard 2.D.2</p> |
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BOARD POLICY

TITLE: OPEN ENROLLMENT

BOARD POLICY # 5052 *(was 700 Admission to the College)*

All courses, course sections, and classes of Umpqua Community College shall be open for enrollment to any person who has been admitted as an undergraduate student. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, specialized program admission requirements, or due to other practical considerations such as exemptions set out in statute or regulation.

The Director of Registration and Records shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

REFERENCES:

NWCCU Standard 2.D.3
No Oregon statutory requirement

RESPONSIBILITY:

The Director of Registration and Records 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:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

| | |
|--|---|
| TITLE: | |
| New BP #: BP 5052 Open Enrollment | Old BP # & Title: 700 Admission to the College |
| New AP #: | Old AP # & Title: |
| Revision Date: 3/25/2019 | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|-----------------------------|---|--|
| | <p>References:</p> <p>NWCCU Standard 2.D.3</p> <p>No Oregon statutory requirement</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>All courses, course sections, and classes of the [entity] shall be open for enrollment to any person who has been admitted to the [entity]. Enrollment may be subject to any priority system</p> | <p>All courses, course sections, and classes of Umpqua Community College shall be open for enrollment to any person who has been admitted as an undergraduate student. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, specialized program admission requirements, or due to other practical considerations such as exemptions set out in statute or regulation.</p> <p>The Director of Registration and Records shall assure that this policy is published in the catalog(s) and schedule(s) of classes.</p> |

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| | <p>that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites or due to other practical considerations such as exemptions set out in statute or regulation.</p> <p>The [CEO] shall assure that this policy is published in the catalog(s) and schedule(s) of classes.</p> | |
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ADMINISTRATIVE PROCEDURE

TITLE: Open Enrollment

ADMINISTRATIVE PROCEDURE # 5052 *(was 700 Admission to the College)*

RELATED TO POLICY # 5052 OPEN ENROLLMENT

All Umpqua Community College courses shall be open to enrollment in accordance with BP 5052 Open Enrollment and a priority system consistent with AP 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the instructor, department chair or Chief Academic officer.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by UCC, except as provided for in AP 5055 Enrollment Priorities.

REFERENCES:

NWCCU Standard 2.D.3
No Oregon statutory requirement

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

| | |
|--|---|
| TITLE: | |
| New BP #: AP 5052 Open Enrollment | Old BP # & Title: 700 Admission to the College |
| New AP #: | Old AP # & Title: |
| Revision Date: 3/25/2019 | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|-----------------------------|---|---|
| | <p>References: NWCCU Standard 2.D.3 No Oregon statutory requirement</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. The following is an example.</i></p> <p>All courses of the [entity] shall be open to enrollment in accordance with [insert reference to specific Board of Education policy or resolution] and a priority system consistent with AP 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly</p> | <p>All Umpqua Community College courses shall be open to enrollment in accordance with PB 5052 Open Enrollment and a priority system consistent with AP 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the instructor, department chair or Chief Academic officer.</p> <p>No student is required to confer or consult with or required to receive permission to enroll in any class offered by UCC, except as provided for in AP 5055 Enrollment Priorities.</p> <p>Approved:</p> |

~~validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the [designate].~~

~~No student is required to confer or consult with or required to receive permission to enroll in any class offered by the [entity], except as provided for in AP 5055 Enrollment Priorities and [list entity programs that permit restricted enrollment.]~~

NOTE: *Insert local procedures on how students may challenge an enrollment limitation.*

Approved:



BOARD POLICY

TITLE: ENROLLMENT PRIORITIES

BOARD POLICY # 5055

The Director of Registration and Records shall establish procedures defining enrollment priorities, limitations, and processes for student challenge of these priorities.

Veterans Priority Enrollment:

The Director of Registration and Records shall establish procedures to give priority enrollment to certain qualified students who are active members of the Armed Forces, for a member of the Armed Forces who was honorably discharged, or a dependent who is receiving veterans' educational benefits. The college must offer course registration to the students outlined above before offering registration for courses to other students. The procedures developed by the Director of Registration and Records may require students to fulfill established new student orientation requirements in order to be eligible for priority orientation.

REFERENCES:

No Oregon statutory requirement unless the college has a priority enrollment system. In that case ORS 350.270 requires priority to be given to certain categories of veterans and their dependents.

RESPONSIBILITY:

The Director of Registration and Records 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:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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|-------------------------------------|------------------------------|
| TITLE: ENROLLMENT PRIORITIES | |
| New BP #: 5055 | Old BP # & Title: |
| New AP #: | Old AP # & Title: |
| Revision Date: 5/29/2020 | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|-----------------------------|--|---|
| | <p>References: No Oregon statutory requirement unless the college has a priority enrollment system. In that case ORS 350.270 requires priority to given to certain categories of veterans and their dependents. (See below.)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>NOTE: <i>If the Board of Education adopts BP 5052 Open Enrollment, then the language in the first paragraph may be deleted from this policy.</i></p> | <p>The Director of Registration and Records shall establish procedures defining enrollment priorities, limitations, and processes for student challenge of these priorities.</p> <p>Veterans Priority Enrollment:</p> <p>The Director of Registration and Records shall establish procedures to give priority enrollment to certain qualified students who are active members of the Armed Forces, for a member of the Armed Forces who was honorably discharged, or a dependent who is receiving veterans' educational benefits. The college must offer course registration to the students outlined above before offering registration for courses to other students. The procedures developed by the Director of Registration and Records may require students to fulfill established new student</p> |

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| | <p>All courses of the [entity] shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites or due to other, practical considerations.</p> <p>The [CEO] shall establish procedures defining enrollment priorities, limitations, and processes for student challenge of these priorities.</p> <p>Veterans Priority Enrollment (only if college has existing system)</p> <p>The [CEO] shall establish procedures to give priority enrollment to certain qualified students who are active members of the Armed Forces, a former member of the Armed Forces who was honorably discharged, or a dependent who is receiving veterans' educational benefits. The college must offer course registration to the students outlined above before offering registration for courses to other students. The procedures developed by the [CEO] may require students to fulfill established new student orientation requirements in order to be eligible for priority orientation.</p> <p>Adopted:</p> | <p>orientation requirements in order to be eligible for priority orientation.</p> <p>Adopted:</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Enrollment Priorities

ADMINISTRATIVE PROCEDURE # 5055

RELATED TO POLICY # 5055 ENROLLMENT PRIORITIES

- A. Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 Prerequisites and Co-requisites.)
- B. Enrollment may be limited due to the following:
- Special Admissions programs, such as Nursing, Dental, EMS, Apprenticeship
- C. Priority Registration is based upon the number of earned credits a student has achieved prior to registration dates. Earned credit does not include courses that have not been graded.
1. Veterans Priority Registration:
The priority registration for veterans will be effective on the Friday of the sixth week of term.
 2. Priority Registration:
Registration for a new term starts during seventh week of term. The college has four levels of priority registration. The start date of these levels is determined by the Director of Registration and is published in the Academic Catalog and on the Umpqua Community College Web site as follows:
 - a. Level 1: ≥ 45 earned credit hours
 - b. Level 2: ≥ 30 earned credit hours
 - c. Level 3: ≥ 15 earned credit hours
 - d. Level 4: \geq Open Registration
 3. These registration priorities apply to all courses offered during all registration periods.

REFERENCES:

ORS 350.270 (Active duty military and veterans priority)

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

| | |
|-------------------------------------|------------------------------|
| TITLE: ENROLLMENT PRIORITIES | |
| New BP #: | Old BP # & Title: |
| New AP #: 5055 | Old AP # & Title: |
| Revision Date: 5/29/2020 | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|-----------------------------|--|---|
| | <p>AP 5055 Enrollment Priorities</p> <p>References: ORS 350.270 (Active duty military and veterans priority – see below)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. The following is an illustrative example.</i></p> <p>Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 Prerequisites and Co-requisites.)</p> <p>Enrollment may be limited due to the following:</p> | <p>Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 Prerequisites and Co-requisites.)</p> <p>Enrollment may be limited due to the following: Special Admissions programs, such as Nursing, Dental, EMS, Apprenticeship</p> <p>Priority Registration is based upon the number of earned credits a student has achieved prior to registration dates. Earned credit does not include courses that have not been graded.</p> |

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| | <p>[Insert list of factors that could limit enrollment.]</p> <p>[Insert local practice on enrollment priority.-]</p> <p>These registration priorities do apply to courses offered during summer or intersessions.</p> <p>Appeal of Loss of Enrollment Priority</p> <p>[Insert process for appealing the loss of enrollment priority.]</p> <p><i>NOTE: If the college has a priority enrollment system, there are Oregon statutory requirements related to priority for certain qualified active duty military members, veterans, and their dependents. These requirements only apply to colleges that have established priority enrollment systems.</i></p> <p><i>A college with an already established priority enrollment system must offer course registration to the students outlined above before offering registration for courses to other students. If a college has a required new student orientation, the college may require students to fulfill established new student orientation requirements in order to be eligible for priority registration. This priority applies a student who is an active member of the Armed Forces, a veteran who was honorably discharged, or a dependent who is receiving veterans' educational benefits.</i></p> <p>Approved:</p> | <p>Veterans Priority Registration: The priority registration for veterans will be Effective on the Friday of the sixth week of term.</p> <p>Priority Registration: Registration for a new term starts during seventh week of term. The college has four levels of priority registration. The start date of these levels is determined by the Director of Registration and is published in the Academic Catalog and on the Umpqua Community College Web site as follows:</p> <p>Level 1: >=45 earned credit hours Level 2: >=30 earned credit hours Level 3: >=15 earned credit hours Level 4: >=Open Registration</p> <p>These registration priorities apply to all courses offered during all registration periods.</p> <p>Approved:</p> |
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BOARD POLICY

TITLE: BIDS AND CONTRACTS

BOARD POLICY # 6340

Umpqua Community College's Board of Education delegates to the Chief Financial Officer the authority to enter into contracts on behalf of Umpqua Community College and to establish administrative procedures for contract awards and management, subject to the following:

- A. Contracts are not enforceable that have not been signed by the President, Chief Financial Officer or designee.
- B. For goods and/or services contracts that exceed \$150,000, the Chief Financial Officer or designee shall submit recommendations for contract awards to the Board of Education for approval. Subsequently, as the contract approaches final draft status, a formal resolution to approve the contract shall be requested of the BOE.
- C. The College President may approve an exception if it is determined that immediate action should be taken to avoid adverse action to College business or for circumstances that will impede educational processes. In the case of exception, the College President shall notify the Board of Education of the exception within a reasonable time period. Exceptions should be documented and approved by the Board of Education through formal resolution at the next scheduled Board of Education meeting.
- D. For Contracts \$150,000 or more a formal solicitation process must be completed. All formal solicitations must follow prescribed statutory rule as indicated in the Oregon Revised Statute, Oregon Administrative Rule and the Community College Rules of Procurement.

REFERENCES:

NWCCU Standard 2.A.26
ORS 279A, ORS 279B, ORS 279C
Community College Rules of Procurement

RESPONSIBILITY:

The Chief Financial Officer 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:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: Bids and Contracts New BP #: 6340 Old BP # & Title: na New AP #: 6340 Old AP # & Title: na Revision Date: 4/14/2020 |
|--|

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
|-----------------------------|--|--|
| No current Policy exists. | <p>BP 6340 Bids and Contracts</p> <p>References:</p> <p style="padding-left: 20px;">NWCCU Standard 2.A.26</p> <p style="padding-left: 20px;">ORS 279A, ORS 279B, ORS 279C</p> <p style="padding-left: 20px;">Community College Rules of Procurement</p> <p style="background-color: yellow; padding: 5px;">NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The Board of Education delegates to the [CEO] the authority to enter into contracts</p> | <p>BP 6340 Bids and Contracts</p> <ul style="list-style-type: none"> Umpqua Community College's Board of Education delegates to the Chief Financial Officer the authority to enter into contracts on behalf of Umpqua Community College and to establish administrative procedures for contract awards and management, subject to the following: Contracts are not enforceable that have not been signed by the President, Chief Financial Officer or designee. For goods and/or services contracts that exceed \$150,000, the Chief Financial Officer or designee shall submit recommendations for contract awards to the Board of Education for approval. Subsequently, as the contract approaches final draft status, a formal resolution to approve the contract shall be requested of the BOE. |

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| | <p>on behalf of the [entity] and to establish administrative procedures for contract awards and management, subject to the following:</p> <p><i>[Insert policies related to contracting which may include (as required by state law):</i></p> <ul style="list-style-type: none"> • Contracts are not enforceable obligations until they are ratified by the Board of Education. • Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the entity that exceed the amounts specified in [state bid limit] shall require prior approval by the Board of Education. <p>[When bids are required according state bidding laws the Board of Education shall award each such contract to the lowest responsible bidder who meets the specifications published by the entity and who shall give such security as state law, or the Board of Education requires or reject all bids.]</p> <p>Adopted:</p> | <ul style="list-style-type: none"> • The College President may approve an exception if it is determined that immediate action should be taken to avoid adverse action to College business or for circumstances that will impede educational processes. In the case of exception, the College President shall notify the Board of Education of the exception within a reasonable time period. Exceptions should be documented and approved by the Board of Education through formal resolution at the next scheduled Board of Education meeting. <p>For Contracts \$150,000 or more a formal solicitation process must be completed. All formal solicitations must follow prescribed statutory rule as indicated in the Oregon Revised Statute, Oregon Administrative Rule and the Community College Rules of Procurement.</p> <p>References:</p> <p style="padding-left: 40px;">NWCCU Standard 2.A.26</p> <p style="padding-left: 40px;">ORS 279A, ORS 279B, ORS 279C</p> <p style="padding-left: 40px;">Community College Rules of Procurement</p> <p>RESPONSIBILITY:</p> <p>Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> <p>Adopted:</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Bids and Contracts

ADMINISTRATIVE PROCEDURE # 6340

RELATED TO POLICY # 6340 BIDS AND CONTRACTS

NOTE: Members of the Participating Oregon Community Colleges (POCC) that have adopted the Community College Rules of Procurement (CCRP) follow those rules related to public contracting and consistent with ORS 279A, and 279B.

A. Limits

1. To ensure fair competition and appropriate use of public funds, proposals, bids or quotations shall be obtained to ensure the lowest possible prices and best value as follows:
 - a. Contracts for the purchase of goods or services in the amount of \$10,000 or more require at least three (3) documented quotes.
 - b. Contracts for the purchase of goods or services in the amount of \$150,000 or more require a formal solicitation process (Request for Proposal, Invitation to Bid, etc.).
 - c. Contracts for Architecture, Engineering, and Related Services must be awarded through a formal solicitation process when anticipated to be \$100,000 or more. When a continuation of a project requires additional funds, the originally contracted firm may be retained up to \$250,000 without competitive process. (CCR.301).

