



# **Management and Exempt Staff Manual**

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## PREAMBLE

The Management and Exempt Staff of Linn-Benton Community College believe that quality leadership and managerial practices must be provided to create a healthy working environment. Belief in this central value results in practices guided by the following additional value statements:

\*Positive leadership must be encouraged at all levels within the College.

\*An open, team-oriented management style should provide opportunities for staff input to decision-making.

\*A constant search to improve the ways staff work together should be supported and recognized.

\*A willingness to take risks in an open atmosphere of shared values is encouraged.

\*Staff must be guided by principles of fairness, trust and respect for each other's skills, abilities, and contributions to the College in accordance with these value statements.

### I. INTRODUCTION

The Linn-Benton Community College exempt staff (administrative, supervisory, confidential) rely upon the President and Board of Education to support their rights and responsibilities through a formal understanding. To promote uniform interpretation of that understanding, this document outlines the rights, responsibilities, entitlements and conditions of employment for exempt staff. This manual will change periodically through recommendations by exempt employees, but final approval of this document is the responsibility of the College President.

### II. BOARD/PRESIDENT AUTHORITY

The College President is responsible for managing Linn-Benton Community College. The President derives authority from the Board of Education. The President is responsible for the formulation of policies and procedures requiring Board approval, all recommendations for Board action, the implementation of Board policies, procedures and other actions, and the authorization of exempt employees' procedures and practices.

For efficiency of management, the President may delegate functions to members of the staff. The duties and responsibilities

-ities of exempt employees are outlined as a guide to incumbents in these positions and do not in any way limit the responsibility or basic authority of the College President for the administration of the College.

To help employees of the district understand their relationship to the Administration and to each other, the Board of Education approves an organization chart. This chart should be kept current and on file in the President's office with copies given to all concerned.

### III. EXEMPT EMPLOYEE RESPONSIBILITY

It is the responsibility of exempt employees to perform their duties as outlined in College-approved job descriptions, to work in support of the goals and objectives of the College, and to administer and follow the policies and procedures adopted by the Administration and/or the Board of Education. Such goals and policies of the College are on file in the President's Office.

In addition, the exempt employee has the individual right and professional responsibility to:

1. Carry out the decisions and unified goals of the College Board and Administration in a positive and supportive manner.
2. Express concern about College operations if the employee feels such operations are not acting in the best interest of the College mission.
3. Express concern in a professional manner about decisions reached by the College and/or their Supervisor.
4. Express concern on specific instances of unprofessional behavior on the part of colleagues.

### IV. COLLEGE RESPONSIBILITIES

The College shall be responsible for communicating to its exempt employees through specific goals and objectives what is expected of them in relation to their responsibilities as outlined in Section III above. The College shall also be responsible for providing, through performance appraisal, feedback to its exempt employees relative to their attainment of assigned goals and objectives.

The College shall provide compensation and benefits to each exempt employee commensurate with his or her level of responsi-



bility and with the employee's level of performance. (See Section XIII.)

#### V. EMPLOYMENT CONTINUATION

Notification of intention to rehire for exempt employees will be sent out by March 15 and completed by April 1 of each year. The notification will include, but not be limited to, length of contract, general duties to be performed, and amount of salary. If such information is not included in the notice, then the conditions of the subsequent year's contract for exempt staff will not be any less than the current year's in terms of compensation, benefits, or length of contract. (See Policy #605.)

If a significant change in an exempt employee's job description or reduction in compensation, benefit, or length of contract occurs, the College shall give an employee a minimum of ninety (90) days notice.

#### VI. REDUCTION IN FORCE

An exempt staff member whose position is eliminated from the College organization will receive a minimum of one hundred eighty (180) days notice. The College will also make every effort to assist the employee to find alternative employment within the College District. (See Policy #628.)

#### VII. RESIGNATIONS

All resignations should be in writing and directed to the College President at least thirty (30) days prior to the date of resignation. (See Policy #620.)

#### VIII. DISCHARGE WITH CAUSE

Exempt employees may be discharged with cause by the College President if they (1) intentionally fail to abide by the lawful rules and regulations of the College or fail to follow the instructions given by College authorities; (2) are convicted of a state or federal felony which would substantially interfere with their performance of duties or cause loss of confidence; (3) fail to carry out their duties at an appropriate level of quality or quantity; or (4) willfully interfere with the administrative processes of the College.

