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## **EMPLOYMENT OF SUPERVISORY, SPECIALIST AND CONFIDENTIAL STAFF**

It is the Administrative procedure of the Southwestern Oregon Community College District that Supervisory, Specialist and Confidential staff members shall have either a temporary or annual appointment.

### **Temporary Appointment**

A temporary appointment shall be given when a position is for one year or less, is predominantly funded by grant funds, or is designated as temporary by the Board of Education.

Notice of intent to renew a temporary appointment should be given by April 1 subject to available funding.

Temporary appointments shall be subject to termination immediately if funding sources are reduced or terminated.

Temporary appointment may be subject to termination after 30 days' notice for reorganization.

### **Annual Appointment**

An annual appointment shall be given for a permanent position.

Notice of intent to renew an annual appointment shall be given by March 1 subject to a recommendation for renewal by the president and approval by the College Board of Education.

Notice of intent to terminate an annual appointment shall be given by March 1 to become effective on June 30 of the year notice is given.

Annual appointments may be terminated during a contract year:

- because of financial exigency with 90 days' notice;
- because of reorganization with 180 days' notice.

### **Reassignment**

The College President may reassign a staff member to another Supervisory, Specialist, or Confidential position in the College for which the staff member is qualified. Salaries may be adjusted as appropriate for the position.

Notice of intent to reassign shall be given 90 days in advance. Any reduction in salary will become effective 180 days following reassignment.

### **Termination for Just Cause**

Any Supervisory, Specialist, or Confidential staff appointment may be terminated before the end of the contract period for just cause. A series of progressive sanctions shall generally occur before termination.

Adopted by Board of Education:

Procedure #3.039 September 24, 1986

Changed to Administrative Procedure January 22, 1996

Reviewed January 11, 2013 (Formerly Admin Procedure 6.4.004)