B. Bid and/or Contract Specifications

Bid and/or Contract specifications shall include a definite, complete statement of work, what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and minimum standards of efficiency, durability, or utility required of what is specified.

C. Formal Solicitation Requirements

1. Formal Solicitations are required for any contract for goods or services in the amount of \$150,000 or more. Formal solicitations shall follow prescribed statutory

requirements as indicated in the Oregon Revised Statute, Oregon Administrative Rule and the Community College rules of Procurement.

2. Formal Solicitations shall be prepared and maintained by the Purchasing department. All applicable statutory provisions and board policies shall be observed in preparation of all solicitations.
3. The Purchasing Manager or designee shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.
4. Purchasing Manager or designee shall be responsible for insuring that bidders comply with any requirements to provide bid bonds or performance bonds.
5. Purchasing Manager or designee shall make available to the prospective bidders/proposers all solicitation information equally including, bid forms, specifications and drawings to ensure fairness and competitive balance.

D. Awarding of Bids and Contracts

Awarding contracts from a formal solicitation shall be subject to the following conditions:

1. Any and all Bids and Proposals may be rejected if not in the best interest of the College.
2. Bids may be opened publicly so that the bidders are given the opportunity to make record of the bids received.
3. Contract award recommendations to the Board of Education shall show a tabulation of the bids received in reasonable detail.
4. A contract award in a Bid or Quote process shall be determined on lowest cost received from a responsive and responsible Bidder that meets all the requirements of the Bid. The College reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
5. Requests for Proposals seek outside expertise related to the project. Criteria such as process, planning, scheduling, staff experience, and qualifications may be considered along with cost. Contract awards for Proposals require a formal evaluation process, which is designed to determine the Proposal most advantageous to the College by taking all stated criteria into consideration. Awards shall be made to the responsive and responsible Proposer that is determined to best meet the requirements of the Solicitation and is determined to be in the best interest of the College.
6. Contract awards for Architect, Engineering and Related Services shall be awarded based on the highest ranking in a Request for Qualifications process. Request for Qualifications (RFQ) scoring criteria is to be determined and written in the RFQ

and cannot consider pricing. The highest ranking proposer will be offered an opportunity to negotiate with the College to determine costs. Negotiations shall follow statutory requirements.

7. Contracts through a State of Oregon Price Agreement or an acceptable Cooperative Procurement Group that meets statutory requirements are exempt for the above solicitation requirements. These contracts require approval by the Board of Education for \$150,000 or more.

E. Duration of Continuing Contracts for Services and Supplies

Continuing contracts for good or services furnished to the College are not to exceed seven (7) years, unless Board of Education approved.

F. Emergency Contracts or Purchases

In the case of an emergency formal solicitation policies shall be waived and emergency procurements should be made consistent with all statutory requirements as designated under ORS 279B.080.

REFERENCES:

2 Code of Federal Regulations Part 200.318
 NWCCU Standard 2.A.26
 ORS 279A, 279B
 Community College Rules of Procurement

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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|---|
| TITLE: Bids and Contracts |
| New BP #: Old BP # & Title: na |
| New AP #: 6340 Old AP # & Title: na |
| Revision Date: 7/23/2020 |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| No current Policy exists. | <p>AP 6340 Bids and Contracts</p> <p>References: 2 Code of Federal Regulations Part 200.318 NWCCU Standard 2.A.26 ORS 279A, 279B</p> <p style="background-color: yellow;">NOTE: Procedures on procurement standards are legally required under the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any district that receives federal funds and should comply with the requirements of state and federal law. Local practice may be inserted.</p> <p style="background-color: yellow;">NOTE: Members of the Participating Oregon Community Colleges (POCC) that have adopted the Community College Rules of Procurement (CCRP) follow those rules</p> | <p><i>NOTE: Members of the Participating Oregon Community Colleges (POCC) that have adopted the Community College Rules of Procurement (CCRP) follow those rules related to public contracting and consistent with ORS 279A, and 279B.</i></p> <p>Limits To ensure fair competition and appropriate use of public funds, proposals, bids or quotations shall be obtained to ensure the lowest possible prices and best value as follows:</p> <ul style="list-style-type: none"> Contracts for the purchase of goods or services in the amount of \$10,000 or more require at least three (3) documented quotes. Contracts for the purchase of goods or services in the amount of \$150,000 or more require a formal solicitation process (Request for Proposal, Invitation to Bid, etc.). Contracts for Architecture, Engineering, and Related Services must be awarded through a formal solicitation process when anticipated to be \$100,000 or more. When a continuation of a project requires additional funds, the originally contracted firm |

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| <p><i>related to public contracting and consistent with ORS 279A, and 279B.</i></p> <p>Limits Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:</p> <ul style="list-style-type: none"> • Purchase of goods or services up to the [<i>limit</i>] will require documented quotes. • Purchase of goods or services in excess of the [<i>limit</i>] will require formal advertised bids. <p>In securing bids or quotations, the [<i>entity</i>] will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Education prior to award.</p> <p>Bid Specifications Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, or texture of what is specified, and minimum standards of efficiency, durability, or utility required of what is specified.</p> <p>Notice Calling for Formal Advertised Bids [<i>Insert local procedure for advertising bids.</i>]</p> <p>Bid and contract forms shall be prepared and maintained by [<i>insert designated office or position</i>]. All applicable statutory provisions and board policies shall be observed in preparation of the forms.</p> | <p>may be retained up to \$250,000 without competitive process. (CCR.301).</p> <p>Bid and/or Contract Specifications Bid and/or Contract specifications shall include a definite, complete statement of work, what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and minimum standards of efficiency, durability, or utility required of what is specified.</p> <p>Formal Solicitation Requirements Formal Solicitations are required for any contract for goods or services in the amount of \$150,000 or more. Formal solicitations shall follow prescribed statutory requirements as indicated in the Oregon Revised Statute, Oregon Administrative Rule and the Community College rules of Procurement.</p> <p>Formal Solicitations shall be prepared and maintained by the Purchasing department. All applicable statutory provisions and board policies shall be observed in preparation of all solicitations.</p> <p>The Purchasing Manager or designee shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.</p> <p>Purchasing Manager or designee shall be responsible for insuring that bidders comply with any requirements to provide bid bonds or performance bonds.</p> <p>Purchasing Manager or designee shall make available to the prospective bidders/proposers all solicitation information equally including, bid forms, specifications and drawings to ensure fairness and competitive balance.</p> <p>Awarding of Bids and Contracts Awarding contracts from a formal solicitation shall be subject to the following conditions:</p> |
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The [***insert designated position***] shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding. The [***insert designated position***] shall be responsible for insuring that bidders comply with any requirements to provide bid bonds or performance bonds.

[***Designate position or office***] shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the [***entity***].
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board of Education shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder

- Any and all Bids and Proposals may be rejected if not in the best interest of the College.
- Bids may be opened publicly so that the bidders are given the opportunity to make record of the bids received.
- Contract award recommendations to the Board of Education shall show a tabulation of the bids received in reasonable detail.
- A contract award in a Bid or Quote process shall be determined on lowest cost received from a responsive and responsible Bidder that meets all the requirements of the Bid. The College reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- Requests for Proposals seek outside expertise related to the project. Criteria such as process, planning, scheduling, staff experience, and qualifications may be considered along with cost. Contract awards for Proposals require a formal evaluation process, which is designed to determine the Proposal most advantageous to the College by taking all stated criteria into consideration. Awards shall be made to the responsive and responsible Proposer that is determined to best meet the requirements of the Solicitation and is determined to be in the best interest of the College.
- Contract awards for Architect, Engineering and Related Services shall be awarded based on the highest ranking in a Request for Qualifications process. Request for Qualifications (RFQ) scoring criteria is to be determined and written in the RFQ and cannot consider pricing. The highest ranking proposer will be offered an opportunity to negotiate with the College to determine costs. Negotiations shall follow statutory requirements.

Contracts through a State of Oregon Price Agreement or an acceptable Cooperative Procurement Group that meets statutory requirements are exempt for the above solicitation requirements. These contracts require approval by the Board of Education for \$150,000 or more.

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| | <p>substantially meeting the requirements of the specifications. The [entity] reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.</p> <p>Purchase without Advertising for Bids <i>[Insert procedure regarding permissible purchases without advertising bids.]</i></p> <p>Duration of Continuing Contracts for Services and Supplies Continuing contracts for work or services furnished to the [entity] are not to exceed [#] years. Contracts for materials and supplies are not to exceed [#] years.</p> <p>Emergency Repair Contracts without Bid <i>[Insert procedure for emergency repair contracts without bids.]</i></p> <p>Record Retention The [entity] will retain records sufficient to detail the history of procurement as required by Oregon law. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.</p> | <p>Duration of Continuing Contracts for Services and Supplies Continuing contracts for good or services furnished to the College are not to exceed seven (7) years, unless Board of Education approved.</p> <p>Emergency Contracts or Purchases In the case of an emergency formal solicitation policies shall be waived and emergency procurements should be made consistent with all statutory requirements as designated under ORS 279B.080.</p> <p>References:</p> <p>2 Code of Federal Regulations Part 200.318 NWCCU Standard 2.A.26 ORS 279A, 279B Community College Rules of Procurement</p> <p>RESPONSIBILITY:</p> <p>Purchasing Manager is responsible for implementing and updating this procedure. Specific guidance for policy implementation may be found in the associated Administrative Policy.</p> <p>Adopted:</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Contracts – Accessibility of Information Technology

ADMINISTRATIVE PROCEDURE # 6365

RELATED TO POLICY # 6340 BIDS AND CONTRACTS

- A. Whenever the College enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.
- B. Each contract with such a vendor shall contain the following provision:
1. "The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the College from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

REFERENCES:

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d);
36 Code of Federal Regulations Parts 1194.1 et seq.

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| <p>TITLE: Contracts – Accessibility of Information Technology</p> <p>New BP #: na Old BP # & Title: na</p> <p>New AP #: 6365 Old AP # & Title: na</p> <p>Revision Date: 11/30/2020</p> | <p>AREAS OF COLLABORATION <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p> <p>Office of Business Services and Office of Information Technology</p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| na | <p>AP 6365 Contracts - Accessibility of Information Technology</p> <p>References: Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq.</p> <p style="background-color: yellow;">NOTE: This procedure is legally required.</p> <p>Whenever the [entity] enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related</p> | <p>AP 6365 Contracts - Accessibility of Information Technology</p> <p>References: Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq.</p> <p>Whenever the College enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.</p> |

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| | <p>regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.</p> <p>Each contract with such a vendor shall contain the following provision:</p> <p style="padding-left: 40px;">"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the [entity] from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."</p> <p>Approved:</p> | <p>Each contract with such a vendor shall contain the following provision:</p> <p style="padding-left: 40px;">"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the College from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."</p> <p>References: Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq.</p> <p>RESPONSIBILITY: The Purchasing Manger is responsible for implementing and updating this procedure.</p> <p>Approved:</p> |
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BOARD POLICY

TITLE: DISPOSAL OF SURPLUS PROPERTY

BOARD POLICY # 6550

The Chief Financial Officer is delegated authority by the President to declare as surplus such personal property of the College that is no longer useful for the College's purposes and to establish procedures for the disposal of such property in accordance with applicable law.

This policy shall not be construed as authorizing any representative of the College to dispose of surplus real property at any time.

REFERENCES:

ORS 341.290(5)

ORS 271.300 to 271.360

RESPONSIBILITY:

The Chief Financial Officer 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:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: Disposal of Surplus Property New BP #: 6550 Old BP # & Title: None New AP #: Old AP # & Title: Revision Date: 5/12/2020 |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| None | <p>References: ORS 341.290(5) ORS 271.300 to 271.360</p> <p style="background-color: yellow;">NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The [CEO] is delegated authority by the Board of Education to declare as surplus such personal property of the [entity] as is no longer useful for the [entity's] purposes and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board of Education on a periodic basis. This policy shall not be construed as authorizing any representative of the [entity] to dispose of surplus real property at any time.</p> | <p>The Chief Financial Officer is delegated authority by the President to declare as surplus such personal property of the College that is no longer useful for the College's purposes and to establish procedures for the disposal of such property in accordance with applicable law.</p> <p>This policy shall not be construed as authorizing any representative of the College to dispose of surplus real property at any time.</p> <p>References: ORS 341.290(5); ORS 271.300 to 271.360</p> <p>RESPONSIBILITY:</p> <p>The Chief Financial Officer responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p> |



ADMINISTRATIVE PROCEDURE

TITLE: Disposal of Surplus Property

ADMINISTRATIVE PROCEDURE # 6550

RELATED TO POLICY # 6550 DISPOSAL OF SURPLUS PROPERTY

A. College Property

Property purchased with college funds, donated to the college, or acquired for college use through other means, is considered property of the College. Title remains with the Accounting and Finance department at all times until asset disposal.

B. Surplus Property

Surplus property is defined as those materials and equipment that are determined to no longer have a useful purpose to the College. These items include, but are not limited to vehicles, equipment, office furniture, electronics, classroom furnishings, supplies, and books.

C. Declaring surplus property and approvals

1. Once a department identifies an item to be declared surplus, the department head, or designee, should contact the Purchasing Manager for instructions regarding proper disposal procedures. Employees are prohibited from taking any designated surplus items for personal use.
2. College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the appropriate department head and the Purchasing Manager.
3. Additionally, information technology related equipment requires the approval of the Information Technology director for redistribution or disposal as appropriate.
4. All items valued at \$5,000 or more must be approved for disposal by the Chief Financial Officer and will follow college requirements for capital dispositions.
5. Property purchased, all or in part, with grant funds will be disposed of in a manner consistent with grant and federal surplus requirements.
6. Surplus disposal of hazardous substances (chemical, biological, etc.) should be done only with the prior approval of the Director of Facilities.

7. The College shall incur the least possible cost when disposing of surplus property. The following methods may be considered.

D. Internal departmental transfer

The College will use reasonable efforts to redistribute property to college departments in an attempt to repurpose surplus items prior to disposal.

E. Trade or exchange of property

If the item is deemed to have fair market value, it can be traded or exchanged with College suppliers in accordance with the College purchasing policy.