In cases of discharge with cause, a hearing may be requested in accordance with the College's procedures. (See Policy #608.)

## IX. PERFORMANCE APPRAISAL

Exempt employees are entitled to periodic reviews of job performance. Major criticisms leading to dismissal should be accessible only to the exempt employee, to the appropriate administrator to whom the individual is responsible, to the President of the College, and to the Board of Education. An exempt employee may request that adverse documents be purged from his or her personnel file after a period of three years.

The Human Resources Office is responsible for sending out and collecting all exempt employee performance appraisal forms. The formal performance appraisal process should be completed no later than July 15 of each year.

Any changes in performance evaluation procedures or tools will be discussed with the exempt employee group at least ninety (90) days prior to implementation.

## X. PROCEDURAL DUE PROCESS

Exempt employees have the right to procedural due process and a right to involvement in decisions that affect their employment. Exempt employees who believe they have been treated arbitrarily or unfairly may follow grievance avenues outlined in Board policy. (See Policy #608.)

## XI. PROFESSIONAL DEVELOPMENT

Exempt employees have the responsibility and the opportunity to participate in learning activities through professional memberships and attending professionally enhancing career workshops and institutes.

The College is committed to providing opportunities for staff development necessary to ensure that the exempt employees at Linn-Benton Community College will grow in their areas of responsibility. (See Gwen Chandler for current procedures.)

## XII. TRAVEL/TRANSPORTATION

Exempt employees are entitled to reimbursement from the College for expenses incurred relative to the execution of their duties. Official travel out-of-district must be authorized by the immediate supervisor, as appropriate. Personnel whose duties require continual or frequent travel are deemed to have advance approval.

The limits and parameters of reimbursements can be found in the Appendix of this manual. (Also see Policy #626).

### XIII. COMPENSATION: DIRECT PAY

A. Starting Pay Rates. A new employee hired by the College or transferred into the exempt staff from another employee group would normally be assigned a rate of pay as close to the minimum of the assigned range as possible. The initial pay rate will be developed by the responsible Administrator/Manager and the Human Resources Department and consist of a pay rate between the range minimum and midpoint, subject to the approval of the appropriate Vice President/President. Care will be taken to consider other employees' pay rates, etc. before making offers above the range minimum. Starting rates above the range midpoint require the written approval of the President.

B. Pay Adjustments. Several types of circumstances may cause an employee's pay to be adjusted. The following conditions are described and corresponding pay actions indicated. In no case should any adjustment result in an employee being paid a rate above the range maximum.

1. General Increase: When a general increase is deemed to be in order, all employees except those above the maximum of their assigned range or those on work improvement or probation will receive the increase as of the effective date. Those employees on work improvement or probation will receive the raise when their work plan has been completed.
2. Promotion: A promotion is defined as a reassignment to a job in a higher pay range. A pay increase should normally accompany a promotion. The exact amount of the increase will vary with the situation but should not be less than 5 percent.
3. Transfer: A transfer is defined as a reassignment to another job at the same or a lower pay range. A transfer may involve a pay increase or pay reduction as deemed appropriate by the supervisor and the Human Resources Office.
4. Reclassification: A reclassification is defined as the reassignment of an existing job to another pay range. An adjustment in pay may accompany a reclassification of the new range. An employee who is below the new range minimum will be brought to at least the minimum of the new range.

C. Salary Structure and Schedule. The salary structure and schedule for compensation should be competitive

with the regional community college marketplace and may be adjusted annually by the President's Office to reflect such changes in that marketplace.

- D. Payroll Deductions. Appropriate payroll deductions will be made on all payroll checks in accordance with College procedures and policy.

#### XIV. ADDITIONAL COMPENSATION

The District will pay for exempt employees life insurance at one and one-half times the employee's annual salary to a maximum of \$50,000 coverage, disability insurance, and for employee only medical and dental coverage and the composite vision coverage. Any premiums beyond this (i.e. family coverage) must be paid by the exempt employee through payroll deduction and the employee should inquire at Human Resources about utilizing a Flexible Spending Account. For additional information concerning current insurance rates, the employee should contact the Human Resources Office.

