

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 7240      Employment of Management, Administrative, Supervisor, Specialist and Confidential (MASSC) Employees

It is the Administrative Procedure of the Southwestern Oregon Community College District that Management, Administrative, Supervisor, Specialist, and Confidential employees shall have either a temporary or annual appointment.

#### TEMPORARY APPOINTMENT

A temporary appointment shall be given when a position is for less than one year, is predominantly funded by grant funds, or is designated as temporary by the appropriate Vice President or the College President.

Temporary appointments shall be subject to termination immediately if funding sources are reduced or eliminated. The College will make every effort to provide 90 days notice in situations where funding sources are reduced or eliminated.

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

#### ANNUAL APPOINTMENT

An annual appointment shall be given for a permanent position.

In most circumstances a 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.

However, an annual appointment may be terminated during the fiscal year due to the following:

- financial exigency with 90 days notice or;
- reorganization with 90 days notice;
- reduction in force due to budget constraints and/or deficits with 90 days notice.

A maximum of 160 hours of vacation leave shall be compensated at termination of employment per APP 7065V. The College reserves the right to provide 90 days of pay in lieu of the 90 day notice including but not limited to, when an employee has a high level of information technology or systems security in their position or when an employee is offered and elects the payout in lieu of notice.

#### REASSIGNMENT

The College President may re-assign an employee to another MASSC position in the College for which the employee is qualified. Compensation may be adjusted as appropriate for the position.

Notice of intent to re-assign shall be given 90 days in advance. Any reduction in salary will become effective immediately upon re-assignment.

#### TENURED FACULTY

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

Effective January 1, 2020, a MASSC employee, who was awarded tenure prior to September 2019; shall be returned to the full-time faculty without loss of rank, tenure, seniority, or other benefits if the employee requests to return to the faculty, or if the employee is terminated, or re-assigned by the College.

If necessary, there will be a provision for resources and staff development time to ensure that the employee is current in the teaching discipline.

For purposes of this procedure, a tenured faculty employee will include an eligible teacher, counselor, or librarian.

### **Overtime Compensation for Confidential Appointments**

Compensable Time for Approved Overtime Hours - For non-exempt employees hired after April 15, 1986 compensatory time may be accrued in lieu of cash overtime compensation if an agreement has been arrived at between the College and the employee.

Non-Exempt Employee Compensatory Time Accrual - Non-exempt employees may accrue 240 hours of compensatory time during a fiscal year. No more than 80 hours of compensatory time may be carried from one fiscal year to the next fiscal year.

Any non-exempt employee who has accrued more than 80 hours of compensatory time at the end of a fiscal year shall be paid in cash for the excess hours.

Any non-exempt employee who has accrued 240 hours of compensatory time shall be paid in cash for additional hours beyond 240 of approved overtime work.

### **TERMINATION FOR JUST CAUSE**

Any MASSC appointment may be terminated at any time for just cause. A series of progressive actions shall generally occur before termination.

### **References:**

ORS 243.650 Oregon Public Employee Collective Bargaining Act (PECBA)

Adopted by Board of Education:

Procedure #3.038: September 24, 1986

Revised: April 17, 1995

Changed to Administrative Procedure: January 22, 1996

Reviewed: January 11, 2013 (Formerly Admin Policy 6.4.002)

Revised: February 5, 2020

Revised: June 2, 2021

Revised: May 8, 2024 (Formerly AP 7033)

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