F. Disposal by sale

1. If the item is deemed to have some value, it will be sold on a first come, first serve basis at a set price or open for best offer. Items will be sold “as is” for pickup.
2. Sales will be open to the public and may be open to College employees; however, employees who are involved in the administration of the sale, or members of the department disposing of the item(s) are prohibited from purchasing items.
3. Proceeds received from the sale of surplus property belong to the College as a whole and not specifically to any particular department, unless the items were purchased with self-sustaining or program fee funding. All exceptions will be reviewed and approved by Chief Financial Officer.

G. Disposal by donation

1. Items that cannot be reused internally or sold may be donated to other public agencies or approved not-for-profit institutions upon written approval from the appropriate department head and the Purchasing Manager.
2. Donation requests from various sources will be considered. The following guidelines address these requests.
 - a. Items may be donated if the donation may result in intangible (i.e. good will) benefits to the College. Donations to for-profit entities are not permitted.

H. Disposal as Waste

Items that cannot be sold or donated will be discarded through the College’s normal waste removal process. Once the disposal request is approved by appropriate parties, a service order request to Facilities shall be submitted by the department involved. For more information on hazardous waste disposal see BP and AP 407, Hazardous Waste Disposal.

REFERENCES: ORS 341.290(5); ORS 271.300 to 271.360

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: Disposal of Surplus Property New BP #: Old BP # & Title: New AP #: 6550 Old AP # & Title: None Revision Date: 5/15/2020 |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| None | <p>References: ORS 341.290(5) ORS 271.300 to 271.360</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this administrative given state law and the entity's organizational culture. The following are possible elements, if permitted or required by state law:</i></p> <ul style="list-style-type: none"> • Delegation by the [CEO] to appropriate administrator(s) of authority to dispose of property to highest bidder after payment has been received by the entity | <p>College Property</p> <ol style="list-style-type: none"> 1. Property purchased with college funds, donated to the college, or acquired for college use through other means, is considered property of the College. Title remains with the Accounting and Finance department at all times until asset disposal. <p>Surplus Property</p> <p>Surplus property is defined as those materials and equipment that are determined to no longer have a useful purpose to the College. These items include, but are not limited to vehicles, equipment, office furniture, electronics, classroom furnishings, supplies and books.</p> <p>Declaring surplus property and approvals</p> |

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| | <ul style="list-style-type: none"> • Schedule for disposal of personal property (e.g., library books, theatre props) • Schedule for disposal of equipment (e.g., computers, copiers, vehicles) • Authority to dispose of property in lots • Requirement for posting notice regarding sale of surplus property. Schedule for reporting to Board of Education (e.g., annually, quarterly) <p>NOTE: For the disposal of real property, Oregon law states that a governing body may provide rules to carry out the transfer or lease of real property owned or controlled by the college. ORS 271.300 to 271.360 provides “whenever any political subdivision possesses or controls real property not needed for public use, or whenever the public interest may be furthered, a political subdivision may sell, exchange, convey or lease for any period not exceeding 99 years all or any part of the political subdivision’s interest in the property to a governmental body or private individual or corporation. The consideration for the transfer or lease may be cash or real property, or both.”</p> | <p>Once a department identifies an item to be declared surplus, the department head, or designee, should contact the Purchasing Manager for instructions regarding proper disposal procedures. Employees are prohibited from taking any designated surplus items for personal use.</p> <p>College property may not be sold, traded-in, salvaged, scrapped, donated or otherwise disposed of without prior approval from the appropriate department head and the Purchasing Manager.</p> <p>Additionally, information technology related equipment requires the approval of the Information Technology director for redistribution or disposal as appropriate.</p> <p>All items valued at \$5,000 or more must be approved for disposal by the Chief Financial Officer and will follow college requirements for capital dispositions.</p> <p>Property purchased, all or in part, with grant funds will be disposed of in a manner consistent with grant and federal surplus requirements.</p> <p>Surplus disposal of hazardous substances (chemical, biological, etc.) should be done only with the prior approval of the Director of Facilities.</p> <p>The College shall incur the least possible cost when disposing of surplus property. The following methods may be considered.</p> <p>Internal departmental transfer</p> <p>The College will use reasonable efforts to redistribute property to college departments in an attempt to repurpose surplus items prior to disposal.</p> <p>Trade or exchange of property</p> |
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| | | <p>If the item is deemed to have fair market value, it can be traded or exchanged with College suppliers in accordance with the College purchasing policy.</p> <p>Disposal by sale</p> <p>If the item is deemed to have some value, it will be sold on a first come, first serve basis at a set price or open for best offer. Items will be sold “as is” for pickup.</p> <p>Sales will be open to the public and may be open to College employees; however, employees who are involved in the administration of the sale, or members of the department disposing of the item(s) are prohibited from purchasing items.</p> <p>Generally, proceeds received from the sale of surplus property belong to the College as a whole and not specifically to any particular department, unless the items were purchased with self-sustaining or program fee funding.</p> <p>Disposal by donation</p> <p>Items that cannot be reused internally or sold may be donated to other public agencies or approved not-for-profit institutions upon written approval from the appropriate department head and the Purchasing Manager.</p> <p>Donation requests from various sources will be considered. The following guidelines address these requests.</p> <p>Items may be donated if the donation may result in intangible (i.e. good will) benefits to the College. Donations to for-profit entities are not permitted.</p> <p>Disposal as Waste</p> <p>Items that cannot be sold or donated will be discarded through the College’s normal waste removal process.</p> |
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| | | <p>Once the disposal request is approved by appropriate parties, a service order request to Facilities shall be submitted by the department involved.</p> <p>References: ORS 341.290(5) ORS 271.300 to 271.360</p> <p>RESPONSIBILITY: The Purchasing Manager responsible for implementing and updating this procedure. Specific guidance for policy implementation may be found in the associated Administrative Policy.</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Verification of Eligibility for Employment

ADMINISTRATIVE PROCEDURE # 7125

RELATED TO POLICY #

1. The College will not hire or recruit a person for employment if it is known that the person is not authorized to be employed in the United States.
2. Appropriate documentation of eligibility is required for employment from all persons hired, and is defined by federal law to include one or more of the following:
 - a. A United States passport or a resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States; **or**
 - b. A social security card or other documentation issued by the United States government showing authorization to work in the United States **AND** a driver's license or similar identification document containing a photograph of the prospective employee.
3. The College will complete for each new employee the verification form or forms required by the United States government. The College will retain such forms for at least three years for persons it does not hire. For persons it does hire, the College will retain such forms for at least three years or until one year after the persons leaves the College employment, whichever is later.
4. The College will protect the privacy of the information it collects pursuant to this procedure.

REFERENCES: 8 U.S. Code Section 1324a

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

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| | <p>employee, that indicates the person is authorized to work in the United States; or</p> <ul style="list-style-type: none"> • A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver's license or similar identification document containing a photograph of the prospective employee. <p>The [entity] will complete for each new employee the verification form or forms required by the United States government. The [entity] will retain such forms for at least three years for persons it does not hire. For persons it does hire, the [entity] will retain such forms for at least three years or until one year after the persons leaves the [entity's] employment, whichever is later.</p> <p>The [entity] will protect the privacy of the information it collects pursuant to this procedure.</p> <p>Approved:</p> | <p>photograph of the prospective employee.</p> <ol style="list-style-type: none"> 3. The College will complete for each new employee the verification form or forms required by the United States government. The College will retain such forms for at least three years for persons it does not hire. For persons it does hire, the College will retain such forms for at least three years or until one year after the persons leaves the College employment, whichever is later. 4. The College will protect the privacy of the information it collects pursuant to this procedure. <p>Reference: 8 U.S. Code Section 1324a</p> <p>Responsibility: The Director of Human Resources is responsible for implementing and updating the procedures</p> <p>Approved:</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Applicant Background Checks

ADMINISTRATIVE PROCEDURE # 7126 *(was 302.09)*

RELATED TO POLICY #

- A. Applicants for employment may be subject to background or reference checks.
- B. Where a background investigation is performed by a third party, the Director of Human Resources shall, in accordance with the Fair Credit Reporting Act, make a clear and conspicuous disclosure to the applicant and obtain the applicant's consent on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report.
- C. If the College intends to deny employment based on information obtained in the background investigation, the Director of Human Resources shall provide a notice of intent to take adverse action, consistent with the requirements under the Fair Credit Reporting Act, including providing a copy of the report to the applicant. Prior to a final decision being made by the College, the applicant shall have a reasonable opportunity to challenge the accuracy of the information in the report.
- D. Per Oregon law, the College will not inquire about criminal convictions before the interview stage of hiring. However, the College may notify applicants in a recruitment announcement that an applicant's criminal conviction record will be obtained and may make a job offer contingent upon the College receiving satisfactory results.

REFERENCES:

U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act)
ORS 659A.360

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

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| | <p><i>Oregon employers from considering an applicant's history of criminal convictions in making a hiring decision, nor does it prohibit them from notifying applicants in a recruitment announcement that an applicant's criminal background will be considered. In addition, employers are not prohibited from making a job offer on the condition that the employee's criminal record be scrutinized and considered.</i></p> | <p>Per Oregon law, the College will not inquire about criminal convictions before the interview stage of hiring. However, the College may notify applicants in a recruitment announcement that an applicant's criminal conviction record will be obtained and may make a job offer contingent upon the College receiving satisfactory results .</p> <p>References: U.S. Code Sections 1681 et seq. (Fair Credit Reporting Act) ORS 659A.360</p> <p>Responsibility: The Director of Human Resources is responsible for implementing and updating this procedure.</p> |
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BOARD POLICY

TITLE: EMPLOYEE COMPENSATION

BOARD POLICY # 7130 *(was 311 and 311.04)*

- A. Authority.** The Board of Education has final authority for compensation of College employees.
1. **Administrative/Exempt.** The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, after considering the recommendations of the supervisor and the Director of Human Resources.
 2. **Faculty Bargaining Units.** The Board of Education will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.
 3. **Classified Bargaining Unit.** The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.
- B. Change of Salary Status.** Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.
- C. Prohibition of Incentive Compensation.** The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

REFERENCES:

34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

ORS 341.290

ORS 348.586

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:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| <p>TITLE: Employee Compensation</p> <p>New BP #: 7130 Old BP # & Title: 311 Compensation; 311.04 Salary Approval</p> <p>New AP #: Old AP # & Title:</p> <p>Revision Date: 10/30/2019</p> | <p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>311 The Board of Education has final authority for all compensation and benefits for UCC employees. ORS 341.290</p> <p>311.04 Administrative/Exempt The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, based upon the recommendations of the supervisor and the Director of Human Resources.</p> <p>Faculty Bargaining Units The Board of Education will approve the starting salaries,</p> | <p>References:</p> <p>34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)</p> <p>ORS 348.586</p> <p style="background-color: yellow;">NOTE: <i>The following language is legally required in an effort to show good faith compliance with the applicable federal regulations.</i></p> <p>Prohibition of Incentive Compensation</p> | <p>1. Authority. The Board of Education has final authority for compensation of College employees.</p> <p style="padding-left: 20px;">a. Administrative/Exempt. The College President will recommend to the Board of Education the starting salary and benefits for all administrative/exempt personnel, and non-represented employees, after considering the recommendations of the supervisor and the Director of Human Resources.</p> <p style="padding-left: 20px;">b. Faculty Bargaining Units. The Board of Education will approve the starting salaries, benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.</p> <p style="padding-left: 20px;">c. Classified Bargaining Unit. The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement.</p> <p>2. Change of Salary Status. Any change in salary status of current employees must be approved by</p> |

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| <p>benefits, and salary advancements for full- and part-time faculty according to provisions of the current faculty collective bargaining agreements.</p> <p>Classified Bargaining Unit The Board of Education will approve the starting salaries, benefits, and salary advancements for classified employees according to the provisions of the current classified collective bargaining agreement. Any change in salary status of current employees must be approved by the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.</p> <p>NEXT REVIEW DATE: DATE OF ADOPTION: 6/12/2013 DATE(S) OF REVISION: 3/21/2018 DATE(S) OF PRIOR REVIEW:</p> | <p>NOTE: <i>The following language applies, except as to foreign students residing in foreign countries who are not eligible to receive federal student assistance.</i></p> <p>The [entity] shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.</p> | <p>the Human Resources Department prior to employee notification. This includes but is not limited to step advancement, merit, bonus, and salary adjustments.</p> <p>3. Prohibition of Incentive Compensation. The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.</p> <p>References:</p> <p>34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)</p> <p>ORS 341.290</p> <p>ORS 348.586</p> <p>Responsibility: The Director of Human Resources is responsible for implementing and updating this policy and associated procedures.</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Employee Compensation

ADMINISTRATIVE PROCEDURE # 7130 *(was 311.02 BP and 311.04 AP)*

RELATED TO POLICY # 7130 EMPLOYEE COMPENSATION

A. Employee Compensation Categories. Employees are categorized as follows for purposes of compensation:

1. Represented Employees

- a. Faculty (See UCCFA Bargaining Agreement)
- b. Part-Time Faculty (See UCCPTFA Bargaining Agreement)
- c. Classified Staff (See ACEUCC Bargaining Agreement)

2. Administrative/Confidential-Exempt Employees. See BP 7240.

3. Exempt/Non-Exempt Status. Exempt employees are paid on a salary basis and are not entitled under state and federal law to receive overtime pay for hours worked. Exempt employees include supervisory employees and professional employees, in accordance with applicable law. Non-exempt employees are entitled to receive a minimum wage for all hours worked, as well as overtime pay for all hours worked over 40 hours in a workweek. Non-exempt employees are also entitled to rest periods and meal breaks in accordance with Oregon law.

4. Temporary Employees. Temporary employees in faculty positions are defined in the Faculty Association Bargaining Agreement, and temporary employees in classified positions are defined in the Classified Association Bargaining Agreement. Temporary employees in non-represented positions are those hired for a limited duration or limited purpose, and are not entitled to receive employment benefits unless required by law.

B. Overtime Approval. All overtime must be pre-approved in writing by the supervisor. The supervisor will document the date overtime is approved on the Individual Overtime Hourly Time Report Form.

C. Overtime Documentation. Employees will document overtime worked on the Individual Overtime Hourly Time Report form. Supervisors will enter the date the

overtime was approved on this document. The employee, supervisor, dean/director, and vice president will sign the form.

1. A timesheet can be construed as a legal document. Timesheets shall:
 - a. be completed and signed by the employee.
 - b. be reviewed and approved by the supervisor.
2. Any corrections should be made by the employee and initialed. Supervisors shall never alter an employee's time to reduce the amount owed to him or her. This shall result in immediate discipline to the supervisor, up to and including termination.

D. Classified Employee Overtime Agreement. The Collective Bargaining Agreement between UCC and the Association of Classified Employees of Umpqua Community College shall be followed for determining work hours for which the classified employees will be paid overtime or given compensatory time. Overtime is paid for work in excess of forty (40) hours per week.

E. Exclusions. Except as provided otherwise in an applicable collective bargaining agreement, sick leave time, vacation and holiday time are excluded from counting toward the forty (40) hour maximum. For example, if Monday is a paid holiday, and the employee works 8 hours per day on Tuesday, Wednesday, and Thursday and 10 hours on Friday, the employee has worked a total of 34 hours. The employee is not entitled to 2 hours of overtime pay.

F. Work Week. All work above the forty (40) hour maximum during the regular seven-day (168-hour) work week designated by the employer shall be paid at time and one-half of the employee's regular rate of pay except when such time is a result of a scheduled shift change. UCC's work week is 12:00 am Sunday through 11:59 pm Saturday.

G. Compensatory Time. If the College determines that budgeted funds are not available for the payment of overtime, such overtime shall be earned as compensatory time off at time and a half. The employee will have up to one year from the time of earning compensatory time to utilize the compensatory time. Written records of accumulating and using compensatory time will be maintained by the supervisor and signed off by the employee and supervisor at the time compensatory time is earned and used.

H. Work Not Requested. The US Department of Labor says the definition of the term "employ" includes "to suffer or permit to work." Work not requested but permitted to be performed is work time that must be paid for by the employer. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable. Overtime that is not pre-approved by a supervisor must still be paid, but the employee may be disciplined for violating policy.

- I. Rest and Meal Periods:** Oregon law requires paid rest periods of 10 minutes for each four (4) hour period of work for non-exempt employees. Rest periods should occur approximately mid-way in the four (4) hour period. Longer rest times may apply under an applicable collective bargaining agreement.
1. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the College has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extensions of the break will result in disciplinary action.
 2. Meal periods of at least 30 minutes are required for non-exempt employees who work 6 hours or more in a shift. The employee must be completely relieved from duty during the meal period. The employee is not relieved if he/she is required to perform any duties, whether active or inactive. Longer meal periods may be required under an applicable collective bargaining agreement.
- J. Working Off the Clock.** Employees shall report and document all hours worked (i.e. not work any hours off the clock). If the supervisor knows, or has reason to know, that an employee may have worked off the clock, even if the employee has not said anything, the supervisor shall report the incident to Human Resources. HR staff shall talk with the employee and determine whether the employee performed any off-the-clock work and how much time is involved. An appropriate wage adjustment shall be made. Payment may be owed for off-the-clock work, even if the employee does not become eligible for overtime.
1. If employees have any concerns regarding working off the clock they should contact their supervisors and/or Human Resources. Employees who report working off the clock concerns will be protected from retaliation.
- K. Telework.** Supervisors shall clearly state and document whether and when non-exempt employees may work remotely, such as checking e-mail and using smart phones, and shall ensure that time is properly documented and paid.
1. If supervisors have reason to know that a non-exempt employee may have done work remotely, they shall speak with the employee and pay him or her accordingly.

REFERENCES:

- 34 Code of Federal Regulations Part 600 et seq. (U.S. Department of Education Program Integrity Rules)
- ORS 348.586
- ORS 244.040
- ORS 341.556 (Sources of Compensation- Faculty Members)

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| <p>TITLE: Employee Compensation</p> <p>New BP #: Old BP # & Title: BP 311.02 Compensation and Benefits</p> <p>New AP #: 7130 Old AP # & Title: AP 311.04 Employment Classifications</p> <p>Revision</p> <p>Date: 10/30/2019</p> | <p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p> |
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| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>311.02</p> <p>I. Overtime Approval All overtime must be pre-approved in writing by the supervisor. The supervisor will document the date overtime is approved on the Individual Overtime Hourly Time Report Form.</p> <p>II. Overtime Documentation Employees will document overtime worked on the Individual Overtime Hourly Time Report form. Supervisors will enter the date the overtime was approved on this document. The employee, supervisor, dean/director, and vice president will sign the form.</p> <p>A timesheet can be construed as a legal document. Timesheets shall:</p> <p><input type="checkbox"/> be completed and signed by the employee.</p> <p><input type="checkbox"/> be reviewed and approved by the supervisor.</p> | <p>References:</p> <p>34 Code of Federal Regulations Part 600 et seq. (U.S. Department of Education Program Integrity Rules) ORS 348.586 ORS 244.040 ORS 341.556 (Sources of Compensation-Faculty Members)</p> <p>NOTE: <i>It is optional to have a procedure on compensation, since compensation must generally be approved by the Board of Education. Although salaries for represented employees may be established through collective bargaining, where applicable, the entity should</i></p> | <p>1. Employee Compensation Categories. Employees are categorized as follows for purposes of compensation:</p> <p>a. Represented Employees</p> <p>i. Faculty (See UCCFA Bargaining Agreement)</p> <p>ii. Part-Time Faculty (See UCCPTFA Bargaining Agreement)</p> <p>iii. Classified Staff (See ACEUCC Bargaining Agreement)</p> <p>b. Administrative/Confidential-Exempt Employees. See BP 7240.</p> <p>c. Exempt/Non-Exempt Status. Exempt employees are paid on a salary basis and are not entitled under state and federal law to receive overtime pay for hours worked. Exempt employees include supervisory employees and professional employees, in accordance with applicable law. Non-exempt employees are entitled to receive a minimum wage for all</p> |

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| <p>Any corrections should be made by the employee and initialed. Supervisors shall never alter an employee's time to reduce the amount owed to him or her. This is construed as "wage theft" and shall result in immediate discipline to the supervisor, up to and including termination.</p> <p>III. Overtime Agreement The Collective Bargaining Agreement between UCC and the Association of Classified Employees of Umpqua Community College shall be followed for determining work hours for which the classified employees will be paid overtime or given compensatory time. Overtime is paid for work in excess of forty (40) hours per week. TITLE: COMPENSATION AND BENEFITS (AP 311.02)</p> <p>IV. Exclusions Sick leave time, vacation and holiday time are excluded from counting toward the forty (40) hour maximum. For example, if Monday is a paid holiday, and your employee works 8 hours per day on Tuesday, Wednesday, and Thursday and 10 hours on Friday, your employee has worked a total of 34 hours. The employee is not entitled to 2 hours of overtime pay.</p> <p>V. Work Week All work above the forty (40) hour maximum during the regular seven-day (168-hour) work week designated by the employer shall be paid at time and one-half of the employee's regular rate of pay except when</p> | <p><i>have a procedure to address unrepresented employees. Local practice may be inserted. Recommended elements include:</i></p> <ul style="list-style-type: none"> • Annual review of salary schedules for academic employees • Number of steps and columns in salary schedule • Longevity increments, if any • Annual review of salary schedules for [non-academic] employees • Regular review to assure that classifications have not inadvertently been changed as they relate to one another • Salary setting procedures for administrative staff (if different from above) <p>NOTE: <i>This procedure provision below is legally required in an effort to show good faith compliance with</i></p> | <p>hours worked, as well as overtime pay for all hours worked over 40 hours in a workweek. Non-exempt employees are also entitled to rest periods and meal breaks in accordance with Oregon law.</p> <p>d. Temporary Employees. Temporary employees in faculty positions are defined in the Faculty Association Bargaining Agreement, and temporary employees in classified positions are defined in the Classified Association Bargaining Agreement. Temporary employees in non-represented positions are those hired for a limited duration or limited purpose, and are not entitled to receive employment benefits unless required by law.</p> <p>2. Overtime Approval. All overtime must be pre-approved in writing by the supervisor. The supervisor will document the date overtime is approved on the Individual Overtime Hourly Time Report Form.</p> <p>3. Overtime Documentation. Employees will document overtime worked on the Individual Overtime Hourly Time Report form. Supervisors will enter the date the overtime was approved on this document. The employee, supervisor, dean/director, and vice president will sign the form.</p> <p>A timesheet can be construed as a legal document. Timesheets shall:</p> <ul style="list-style-type: none"> • be completed and signed by the employee. |
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| <p>such time is a result of a scheduled shift change. UCC's work week is 12:00 am Sunday through 11:59 pm Saturday.</p> <p>VI. Compensatory Time If the College determines that budgeted funds are not available for the payment of overtime, such overtime shall be paid in compensatory time off at time and a half. The employee will have up to one year from the time of earning compensatory time to utilize the compensatory time. Written records of accumulating and using compensatory time will be maintained by the supervisor and signed off by the employee and supervisor at the time compensatory time is earned and used.</p> <p>VII. Work Not Requested The US Department of Labor says the definition of the term "employ" includes "to suffer or permit to work." Work not requested but suffered or permitted to be performed is work time that must be paid for by the employer. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable. Overtime that is not pre-approved by a supervisor must still be paid, but the employee may be disciplined for violating policy.</p> <p>VIII. Rest and Meal Periods: Oregon law requires rest periods for employees who are covered by overtime rules. In accordance with the ACEUCC</p> | <p><i>the applicable federal regulations.</i></p> <p>Prohibit of Incentive Compensation Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.</p> <p>NOTE: <i>The following is optional, where athletic coaches are provided with bonus compensation.</i></p> <p>Although athletic coaches may be covered employees, subject to certain limitations, and, based upon the [entity's] determination on a case-by-case basis [after consulting with exclusive representatives, if any], coaching staff and other athletic personnel may be exempt from the prohibition of incentive compensation.</p> <p>The [CEO] shall identify any covered employees of the [entity] and determine whether the [entity's]</p> | <ul style="list-style-type: none"> • be reviewed and approved by the supervisor. <p>Any corrections should be made by the employee and initialed. Supervisors shall never alter an employee's time to reduce the amount owed to him or her. This shall result in immediate discipline to the supervisor, up to and including termination.</p> <p>4. Classified Employee Overtime Agreement. The Collective Bargaining Agreement between UCC and the Association of Classified Employees of Umpqua Community College shall be followed for determining work hours for which the classified employees will be paid overtime or given compensatory time. Overtime is paid for work in excess of forty (40) hours per week.</p> <p>5. Exclusions. Except as provided otherwise in an applicable collective bargaining agreement, sick leave time, vacation and holiday time are excluded from counting toward the forty (40) hour maximum. For example, if Monday is a paid holiday, and the employee works 8 hours per day on Tuesday, Wednesday, and Thursday and 10 hours on Friday, the employee has worked a total of 34 hours. The employee is not entitled to 2 hours of overtime pay.</p> <p>6. Work Week. All work above the forty (40) hour maximum during the regular seven-day (168-hour) work week designated by the employer shall be paid at time and one-half of the employee's regular rate of pay except when such time is a result of a</p> |
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| <p>contract, full time employees are entitled to two paid fifteen-minute rest breaks. Employees working less than eight hours per day are entitled to a fifteen minute break during each four hour work period. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extensions of the break will result in disciplinary action. (Breaks are covered in the CBA Article XVII.B.)</p> <p>Bona fide meal periods (typically thirty (30) minutes to one hour) generally need not be compensated as work time (CBA Article XVII.C.). The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.</p> <p>IX. Working Off the Clock Employees shall report and document all hours worked. They shall not work any hours off the clock. If the supervisor knows, or has reason to know, that an employee may have worked off the clock, even if the employee has not said anything, the supervisor shall report the incident to Human Resources. HR staff shall talk with the employee and determine whether the employee performed any off-the-clock work</p> | <p>compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the [CEO] shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the [entity] can make to any applicable contract.</p> <p>NOTE: <i>ORS 244.040 prohibits Oregon public employees from using their official position for their own personal financial gain or to avoid a financial detriment. Official compensation is excluded from this prohibition. "Official compensation" is defined as "any part of an official compensation package as determined by the public body that the public official serves."</i></p> <p>Faculty Sources of Compensation —</p> | <p>scheduled shift change. [I DON'T UNDERSTAND THIS EXCEPTION.] UCC's work week is 12:00 am Sunday through 11:59 pm Saturday.</p> <p>7. Compensatory Time. If the College determines that budgeted funds are not available for the payment of overtime, such overtime shall be earned as compensatory time off at time and a half. The employee will have up to one year from the time of earning compensatory time to utilize the compensatory time. Written records of accumulating and using compensatory time will be maintained by the supervisor and signed off by the employee and supervisor at the time compensatory time is earned and used.</p> <p>8. Work Not Requested. The US Department of Labor says the definition of the term "employ" includes "to suffer or permit to work." Work not requested but permitted to be performed is work time that must be paid for by the employer. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable. Overtime that is not pre-approved by a supervisor must still be paid, but the employee may be disciplined for violating policy.</p> <p>9. Rest and Meal Periods: Oregon law requires paid rest periods of 10 minutes for each four (4) hour period of work for non-exempt employees. Rest periods should occur approximately mid-way in the four (4) hour period. Longer rest times may apply under an applicable collective</p> |
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and how much time is involved. An appropriate wage adjustment shall be made. Payment may be owed for off-the-clock work, even if the employee does not become eligible for overtime.

If employees have any concerns regarding working off the clock they should contact their supervisors and/or Human Resources. Employees who report working off the clock concerns will be protected from retaliation.

X. Telework

Supervisors shall clearly state and document whether and when classified employees may work remotely, such as checking e-mail and using smart phones, and shall ensure that time is properly documented and paid.

There may be times when nonexempt employees need these devices, so set limits as to when they can use the devices and pay them appropriately. For example, you might set a specific block of time outside of working hours when an employee away on business can use his or her BlackBerry. If supervisors have reason to know an employee may have done work remotely, they shall speak with the employee and pay him or her accordingly.

If you have other questions about overtime, please contact Human Resources. **TITLE: COMPENSATION AND BENEFITS (AP 311.02)**

311.04

The following employment classifications apply at UCC:

Additional exception to ORS 244.040. Oregon law allows community college boards to authorize receipt of compensation for any faculty member from private or public resources, including, but not limited to, income from:

- (a) Consulting;
- (b) Appearances and speeches;
- (c) Intellectual property conceived, reduced to practice or originated and therefore owned within the community college;
- (d) Providing services or other valuable consideration for a private corporation, individual or entity, whether paid in cash or in-kind, stock or other equity interest or anything of value regardless of

bargaining agreement. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the College has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extensions of the break will result in disciplinary action.

Meal periods of at least 30 minutes are required for non-exempt employees who work 6 hours or more in a shift. The employee must be completely relieved from duty during the meal period. The employee is not relieved if he/she is required to perform any duties, whether active or inactive. Longer meal periods may be required under an applicable collective bargaining agreement.

10. **Working Off the Clock.** Employees shall report and document all hours worked (i.e. not work any hours off the clock). If the supervisor knows, or has reason to know, that an employee may have worked off the clock, even if the employee has not said anything, the supervisor shall report the incident to Human Resources. HR staff shall talk with the employee and determine whether the employee performed any off-the-clock work and how much time is involved. An appropriate wage adjustment shall be made. Payment may be owed for off-the-clock work, even if the employee does not become eligible for overtime.

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| <p>A. Represented Employees See Faculty Association Bargaining Agreement, Part-Time Faculty Association Bargaining Agreement and Classified Employee Bargaining Agreement.</p> <p>B. Administrative Employment See Board Policy 316 and Administrative Procedure 316.01.</p> <p>C. Exempt/Non-Exempt Status Exempt employees are paid on a salary basis and are not entitled under state and federal law to receive a minimum wage or overtime pay for hours worked. Exempt employees include supervisory employees and professional employees, in accordance with applicable law. Non-exempt employees are entitled to receive a minimum wage for all hours worked, as well as overtime pay for all hours worked over 40 hours in a workweek. Non-exempt employees are also entitled to rest periods and meal breaks in accordance with Oregon law.</p> <p>D. Confidential Employees Confidential employees are those who meet the definition under the Public Employees Collective Bargaining Act, ORS 243.650(6): "Confidential employee means one who assists and acts in a confidential capacity to a</p> | <p><i>whether there is a licensing agreement between the community college and the private entity; and (e) Performing public duties paid by private organizations, including institution corporate affiliates, that augments a faculty member's publicly funded salary. Such income shall be authorized and received in accordance with policies and standards established by each board.</i></p> <p><i>Boards retain authority to prohibit and exclude any compensation that is inconsistent with the mission of the college or that interferes with the duties of the faculty member to the college as their employer.</i></p> | <p>If employees have any concerns regarding working off the clock they should contact their supervisors and/or Human Resources. Employees who report working off the clock concerns will be protected from retaliation.</p> <p>11. Telework. Supervisors shall clearly state and document whether and when non-exempt employees may work remotely, such as checking e-mail and using smart phones, and shall ensure that time is properly documented and paid.</p> <p>If supervisors have reason to know that a non-exempt employee may have done work remotely, they shall speak with the employee and pay him or her accordingly.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): 02/28/13 DATE OF LAST REVIEW:</p> <p>References: 34 Code of Federal Regulations Part 600 et seq. (U.S. Department of Education Program Integrity Rules) ORS 348.586 ORS 244.040 ORS 341.556 (Sources of Compensation-Faculty Members)</p> <p>Responsibility: The Director of Human Resources is responsible for implementing and updating this procedure.</p> |
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| <p>person who formulates, determines and effectuates management policies in the area of collective bargaining.”</p> <p>E. Temporary Employees Temporary employees in faculty positions are defined in the Faculty Association Bargaining Agreement, and temporary employees in classified positions are defined in the Classified Association Bargaining Agreement. Temporary employees in administrative positions are those hired for a limited duration or limited purpose, and are not entitled to receive employment benefits unless required by law. DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 10/13/2015 College Council</p> | <p><i>Faculty members are required to disclose in writing to the board potential conflicts of interest that might arise as a result of the authorization or receipt of the compensation. The board is required to have procedures to receive complaints related to potential or actual conflicts of interest.</i></p> | |
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BOARD POLICY

TITLE: BUSINESS EXPENSE AND TRAVEL

BOARD POLICY # 7400 *(was 611)*

College employees may charge against appropriate College accounts normal and reasonable travel and business-related expenses incurred for a College business purpose. All official travel must be authorized in advance by the appropriate supervisor/administrator. All official travel out of the state must be approved by the President. "Official travel" as used in this policy means job-related travel that is paid for by the College or for which the employee intends to seek reimbursement. The College has established procedures and guidelines for travel and other reimbursable expenses, as well as minimum safety requirements while operating a motor vehicle on College business.

REFERENCES:

ORS 244.

RESPONSIBILITY:

The Director of Accounting and Finance 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:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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| TITLE: | Business and Travel Expense | | |
| New BP #: | BP 7400 | Old BP # & Title: | 611 |
| New AP #: | | Old AP # & Title: | N/A |
| Revision Date: | 11/15/2019 | | |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>Employees whose duties require travel are to have advance approval. All official travel out of district must be authorized by the immediate supervisor. All official travel out of the state must be approved by the President.</p> | <p>References: No Oregon specific law but must be consistent with the restrictions of Oregon Ethics laws outlined in ORS 244.</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>The [CEO] is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the [entity].</p> <p>The [CEO] shall establish procedures regarding the attendance of other</p> | <p>The College employees may be authorized to attend and participate in meetings and conferences of educational and financial value. All official travel must be authorized in advance by the appropriate supervisor/administrator. All official travel out of the state must be approved by the President. The College shall develop and implement procedures and guidelines for travel and other reimbursable expenses.</p> <p>RESPONSIBILITY: The Director of Accounting and Finance is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the</p> |

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| | <p>employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.</p> <p>NOTE: <i>The following language is optional.</i></p> <p>All travel outside the United States must be approved in advance by the Board of Education.</p> | <p>associated Administrative Procedure(s).</p> |
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ADMINISTRATIVE PROCEDURE

TITLE: Business Expense and Travel

ADMINISTRATIVE PROCEDURE # 7400 *(previously 611.01 AP)*

RELATED TO POLICY # 7400 Business Expense and Travel

Purpose and Introduction

This procedure sets forth the requirement and processes that pertain to business expenses and travel by college employees, Board members, UCC volunteers and students, including standards for driving a vehicle on College business. The purpose of the procedure is to furnish employees and Board members guidelines for the legitimate and appropriate reimbursement of business / travel expenses; ensure responsible and prudent use of college funds; ensure consistent and equitable handling of business/travel expense transactions and provide instructions for the proper substantiation of expenses incurred, and provide expectations for responsible operation of vehicles while on College business. More restrictive policies and procedures mandated by specific grants or programs will take precedence over UCC procedure.

Allowable expenses for which reimbursement may be provided must be:

1. In compliance with college policies, procedures and restrictions
2. Nontaxable. Items defined as taxable fringe benefits by the IRS are income rather than reimbursement for expenses. The final responsibility for satisfying the IRS rests with the employee.
3. Reasonable. The nature and amount of the cost should be what a prudent person would have incurred at the time.
4. In compliance with requirements of any specific grant or contract being charged.

I. Accountable Plan

The travel and transportation payment methodology used throughout this procedure is defined as an Accountable Plan. The Plan assumes the following IRS criteria have been met:

- A. All expenses are incurred while on official college business.
- B. Expenses must be adequately accounted for in a reasonable time frame.

- C. All excess payments or advances must be returned in a reasonable time frame.

II. Authorization

- A. Business/travel expenses will be paid by the College only with advance approval of the supervisor. Those approving expenditures are responsible for ensuring that expenditures:
 - 1. Comply with college policies and procedures.
 - 2. Provide least expensive means of travel requested.
 - 3. Have adequate funding, budget authorization, and documentation to support the expenditure.
 - 4. Are valid and reasonable college-related expenses.
 - 5. Comply with funding agency regulations.
- B. Personnel whose duties require travel are required to have advance approval before reservation / travel arrangements are made. All travel in- and out-of-district (out of Douglas County) must be authorized in writing by the immediate supervisor. A copy of the approval must be emailed to Accounts Payable prior to travel. Travel costs are to be allocated and expended within established budgetary limitations and, as funds to support travel are limited, travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approvals.
- C. All **out-of-state and international travel** requires pre-authorization that must be completed on Out-of-State Travel Authorization form and signed by the President. Once the authorization is approved, the approver will notify the requestor to proceed with travel arrangements.

III. Advances

A travel advance of a minimum \$100.00 may be requested before departure by submitting a supervisor approved Advanced Funding Request Form. Whenever possible, payment of expenses necessary prior to the trip (ex. airplane, conference registration, etc.) are to be made with a departmental issued credit card or through Accounts Payable (payment issued to the vendor) instead of requesting an advance. If travel is canceled, an advance must be returned to Accounts Payable immediately. An employee may have only one travel advance outstanding at a time. A travel expense voucher, proper documentation and any excess advance must be submitted to Accounts Payable within 5 business days of the employee returning to the college. Failure to provide the documentation will result in the advance being reported as income subject to withholding and payment of employment taxes reported on the employee's W-2.

IV. Meals

A. Cost of Meals While Traveling Overnight

1. The College will reimburse personal meal expenses incurred while traveling out-of-district on behalf of the College on a per diem basis only. The College may establish maximum dollar amounts. For group travel, other rules will apply (see below: B. Actual meal expense reimbursement). The College credit card shall not be used for these expenses. Refer to the Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage Table for current rates as the rates might change. All forms and tables referenced in this procedure could be found on Employee Forms and Information website.
2. Employees will not be paid for meals that are provided as part of the cost of the conference or event, or are included in the cost of lodging, or when no charge is otherwise incurred for the meal.
3. Documentation required for reimbursement for per diem: Per diem days are documented by a conference brochure, workshop agenda, or other item that shows the dates and times of the event as well as dates and times of travel (departure and arrival). Meal receipts should not be submitted for per diem reimbursement. No reconciliation between actual expenses and the per diem allowance is made.
4. Per diem for the first and last travel day involving an overnight stay is pro-rated as follows:

| Percentage of per diem allowance: | IF YOU LEAVE... | | | |
|-----------------------------------|------------------|-----------------|---------------------|---------------|
| | Prior to 6:00 AM | 6:00 AM to Noon | 12:01 PM to 6:00 PM | After 6:00 PM |
| Initial day of Travel | 100% | 75% | 50% | 25% |
| Final day of Travel | 25% | 50% | 75% | 100% |

5. The cost of meals while traveling in-district is not reimbursable.

B. Actual Meal Expense Reimbursement

Reimbursement for meals at actual expense is only allowed for banquet meals when an employee is on official business away from the college; or travel involving large groups of people, such as athletic teams, student groups, UCC Board of Education, etc. When actual meal expenses are reimbursed, an itemized receipt is required. A gratuity of up to 15% of each meal expense, if paid by the employee, or up to 18% of group meal expense may also be claimed.

The receipt must separate the meal cost and the gratuity paid. When the receipt shows only the total charge, the traveler should write in the meal and gratuity amounts.

C. Other Non-Travel Related Meals

1. Business meals

Reimbursement and payments provided to employees for meals in the course of conducting business may be exempt from taxation. The employee(s) must have actively engaged in a business meeting, negotiation, discussion, or other bona fide business transactions immediately preceding, during, or following the meal. The expense must be ordinary, reasonable, and necessary. Business meals should be pre-approved by a supervisor (at dean/director level or above).

2. Non-travel related meals are reimbursed at actual cost and should be reasonable and prudent. Approved College travel per diem rates will be used to check for a “reasonableness” standard. Original, itemized receipts are required. A credit card receipt that indicates only the total amount is not sufficient unless an itemized bill is attached. Receipts for meals should indicate the names of people in the party and the business purpose of the meal. Tipping is reimbursed to a maximum of 15%. For large groups where the restaurant has included a required gratuity exceeding 15% that required gratuity is reimbursable but must be documented on the receipt.

3. College funds may be used for non-travel related meals:

- a. If officially scheduled as part of a business conference, business meeting (not departmental or regularly scheduled meeting), chamber of commerce meeting, or other professional association meeting.
- b. If the purpose is furthering the College’s interest or engaging in a business meeting.
- c. For College guests, guest speakers or presenters, etc.
- d. Provided for employees on the work site during an overtime period for the convenience of the College.

4. College funds may not be used for:

- a. Employee meals for regularly scheduled departmental meetings.
- b. Meals to celebrate social occasions (birthdays, retirements, etc.).

5. Meals provided by employer

According to the IRS, for meals provided to employees to not be taxable income to the employees, the meals must be in-kind (i.e., must be food, not cash to

purchase food), on the employer's business premises, and for the convenience of the employer.

6. Meeting refreshments

Refreshments are defined to include beverages (no alcohol) and light food items such as fruit, pastries, chips, cookies, etc. Refreshments may be provided as long as it is an occasional and nominal expense and there is a clear business purpose for the meeting. Refreshments should be pre-approved by a supervisor (at dean/director level or above).

College funds may be used for:

- a. Refreshments provided for business meetings with industry representatives or the public at the discretion of administrators if business is actively conducted.
- b. Refreshments provided for college working sessions or meetings lasting more than two hours in duration.
- c. Refreshments provided for program completion ceremonies and celebrations for graduating students and/or program participants.
- d. Refreshments for business meetings when participants are required to travel from different locations and the time frame involved requires a break and participants cannot obtain refreshments and return in a reasonable amount of time.
- e. Refreshments provided during College sponsored events.

College funds may not be used for refreshments to celebrate social occasions (birthdays, retirements, etc.).

D. Alcohol and Controlled Substances

Reimbursement for alcohol or controlled substances is not allowed under this or any other policy of the college.

V. Registration

Convention and meeting registration fees must be approved in advance by an employee's supervisor (or President's approval for out of state travel). These fees may be paid by Accounts Payable by generating a check upon receipt of an approved request, or reimbursed provided that the request is supported by an itemized receipt.

Departments are encouraged to use a departmental issued credit card to pay for registration fees in order to accommodate registration deadlines, which precede the actual event, especially those that provide a discount for early registration.

VI. Lodging

All approved expenses for lodging incurred outside the College District are reimbursed using the lesser of actual cost (before lodging taxes) or the cost established by the College as of July 1 each year. Please refer to Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage for current rates. Standard room accommodations in excess of established rates require Senior Leadership Team approval. Hotel accommodations exceeding established rates, purchased prior to approval, do not qualify for reimbursement.

Employees must select standard room accommodations in non-luxury/moderately priced hotels or motels at the conference or government rate. Travelers who stay in a private residence with relative or friends while traveling on business may not be reimbursed for lodging. Room service and honor bar charges will NOT be reimbursed.

A. Lodging at Conference Site

When a traveler is attending a conference and staying at the conference or meeting site (or a hotel arranged by the conference), the amount in excess of established rates of the lodging can be reimbursed (unless the lodging is shared). When the lodging is shared, other rules may apply.

B. Shared Lodging with a Non-Employee

When an employee shares a room with a non-employee, such as a spouse, the employee must request from the facility a signed, single rate notation. If the single rate notation is not obtained, reimbursement is at 90% of the double room rate, including tax.

C. Receipts for Lodging

Each receipt for lodging must be filled in by the lodging establishment and must include:

1. Name of the employee
2. Date or dates occupied
3. Number of persons occupying the room
4. Single room rate
5. Actual amount paid
6. Lodging tax
7. Name of lodging establishment
8. Address of lodging establishment

VII. Travel incidentals

Employees who incur travel expenses while conducting official college business may be reimbursed for all reasonable and necessary expenses in connection with business related travel (e.g., parking fees, shuttles, taxis, toll fees, internet access, etc.). Original itemized receipts are required. Incidentals do not include medication, clothing, or other personal use items.

VIII. Transportation

Persons traveling on official business for Umpqua Community College must choose the mode of transportation that is most suitable and economical for conducting the planned business. Reimbursement is limited to travel on the most direct and usually traveled route and to the mode of travel that provides **the least cost to the College**. Employees are encouraged to utilize Car Rental vs Mileage Reimbursement Calculator while comparing private vehicle vs rental vehicle costs.

A. Vehicle Use Requirements

1. Anyone who drives a motor vehicle (College, personal or rental) for College business shall acknowledge that they possess a valid driver's license, have no physical or mental limitation that affects their ability to drive safely, have insurance as mandated by ORS 806.010, and shall follow all applicable seatbelt and traffic safety laws. An employee is prohibited from driving a personal, rental or College-owned vehicle on College business if the employee's healthcare provider or pharmacist has recommended that the employee not operate a motor vehicle, or if the employee has reason to know that a medical condition, medication, or treatment affects or is likely to affect their ability to safely operate the vehicle.
2. All motor vehicle accidents that occur while driving on College business must be reported immediately to the Director of Facilities and Security by filing an Incident Report form. Employees are expected to cooperate fully in investigations of vehicle accidents.
3. Traffic citations and parking citations that are issued to an employee while driving on College business must also be reported as soon as possible. All traffic citations, and parking citations issued to an employee's personal vehicle are the responsibility of the employee and will not be paid or reimbursed by the College. An employee who incurs a parking citation while using a College vehicle must promptly reimburse the College for the amount of the citation. Employees may also be subject to disciplinary action for traffic or parking citations.
4. Employees driving their own vehicles or riding in private vehicles in the course of conducting college business **do so under the primary liability coverage of the vehicle**. The college does not provide any collision or comprehensive coverage to

any vehicle that is not owned by the College, and any damage to the employee's vehicle is solely the responsibility of the employee. Expenses for private vehicle repair, whether or not resulting from the traveler's act, are not reimbursable. Medical coverage is limited to the provisions of the State Accident Insurance Fund (SAIF).

5. ORS 811.507 and College guidelines prohibit the use of a non-hands free mobile communication device, such as cell phones, while operating a motor vehicle.

B. Private Vehicle Reimbursement

1. Employees traveling with a personal vehicle may be reimbursed for mileage at the College established rate, except for commuting. Commuting is travel between an employee's personal residence and main or regular place of work. The current mileage allowance for travel is listed in Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage. The College will reimburse for the shorter of the distance from work or home to a meeting, other assigned work location, or destination when traveling for business purposes. For example, when a trip begins at the employee's residence, the mileage to the destination is the shorter of the distances from either the regular place of work or the residence. When the trip ends at the employee's residence, the shorter mileage to either the regular place of work or the residence is allowed for reimbursement.
2. Fuel costs are included in the per-mile reimbursement rate and won't be reimbursed.
3. If a personal vehicle is used for the convenience of the traveler and the approved travel is to a location more than 200 miles beyond the point of origin, reimbursement will not exceed the lesser of the following: 1) the cost of per-mile reimbursement plus parking and tolls; or, 2) the round-trip airfare between the nearest commercial airport serving the origin and destination cities plus transfer costs to and from the airport; or, 3) the cost of a rental vehicle plus fuel, parking and tolls.
4. To calculate mileage amounts, use a mapping tool such as Map Quest, Google Maps or Yahoo Maps. A printout documenting mileage is required.
5. For inter-campus travel, please use the Authorized Mileage Chart. No printout documenting mileage is required in this case.
6. An employee that is working from home will not receive mileage reimbursement for travel between the employee's home and a college campus.

C. College Motor Pool

1. Only authorized drivers added to the College insurance are permitted to use College Motor Pool vehicles. Interested drivers should contact Facilities department to be added to the pool. The College's general liability insurance covers loss and damage of College-owned vehicles.
2. The Facilities Department will charge the department authorizing travel for the use of the College motor pool vehicle.
3. College motor pool vehicles may be used for official college business only. When an employee's use of a College vehicle is found to be in violation of law or of the College's driving-related policies or procedures, any out-of-pocket cost to the College resulting from the employee's violation (e.g., an insurance deductible, or costs incurred due to the insurance company's denial of the claim) will be charged to the budget of the Department that authorized the employee's use. Additionally, the employee may be subject to disciplinary action, and the College may seek reimbursement from the employee, or the employee's automobile insurance carrier, for such costs incurred.
4. Using a College-owned vehicle for personal purposes or allowing another person to do so is prohibited.

For further information regarding the use of College-owned vehicles refer to Administrative Procedure 6530 Use of College Vehicles.

D. Rental vehicles

1. When traveling on College business, the use of a rented automobile is usually justified in the following situations:
 - a. When public transportation is inadequate, and a College or personally owned automobile is not available for travel to the business meeting or conference, or
 - b. When a rental vehicle is less expensive than mileage reimbursement.
2. The college will reimburse the employee for the lesser of mileage or the car rental plus gas.
3. If a rental is justified, employees should use a preferred vendor for car rental services established by the College and follow procedures outlined for car rentals. A rented automobile should be shared if two or more people travel on the same schedule to the same destination. "Economy" or "Compact" cars are to be used unless there are three or more persons.

4. Fuel costs for the car rental will be reimbursed based upon actual fuel purchased, not mileage. Receipts for fuel purchased must be submitted for reimbursement using the Travel Expense Voucher or paid with the College issued credit card.
5. The use of a rented car for personal purposes is not allowed under any circumstances.
6. The College's auto insurance policy extends to vehicles rented for College travel. The College will not reimburse for additional "personal accident insurance" available in car rental agreements.

E. Airline Transportation

1. Employees traveling by commercial airline must purchase the lowest and most convenient available fare. First class airfare and/or travel are not authorized. Airline baggage fees are considered a cost of air travel and are therefore reimbursable. College business credit cards can be used for purchasing the airline tickets after all approvals have been obtained.
2. Airline tickets purchased using a personal credit card will be reimbursed using the Travel Expense Voucher, provided adequate and detailed documentation is included.
3. The college will not reimburse for tickets purchased with frequent flyer miles or personal flight/travel credits. Frequent flyer and bonus travel programs should not influence the traveler's flight selection or routing.

IX. Use Of Personal Credit Cards and Rebate Programs

1. Oregon State Statute 244.040 prohibits public employees from obtaining financial gain from their employment other than their salary.
2. Any financial benefit that a public employee accepts from a credit card company and personally uses as a result of the public employee using a personal credit card to make a purchase on behalf of the official's public employer would violate ORS 244.040 unless such benefits were formally adopted by the governing body of the public body as part of the employee's official compensation package. Such benefits include frequent flyer miles, rebates, discounts on future purchases, and all other such financial incentives.
3. The College does NOT consider the above-mentioned benefits as part of employee's compensation packages. Therefore, employees should not accept personal benefits for College-related purchases when using a personal credit card.

X. Miscellaneous Expenses: Dues and Memberships

Personal and institutional memberships in professional organizations may be paid for with college funds when it is determined by the College that such memberships are directly beneficial to the College and relate to an employee's job.

Memberships in civic organizations such as Chambers of Commerce may be paid for when an employee's College duties require such membership. Approval by the employee's supervisor is required.

A. Subscriptions and Journals

Subscriptions and journals that directly relate to the employee's job may be paid for with College funds. A supervisor's prior approval is required.

B. Items of Appreciation, Condolence or Recognition

The college may pay for items of appreciation, condolence, or recognition if the activities/events to be recognized are extraordinary in nature and relate to college business. A supervisor's prior approval is required. Such purchases shall be infrequent and items purchased shall be of nominal value.

C. Other Items

Miscellaneous items that are required to support instructional or operational functions may be reimbursed with appropriate documentation and prior written supervisor approval.

X. Reimbursement Processing

Accounts Payable will process a reimbursement payment after receiving an approved Request for Payment Voucher, Monthly Mileage Reimbursement, or Travel Expense Voucher with receipts attached. Purchases which are not compliant with college policy will not be paid. Reimbursement requests with the documentation attached are to be submitted within 5 working days of returning from business travel, or the end of the month for requests of payments of monthly mileage reimbursements.

Reimbursement can be expected two (2) weeks after the Accounting and Finance department receives the completed reimbursement request with required documentation.

Reimbursement requests at the end of the fiscal year must be received within the time period set by the Accounting and Finance department for year-end closing, usually by July 10.

A. Form for Requesting a Non-Travel Reimbursement

For non-travel related reimbursement, an approved Request for Payment Voucher must be submitted to Accounts Payable with receipts attached.

B. Forms for Requesting a Travel Reimbursement

A Travel Expense Voucher form is used to request a reimbursement for a specific trip or conference expense, and a Monthly Mileage form is used for monthly in-district mileage.

C. Specific Trip and Meeting Reimbursement Requirements

When requesting a payment for out-of-pocket travel expense for a specific trip or meetings, the employee must complete the Travel Expense Voucher form within five (5) working days after returning. All expenses must be itemized, including those expenses for which an advance payment was received, and receipts attached as specified. The completed form is to be submitted for supervisor's approval. The approved form is to be forwarded to Accounting and Finance Accounts Payable for processing.

A separate form is to be used for each specific trip or meeting.

D. Monthly Mileage Reimbursement Requirements

To request payment of monthly in-district mileage reimbursement, the employee must complete the Monthly Mileage Reimbursement form within five (5) working days of the end of each month. Submit the completed form to the immediate supervisor for approval. The form is then forwarded to Accounting and Finance Accounts Payable for processing.

References:

2 Code of Federal Regulations Part 200.474
ORS 244.040

RESPONSIBILITY:

The Director of Accounting and Finance is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

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|---|-------------------------------------|
| TITLE: Business and Travel Expense | |
| New BP #: | Old BP # & Title: |
| New AP #: 7400 | Old AP # & Title: 611.01 |
| Revision Date: | 11/15/2019 |

| EXISTING POLICY / PROCEDURE | OCCA POLICY / PROCEDURE | PROPOSED POLICY / PROCEDURE |
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| <p>Purpose and Introduction This procedure sets forth the requirement and processes that pertain to business expenses and travel by college employees, Board members, UCC volunteers and students. The purpose of the procedure is to furnish employees and Board members guidelines for the legitimate and appropriate reimbursement of business / travel expenses; ensure responsible and prudent use of college funds; ensure consistent and equitable handling of business/travel expense transactions and provide instructions for the proper substantiation of expenses incurred. Allowable expenses for which reimbursement may be provided are:</p> <ul style="list-style-type: none"> • In compliance with college policies, procedures and restrictions • Nontaxable. Items defined as taxable fringe benefits by the IRS are not allowed. | <p>References:</p> <p style="background-color: yellow;">NOTE: <i>This procedure is legally advised. Local practice may be inserted and should address or include:</i></p> <ul style="list-style-type: none"> • <i>Definition of authorized necessary expenses and limits.</i> • <i>Definition of authorized travel.</i> • <i>Provisions for advance of funds.</i> • <i>Approvals required.</i> • <i>Filing of claims against advance or for reimbursement.</i> • <i>Authority to direct employees to attend relevant conventions or conferences.</i> | <p>Purpose and Introduction This procedure sets forth the requirement and processes that pertain to business expenses and travel by college employees, Board members, UCC volunteers and students. The purpose of the procedure is to furnish employees and Board members guidelines for the legitimate and appropriate reimbursement of business / travel expenses; ensure responsible and prudent use of college funds; ensure consistent and equitable handling of business/travel expense transactions and provide instructions for the proper substantiation of expenses incurred. Allowable expenses for which reimbursement may be provided are:</p> <ul style="list-style-type: none"> • In compliance with college policies, procedures and restrictions • Nontaxable. Items defined as taxable fringe benefits by the IRS are not allowed. The final responsibility for satisfying the IRS rests with the employee. |

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| <p>The final responsibility for satisfying the IRS rests with the employee.</p> <ul style="list-style-type: none"> • Reasonable. The nature and amount of the cost should be what a prudent person would have incurred at the time. • In compliance with requirements of any specific grant or contract being charged. <p>Accountable Plan</p> <p>The travel and transportation payment methodology used throughout this procedure is defined as an Accountable Plan. The Plan assumes the following IRS criteria have been met:</p> <ul style="list-style-type: none"> • All expenses are incurred while on official college business. • Expenses must be adequately accounted for in a reasonable time frame. • All excess payments or advances must be returned in a reasonable time frame. <p>Authorization</p> <p>Business/travel expenses will be paid only with approval of the supervisor. Those approving expenditures are responsible for ensuring that expenditures:</p> <ul style="list-style-type: none"> • Comply with college policies and procedures. • Provide least expensive means of travel requested. • Have adequate funding, budget authorization, and documentation to support the expenditure. • Are valid and reasonable college-related expenses. • Comply with funding agency regulations. <p>Personnel whose duties require travel are to have advance approval before reservation / travel arrangements are made. All travel in- and out-of- district (out</p> | <p>NOTE: <i>Under Oregon law, any travel or meal expenses paid by entities other than the college are subject to the requirements of Oregon Ethics Law (ORS 244) and must be consistent with the limitation on gifts and exceptions.</i></p> | <ul style="list-style-type: none"> • Reasonable. The nature and amount of the cost should be what a prudent person would have incurred at the time. • In compliance with requirements of any specific grant or contract being charged. <p>Accountable Plan</p> <p>The travel and transportation payment methodology used throughout this procedure is defined as an Accountable Plan. The Plan assumes the following IRS criteria have been met:</p> <ul style="list-style-type: none"> • All expenses are incurred while on official college business. • Expenses must be adequately accounted for in a reasonable time frame. • All excess payments or advances must be returned in a reasonable time frame. <p>Authorization</p> <p>Business/travel expenses will be paid only with approval of the supervisor. Those approving expenditures are responsible for ensuring that expenditures:</p> <ul style="list-style-type: none"> • Comply with college policies and procedures. • Provide least expensive means of travel requested. • Have adequate funding, budget authorization, and documentation to support the expenditure. • Are valid and reasonable college-related expenses. • Comply with funding agency regulations. <p>Personnel whose duties require travel are to have advance approval before reservation / travel arrangements are made. All travel in- and out-of- district (out of Douglas County) must be authorized by the immediate supervisor.</p> |
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| <p>of Douglas County) must be authorized by the immediate supervisor. Authorization for travel by immediate supervisor must be written. A copy of the approval must be emailed to Accounts Payable prior to travel. Requests for travel exceeding or omitted from the budget must receive the Vice President's approval.</p> <p>All out-of-state and international travel requires pre-authorization that must be completed on Out-of-State Travel Authorization form and signed by the President. Once the authorization is received by the Finance office, Accounts Payable will contact the requestor with approval to make travel arrangements.</p> <p>Advances A travel advance of a minimum \$100.00 may be requested before departure by submitting a supervisor approved Advanced Funding Request Form. Whenever possible, payment of expenses necessary prior to the trip (ex. airplane, conference registration, etc.) are to be made with a departmental issued credit card or through Accounts Payable (payment issued to the vendor) instead of requesting an advance. If travel is canceled, an advance must be returned to Accounts Payable immediately. An employee may have only one travel advance outstanding at a time. A travel expense voucher, proper documentation and any excess advance must be submitted to Accounts Payable within 5 business days of the employee returning to the college. Failure to do so will result in the advance being reported as income subject to</p> | | <p>Authorization for travel by immediate supervisor must be written. A copy of the approval must be emailed to Accounts Payable prior to travel. Requests for travel exceeding or omitted from the budget must receive the Vice President's Senior Leadership Team member approval. All out-of-state and international travel requires pre-authorization that must be completed on Out-of-State Travel Authorization form and signed by the President. Once the authorization is received by the Finance office approved, Accounts Payable the approver will contact the requestor with approval to proceed with make travel arrangements.</p> <p>Advances A travel advance of a minimum \$100.00 may be requested before departure by submitting a supervisor approved Advanced Funding Request Form. Whenever possible, payment of expenses necessary prior to the trip (ex. airplane, conference registration, etc.) are to be made with a departmental issued credit card or through Accounts Payable (payment issued to the vendor) instead of requesting an advance. If travel is canceled, an advance must be returned to Accounts Payable immediately. An employee may have only one travel advance outstanding at a time. A travel expense voucher, proper documentation and any excess advance must be submitted to Accounts Payable within 5 business days of the employee returning to the college. Failure to do so will result in the advance being reported as income subject</p> |
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withholding and payment of employment taxes reported on the employee's W-2, and deducted from the employee's next monthly check.

Meals

Cost of Meals While Traveling Overnight

The college will reimburse personal meal expenses incurred while traveling on behalf of the college on per diem basis. For group travel other rules will apply (see – Actual meal expense reimbursement). The College credit card should not be used for these expenses. UCC follows the IRS High-Low substantiation method. Refer to the Reimbursement rates for Lodging, Meals and Private vehicle mileage table for current rates as the rates might change. Employees will not be paid for meals which are provided as part of the conference or event, included in the cost of lodging, or otherwise paid for.

Documentation required for reimbursement: Per diem days are documented by a conference brochure, workshop agenda, or other item that shows the dates and times of the event as well as dates and times of travel (departure and arrival). Meal receipts should not be submitted. No reconciliation between actual expenses and the per diem allowance is made.

The college will accept actual meal receipts for reimbursement and will reimburse for actual amounts provided that they do not exceed per diem rates.

Per diem for the first and last travel day involving an overnight stay is reimbursable as follows:

to withholding and payment of employment taxes reported on the employee's W-2, and deducted from the employee's next monthly check.

Meals

Cost of Meals While Traveling Overnight

The college will reimburse personal meal expenses incurred while traveling on behalf of the college on per diem basis. For group travel other rules will apply (see – Actual meal expense reimbursement). The College credit card should not be used for these expenses. UCC follows the IRS High-Low substantiation method. Refer to the Reimbursement rates for Lodging, Meals and Private vehicle mileage table for current rates as the rates might change. Employees will not be paid for meals which are provided as part of the conference or event, included in the cost of lodging, or otherwise paid for.

Documentation required for reimbursement: Per diem days are documented by a conference brochure, workshop agenda, or other item that shows the dates and times of the event as well as dates and times of travel (departure and arrival). Meal receipts should not be submitted. No reconciliation between actual expenses and the per diem allowance is made.

The college will accept actual meal receipts for reimbursement and will reimburse for actual amounts provided that they do not exceed per diem rates.

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| <p>Initial day of Travel Prior to 6:00 am 6:00 am to Noon If you leave: 12:01 to 6:00 pm After 6:00 pm Percentage of per diem allowance 100% 75% 50% 25%</p> <p>Final Day of Travel Prior to 6:00 am 6:00 am to Noon If you return: 12:01 to 6:00 pm After 6:00 pm Percentage of per diem allowance 25% 50% 75% 100%</p> <p>Meals on One-day Trips Meal expenses are reimbursable during one-day travel when the employee is traveling on college business during the employee's meal period. Meals are reimbursed on a per diem basis. Breakfast may be claimed if departure is before 6:00 am exclusive of eating time. Lunch can be claimed if departure is before noon. Dinner can be claimed if a return is after 6:00 pm.</p> <p>Actual Meal Expense Reimbursement Reimbursement for meals at actual expense is only allowed for banquet meals when an employee is on official business away from the college; or travel involving large groups of people, ex. athletic</p> | | <p>Per diem for the first and last travel day involving an overnight stay is reimbursable as follows: Initial day of Travel Prior to 6:00 am 6:00 am to Noon If you leave: 12:01 to 6:00 pm After 6:00 pm Percentage of per diem allowance 100% 75% 50% 25%</p> <p>Final Day of Travel Prior to 6:00 am 6:00 am to Noon If you return: 12:01 to 6:00 pm After 6:00 pm Percentage of per diem allowance 25% 50% 75% 100%</p> <p>Meals on One-day Trips Meal expenses are reimbursable during one-day travel when the employee is traveling on college business during the employee's meal period. Meals are reimbursed on a per diem basis. Breakfast may be claimed if departure is before 6:00 am exclusive of eating time. Lunch can be claimed if departure is before noon. Dinner can be claimed if a return is after 6:00 pm.</p> <p>Actual Meal Expense Reimbursement Reimbursement for meals at actual expense is only allowed for banquet meals</p> |
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teams and student groups, UCC board of directors, etc. When actual meal expenses are reimbursed, an itemized receipt is required. A gratuity of up to 15% of each meal expense may also be claimed.

The receipt must separate the meal cost and the gratuity paid. When the receipt shows only the total charge, the traveler should write in the meal and gratuity amounts.

Other Non-Travel Related Meals

A. Business meals

Reimbursement and payments provided to employees for meals in the course of conducting business may be exempt from taxation. The employee(s) must have actively engaged in a business meeting, negotiation, discussion or other bona fide business transactions immediately preceding, during or following the meal. The expense must be ordinary, reasonable and necessary. Business meals should be pre-approved by a supervisor (at dean or director level).

Non-Travel related meals are reimbursed at actual cost and should be reasonable and prudent. Original, itemized receipts are required. A credit card receipt that indicates only the total amount is not sufficient unless an itemized bill is attached. Receipts for meals should indicate the names of people in the party and the business purpose of the meal. Tipping is reimbursed to a maximum of 15%. For large groups where the restaurant has included a required gratuity exceeding 15% that required gratuity is reimbursable but must be documented on the receipt. College funds may be used for meals:

when an employee is on official business away from the college; or travel involving large groups of people, ex. athletic teams and student groups, UCC board of directors, etc. When actual meal expenses are reimbursed, an itemized receipt is required. A gratuity of up to 15% of each meal expense may also be claimed.

The receipt must separate the meal cost and the gratuity paid. When the receipt shows only the total charge, the traveler should write in the meal and gratuity amounts.

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| <ul style="list-style-type: none"> • If officially scheduled as part of business conference, business meeting (not departmental or regularly scheduled meeting), chamber of commerce or other professional association meeting. • If the purpose is furthering the college's interest or engaging in a business meeting. • For college guests, guest speakers or presenters, etc. • Provided for employees on the work site during an overtime period for the convenience of the college <p>College funds may not be used for:</p> <ul style="list-style-type: none"> • Employee meals for regularly scheduled departmental meetings. • Meals to celebrate social occasions (birthdays, retirements, etc.) <p>B. Meals provided by employer According to the IRS, meals provided to employees must be in-kind (e.g. must be food, not cash to purchase food), on the employer's business premises, and for the convenience of the employer.</p> <p>C. Meeting refreshments Refreshments are defined to include beverages (no alcohol) and light food items such as fruit, pastries, chips, cookies, etc. Refreshments may be provided as long as it is an occasional and nominal expense and there is a clear business purpose for the meeting. Refreshments should be pre-approved by a supervisor (at dean or director level).</p> <p>College funds may be used for:</p> <ul style="list-style-type: none"> • Refreshments provided for business meetings with industry representatives or the public at the discretion of | | <p>gratuity exceeding 15% that required gratuity is reimbursable but must be documented on the receipt.</p> <p>College funds may be used for meals:</p> <ul style="list-style-type: none"> • If officially scheduled as part of business conference, business meeting (not departmental or regularly scheduled meeting), chamber of commerce or other professional association meeting. • If the purpose is furthering the college's interest or engaging in a business meeting. • For college guests, guest speakers or presenters, etc. • Provided for employees on the work site during an overtime period for the convenience of the college <p>College funds may not be used for:</p> <ul style="list-style-type: none"> • Employee meals for regularly scheduled departmental meetings. • Meals to celebrate social occasions (birthdays, retirements, etc.) <p>B. Meals provided by employer According to the IRS, meals provided to employees must be in-kind (e.g. must be food, not cash to purchase food), on the employer's business premises, and for the convenience of the employer.</p> <p>C. Meeting refreshments Refreshments are defined to include beverages (no alcohol) and light food items such as fruit, pastries, chips, cookies, etc. Refreshments may be provided as long as it is an occasional and nominal expense and there is a clear business purpose for the meeting. Refreshments should be pre-approved by a supervisor (at dean or director level).</p> |
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| <p>administrators if business is actively conducted.</p> <ul style="list-style-type: none"> • Refreshments provided for college working sessions or meetings lasting more than two hours in duration. • Refreshments provided for program completion ceremonies and celebrations for graduating students and/or program participants. • Refreshments for business meetings when participants are required to travel from different locations and the time frame involved requires a break and participants cannot obtain refreshments and return in a reasonable amount of time. • Refreshments provided during college sponsored events. <p>College funds may not be used for refreshments to celebrate social occasions (birthdays, retirements, etc.)</p> <p>Alcohol and Controlled Substances Reimbursement for alcohol and controlled substances is not allowed under this or any other policy of the college.</p> <p>Registration Convention and meeting registration fees may be paid by Accounts Payable by generating a check upon receipt of an approved request, or reimbursed provided that the request is supported by an itemized receipt.</p> <p>Departments are encouraged to use a departmental issued credit card to pay for registration fees subject to supervisor's approval (or President's approval for out of state travel). This is intended to accommodate registration deadlines, which precede the actual event, especially those that provide</p> | | <p>College funds may be used for:</p> <ul style="list-style-type: none"> • Refreshments provided for business meetings with industry representatives or the public at the discretion of administrators if business is actively conducted. • Refreshments provided for college working sessions or meetings lasting more than two hours in duration. • Refreshments provided for program completion ceremonies and celebrations for graduating students and/or program participants. • Refreshments for business meetings when participants are required to travel from different locations and the time frame involved requires a break and participants cannot obtain refreshments and return in a reasonable amount of time. • Refreshments provided during college sponsored events. <p>College funds may not be used for refreshments to celebrate social occasions (birthdays, retirements, etc.)</p> <p>Alcohol and Controlled Substances Reimbursement for alcohol and controlled substances is not allowed under this or any other policy of the college.</p> <p>Registration Convention and meeting registration fees may be paid by Accounts Payable by generating a check upon receipt of an approved request, or reimbursed provided that the request is supported by an itemized receipt.</p> <p>Departments are encouraged to use a departmental issued credit card to pay for registration fees subject to supervisor's approval (or President's approval for out</p> |
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| <p>a discount for early registration.</p> <p>Lodging All allowances for lodging incurred outside the College District are reimbursed using the lesser of actual cost (before lodging taxes) or the IRS High-Low Substantiation Method as of July 1 each year. Please refer to Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage for current rates. Select standard room accommodations in commercial class hotels or motels at the conference or government rate. Travelers who stay in a private residence with relative or friends while traveling on business may not be reimbursed for lodging. Room service and honor bar charges will NOT be reimbursed.</p> <p>Lodging at Conference Site When a traveler is attending a conference and staying at the conference or meeting site (or a hotel arranged by the conference), the actual amount of the lodging can be reimbursed (unless the lodging is shared). When the lodging is shared, other rules may apply.</p> <p>Shared Lodging with a Non-Employee When an employee shares a room with a non-employee, such as a spouse, the employee must request from the facility a signed, single rate notation. If the single rate notation is not obtained, reimbursement is at 90% fo the double room rate, including tax.</p> <p>Bed and Breakfast Lodging The traveler cannot claim breakfast when requesting bed and breakfast lodging as breakfast is usually part of the lodging cost. Continental breakfast does not apply.</p> | | <p>of state travel). This is intended to accommodate registration deadlines, which precede the actual event, especially those that provide a discount for early registration.</p> <p>Lodging All allowances for lodging incurred outside the College District are reimbursed using the lesser of actual cost (before lodging taxes) or the IRS High-Low Substantiation Method as of July 1 each year. Please refer to Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage for current rates. Select standard room accommodations in commercial class hotels or motels at the conference or government rate. Travelers who stay in a private residence with relative or friends while traveling on business may not be reimbursed for lodging. Room service and honor bar charges will NOT be reimbursed.</p> <p>Lodging at Conference Site When a traveler is attending a conference and staying at the conference or meeting site (or a hotel arranged by the conference), the actual amount of the lodging can be reimbursed (unless the lodging is shared). When the lodging is shared, other rules may apply.</p> <p>Shared Lodging with a Non-Employee When an employee shares a room with a non-employee, such as a spouse, the employee must request from the facility a signed, single rate notation. If the single rate notation is not obtained, reimbursement is at 90% fo the double room rate, including tax.</p> |
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| <p>Receipts for Lodging Each receipt for lodging must be filled in by the lodging establishment and must include: Name of the employee Date or dates occupied Room number Number of persons occupying the room Single room rate Actual amount paid Lodging tax Name of lodging establishment Address of lodging establishment</p> <p>Travel incidentals Employees who incur travel expenses while conducting official college business may be reimbursed for all reasonable and necessary expenses in connection with business related travel (e.g. parking fees, shuttles, taxis, toll fees, internet access, etc.). Original itemized receipts are required. Incidentals do not include medication, clothing, or other personal use items.</p> <p>Transportation Persons traveling on official business for Umpqua Community College must choose the mode of transportation that is most suitable and economical for conducting the planned business. Reimbursement is limited to travel on the most direct and usually traveled route and to the mode of travel that provides the least cost to the college.</p> <p>Private Vehicle Employees traveling with a personal vehicle may be reimbursed for mileage at the IRS approved rate, except for commuting. Commuting is travel between an employee's personal residence and</p> | | <p>Bed and Breakfast Lodging The traveler cannot claim breakfast when requesting bed and breakfast lodging as breakfast is usually part of the lodging cost. Continental breakfast does not apply.</p> <p>Receipts for Lodging Each receipt for lodging must be filled in by the lodging establishment and must include: Name of the employee Date or dates occupied Room number Number of persons occupying the room Single room rate Actual amount paid Lodging tax Name of lodging establishment Address of lodging establishment</p> <p>Travel incidentals Employees who incur travel expenses while conducting official college business may be reimbursed for all reasonable and necessary expenses in connection with business related travel (e.g. parking fees, shuttles, taxis, toll fees, internet access, etc.). Original itemized receipts are required. Incidentals do not include medication, clothing, or other personal use items.</p> <p>Transportation Persons traveling on official business for Umpqua Community College must choose the mode of transportation that is most suitable and economical for conducting the planned business. Reimbursement is limited to travel on the most direct and usually traveled route and to the mode of travel that provides the least cost to the college. Employees are encouraged to utilize Car Rental vs Mileage Reimbursement Calculator while</p> |
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| <p>main or regular place of work. The current mileage allowance for travel is listed in Reimbursement Rates for Lodging, meals and private vehicle mileage. The college will reimburse for the shorter of the distance from work or home to a meeting, other assigned work location, or destination when traveling for business purposes. For example, when a trip begins at the employee's residence, the mileage to the destination is the shorter of the distances from either the official station or residence. When the trip ends at the employee's residence, the shorter mileage to the official station or residence is allowed.</p> <p>To calculate mileage amounts use a mapping tool such as Map Quest, Google Maps or Yahoo Maps. A printout documenting mileage is required.</p> <p>For inter-campus travel please use the Authorized Mileage Chart. No printout documenting mileage is required in this case.</p> <p>Employees driving their own vehicles or riding in private vehicles in the course of conducting college business do so under the primary liability coverage of the vehicle. The college does not provide any Collision or Comprehensive coverage to any vehicle that is not owned by the college. Medical coverage is limited to the provisions of the State Accident Insurance Fund ("SAIF"). Anyone who drives motor vehicles (college or personal) for college business shall acknowledge that they possess a valid driver's license, have no impairment that may impact their ability to drive, have insurance as mandated by</p> | | <p>comparing private vehicle vs rental vehicle costs.</p> <p>Private Vehicle</p> <p>Employees traveling with a personal vehicle may be reimbursed for mileage at the IRS-College approved established rate, except for commuting. Commuting is travel between an employee's personal residence and main or regular place of work. The current mileage allowance for travel is listed in Reimbursement Rates for Lodging, meals and private vehicle mileage. The college will reimburse for the shorter of the distance from work or home to a meeting, other assigned work location, or destination when traveling for business purposes. For example, when a trip begins at the employee's residence, the mileage to the destination is the shorter of the distances from either the official station or residence. When the trip ends at the employee's residence, the shorter mileage to the official station or residence is allowed.</p> <p>To calculate mileage amounts use a mapping tool such as Map Quest, Google Maps or Yahoo Maps. A printout documenting mileage is required.</p> <p>For inter-campus travel please use the Authorized Mileage Chart. No printout documenting mileage is required in this case.</p> <p>Employees driving their own vehicles or riding in private vehicles in the course of conducting college business do so under the primary liability coverage of the vehicle. The college does not provide any Collision or Comprehensive coverage to</p> |
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| <p>ORS 806.010 and shall follow all applicable seatbelt and traffic safety laws.</p> <p>ORS 811.507 and college guidelines prohibit the use of a mobile communication device, such as cell phones, while operating a motor vehicle.</p> <p>College Motor Pool</p> <p>College motor pool vehicles may be used for official college business only. The department that authorizes a college vehicle's use is financially accountable for damages and all costs resulting from violations of policies relating to college vehicle use.</p> <p>Using a college-owned vehicle for private purposes or allowing another person to do so is prohibited.</p> <p>The request must be submitted in advance to the Facilities Department secretary.</p> <p>Rental vehicles</p> <p>When traveling on college business, the use of a rented automobile is usually justified in the following situations:</p> <ul style="list-style-type: none"> ☑ When public transportation is inadequate, and a college or personally owned automobile is not available for travel to the business meeting or conference ☑ When a car is the only practical mode of travel to a destination <p>The college will reimburse you the lesser of mileage or the car rental plus gas.</p> <p>The rental receipt must be submitted with the Travel Expense Voucher and include a brief explanation for the rental of the auto and points of origin and destination. A rented automobile should be shared if two or more people travel on the same schedule to the same destination. Only one member of the group should pay for the automobile</p> | | <p>any vehicle that is not owned by the college. Medical coverage is limited to the provisions of the State Accident Insurance Fund ("SAIF").</p> <p>Anyone who drives motor vehicles (college or personal) for college business shall acknowledge that they possess a valid driver's license, have no impairment that may impact their ability to drive, have insurance as mandated by ORS 806.010 and shall follow all applicable seatbelt and traffic safety laws.</p> <p>ORS 811.507 and college guidelines prohibit the use of a mobile communication device, such as cell phones, while operating a motor vehicle.</p> <p>College Motor Pool</p> <p>College motor pool vehicles may be used for official college business only. The department that authorizes a college vehicle's use is financially accountable for damages and all costs resulting from violations of policies relating to college vehicle use.</p> <p>Using a college-owned vehicle for private purposes or allowing another person to do so is prohibited.</p> <p>The request must be submitted in advance to the Facilities Department secretary.</p> <p>Rental vehicles</p> <p>When traveling on college business, the use of a rented automobile is usually justified in the following situations:</p> <ul style="list-style-type: none"> ☑ When public transportation is inadequate, and a college or personally owned automobile is not available for travel to the business meeting or conference |
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| <p>rental and request reimbursement. The reimbursement request should include the names of the other employees sharing the automobile.</p> <p>Fuel costs will be reimbursed based upon actual fuel purchased, not mileage. Receipts for fuel purchased must be submitted with the car rental receipt.</p> <p>The use of a rented car for personal purposes is not reimbursable under any circumstances. If rented car is used for both business and personal purposes, only the portion of the car rental applicable to business should be claimed for reimbursement. Indicate on the travel reimbursement form that the balance of the rental charge applies to personal use of the car. "Economy" or "Compact" cars are to be used unless there are three or more persons.</p> <p>Car Rental Insurance</p> <p>The college's auto insurance policy extends to vehicles rented for college travel. The college will not reimburse for additional "personal accident insurance" available in car rental agreements.</p> <p>Airline Transportation</p> <p>Employees traveling by commercial airline must purchase the lowest and most convenient available fare. First class airfare and/or travel are not authorized. Airline baggage fees are considered a cost of air travel and are therefore reimbursable. College business credit card can be used for purchasing the airline tickets after all approvals have been obtained.</p> | | <p><input checked="" type="checkbox"/> When a car is the only practical mode of travel to a destination The college will reimburse you the lesser of mileage or the car rental plus gas. If rental is justified, employees should be using a preferred vendor for car rental services established by the College and follow procedures outlined for the car rentals. rental receipt must be submitted with the Travel Expense Voucher and include a brief explanation for the rental of the auto and points of origin and destination. A rented automobile should be shared if two or more people travel on the same schedule to the same destination. Only one member of the group should pay for the automobile rental and request reimbursement. The reimbursement request should include the names of the other employees sharing the automobile.</p> <p>Fuel costs will be reimbursed based upon actual fuel purchased, not mileage. Receipts for fuel purchased must be submitted for reimbursement using Travel Expense Voucher or paid with the College issued credit card. form with the car rental receipt.</p> <p>The use of a rented car for personal purposes is not allowed not reimbursable under any circumstances. If rented car is used for both business and personal purposes, only the portion of the car rental applicable to business should be claimed for reimbursement. Indicate on the travel reimbursement form that the balance of the rental charge applies to personal use of the car. "Economy" or "Compact" cars</p> |
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| <p>Airline tickets purchased using a personal credit card will be reimbursed using the Travel Expense Voucher providing adequate and detailed documentation is included. The college will not reimburse for tickets purchased with frequent flyer miles or personal flight/travel credits. Frequent flyer and bonus travel programs should not influence the traveler's flight selection or routing.</p> <p>Miscellaneous Expenses: Dues and Memberships</p> <p>Personal and institutional memberships in professional organizations may be paid for with college funds when such memberships are directly beneficial to the college and relate to an employee's job. Memberships in civic organizations such as Chambers of Commerce may be paid for when an employee's college duties require such membership. Approval by the employee's supervisor is required.</p> <p>Subscriptions and Journals</p> <p>Subscriptions and journals that directly relate to the employee's job may be paid for with college funds. A supervisor's approval is required.</p> <p>Items of Appreciation, Condolence or Recognition</p> <p>The college may pay for items of appreciation, condolence, or recognition if the activities/events to be recognized are extraordinary in nature and relate to college business. A supervisor's approval is required. Such purchases shall be</p> | | <p>are to be used unless there are three or more persons.</p> <p>Car Rental Insurance</p> <p>The college's auto insurance policy extends to vehicles rented for college travel. The college will not reimburse for additional "personal accident insurance" available in car rental agreements.</p> <p>Airline Transportation</p> <p>Employees traveling by commercial airline must purchase the lowest and most convenient available fare. First class airfare and/or travel are not authorized. Airline baggage fees are considered a cost of air travel and are therefore reimbursable. College business credit card can be used for purchasing the airline tickets after all approvals have been obtained.</p> <p>Airline tickets purchased using a personal credit card will be reimbursed using the Travel Expense Voucher providing adequate and detailed documentation is included. The college will not reimburse for tickets purchased with frequent flyer miles or personal flight/travel credits. Frequent flyer and bonus travel programs should not influence the traveler's flight selection or routing.</p> <p>Miscellaneous Expenses: Dues and Memberships</p> <p>Personal and institutional memberships in professional organizations may be paid for with college funds when such memberships are directly beneficial to the college and relate to an employee's job.</p> |
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| <p>infrequent and items purchased shall be of nominal value.</p> <p>Other Items Miscellaneous items that are required to support instructional or operational functions may be reimbursed with appropriate documentation and approval.</p> <p>Reimbursement Accounts Payable will process payment after receiving an approved Request for Payment Voucher, Monthly Mileage Reimbursement or Travel Expense Voucher with receipts attached. Purchases which are not compliant with college policy will not be paid. Submit reimbursement requests with the documentation attached within 5 working days of returning from the trip, or the end of the month for requests of payments of the monthly mileage reimbursements. Reimbursement can be expected two (2) weeks after the Finance Office receives the reimbursement request. Reimbursement requests at the end of the fiscal year must be received within the time period set by the Finance Office for year-end closing, usually by July 10.</p> <p>Requesting a Non-Travel Reimbursement For non-travel related reimbursement, submit an approved Request for Payment Voucher to Accounts Payable with receipts attached.</p> <p>Requesting a Travel Reimbursement A Travel Expense Voucher form is used to request a reimbursement for a specific trip or conference expense, and a Monthly</p> | | <p>Memberships in civic organizations such as Chambers of Commerce may be paid for when an employee's college duties require such membership. Approval by the employee's supervisor is required.</p> <p>Subscriptions and Journals Subscriptions and journals that directly relate to the employee's job may be paid for with college funds. A supervisor's approval is required.</p> <p>Items of Appreciation, Condolence or Recognition The college may pay for items of appreciation, condolence, or recognition if the activities/events to be recognized are extraordinary in nature and relate to college business. A supervisor's approval is required. Such purchases shall be infrequent and items purchased shall be of nominal value.</p> <p>Other Items Miscellaneous items that are required to support instructional or operational functions may be reimbursed with appropriate documentation and approval.</p> <p>Reimbursement Accounts Payable will process payment after receiving an approved Request for Payment Voucher, Monthly Mileage Reimbursement or Travel Expense Voucher with receipts attached. Purchases which are not compliant with college policy will not be paid. Submit reimbursement requests with the documentation attached within 5 working days of returning from the trip, or the end of the month for requests of</p> |
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| <p>mileage form is used for monthly in-district mileage.</p> <p>Specific Trip and Meeting Reimbursement</p> <p>When requesting a payment for out-of-pocket travel expense for a specific trip or meetings, the employee must complete the TRAVEL EXPENSE VOUCHER form within five (5) working days after returning. All expenses must be itemized, including those expenses for which an advance payment was received, and receipts attached as specified. The completed form is to be submitted for supervisor's approval. The approved form is to be forwarded to Finance Office Accounts Payable for processing.</p> <p>A separate form is to be used for each specific trip or meeting.</p> <p>Monthly Mileage Reimbursement</p> <p>To request payment of monthly in-district mileage reimbursement, the employee must complete the Monthly Mileage Reimbursement form within five (5) working days of the end of each month. Submit the completed form to the immediate supervisor for approval. The form is then forwarded to Finance Office Accounts Payable for processing. For more detailed information, please refer to the Business, Travel and Transportation handbook.</p> | | <p>payments of the monthly mileage reimbursements.</p> <p>Reimbursement can be expected two (2) weeks after the Accounting and Finance Office department receives the reimbursement request.</p> <p>Reimbursement requests at the end of the fiscal year must be received within the time period set by the Accounting and Finance Office department for year-end closing, usually by July 10.</p> <p>Requesting a Non-Travel Reimbursement</p> <p>For non-travel related reimbursement, submit an approved Request for Payment Voucher to Accounts Payable with receipts attached.</p> <p>Requesting a Travel Reimbursement</p> <p>A Travel Expense Voucher form is used to request a reimbursement for a specific trip or conference expense, and a Monthly mileage form is used for monthly in-district mileage.</p> <p>Specific Trip and Meeting Reimbursement</p> <p>When requesting a payment for out-of-pocket travel expense for a specific trip or meetings, the employee must complete the TRAVEL EXPENSE VOUCHER form within five (5) working days after returning. All expenses must be itemized, including those expenses for which an advance payment was received, and receipts attached as specified. The completed form is to be submitted for supervisor's approval. The approved form is to be forwarded to Accounting and Finance Office Accounts Payable for processing.</p> |
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