#### XV. PERS CONTRIBUTIONS

The College currently pays the employee's share of the retirement contribution based upon the Employee's yearly compensation to the Oregon Public Employee's Retirement System (PERS). Such amounts are vested and redeemed in accordance with PERS policies and procedures. Refer to the PERS Employee Handbook available in Human Resources.

#### XVI. TUITION WAIVERS

By filing notice on prescribed forms, tuition for classes with a dollar value equal to a total of nine (9) credits per term may be taken by covered employees or dependents at no tuition cost.

- 1.) The employee only may register for one (1) course as if a matriculated student if the class is outside the employee's normal working hours.
- 2.) Except for the course in paragraph 1 of this article, the courses constituting the remaining dollar amount may be taken by the employee or dependents as a regular part-time student.

Additional classes may be added by the MESA member or dependents by paying regular student tuition.



Classes may be taken by the MESA member at no tuition cost if the supervisor assigns them to enhance his/her professional skills.

#### XVII. TAX-SHELTERED ANNUITIES (TSA)

The College allows employees to contribute to the TSA of their choice according to College policy. (See Administrative Rule #D012)

#### XVIII. LEAVES

- A. Paid Leaves. Each exempt full-time employee is credited, as of October 1 of each year, with a total of thirty-four (34) paid leave days which may be used during College designated holiday or closure periods. Such days may also be applied as vacation leave when approved by the employee's immediate supervisor. (See Policy #611.)

Exempt employees may not carry-over more than sixty-five (65) days into subsequent years. Thus the maximum paid leave days that an employee may have credit for at any one time would be ninety-nine (99). Exempt staff will be paid a maximum of thirty-five (35) paid leave days upon separation from the College, and up to sixty-five (65) paid leave days upon retirement.

- B. Sick Leave. Sick leave is provided exempt employees for illness, injury, and related examinations or treatment. Full-time twelve month employees are credited on a monthly basis, earning twelve (12) sick leave days per year. Credited leave may be expended when appropriate. (See Policy #622.)
- C. Bereavement Leave. In cases of critical illness or death of a member of an employee's immediate family, an employee may take up to five (5) days for bereavement purposes. (See Policy #613.)
- D. Parental Leave. Parental leave may be granted up to one (1) year upon the approval of the President. Earned sick leave and credited paid leave may be expended for maternity leave. (See Policy #615.)
- E. Leaves of Absence/Unpaid. Leaves of absence may be approved by the President for not less than thirty (30) days or more than six (6) months. Such leaves may not be renewed more than one (1) time. Employees on such leave will not be entitled to paid leave and sick leave

accruals or pay increases that accrued during their leave period.

Temporary leaves with or without pay for professional reasons may be granted at the discretion of the President. (See Policy #613.)

- F. Jury Duty. Employees required to serve jury duty or who are subpoenaed as a witness will be granted leave with pay. However, compensation received as a result of judicial participation must be turned over to the College. (See Policy #613.)
  
- G. Professional Participation. Leaves to attend workshops and conventions will be granted upon proper application, approval and availability of college funds. Exempt employees may request paid leaves to attend workshops and/or conventions for which they will be expending their own funds. Such leaves will be granted if it is felt by the supervisor that the College would benefit by an employee's participation.
  
- H. Educational Leave. Educational leaves are granted exempt staff on the basis of the current goals and needs of the College. Such leaves are limited to one (1) year's duration and must be approved by the Board of Education.

An individual must continue to work for the College at least on a half-time basis while on leave and will continue to receive full pay. However, paid leave and sick leave benefits would be prorated to the actual time on the job. (See Policy #629.)

#### XIX. EARLY RETIREMENT

Exempt employees of ten (10) or more full-time years of service to the College who wish to retire prior to age sixty-five (65) but not before age fifty-five (55) may apply for the District's early retirement program. Current benefits include a monthly supplemental payment equivalent to one and a quarter per cent (1.25%) of the employee's final year's annual salary plus group health, dental, and vision coverage for the employee. The employee may opt to purchase family coverage on the College insurance plan. (See Policy #621.)

APPENDIX

Mileage reimbursement as of July 1, 1991: 26.0 cents per mile

Expense reimbursement categories as of April 1, 1986:

DUES & MEMBERSHIPS

Professional organizations	Y
Civic clubs	N
Chamber of Commerce (personal)	N
Chamber of Commerce (institutional)	Y

MEALS

Staff meetings on Campus	N
Staff meetings off Campus	Y
Chamber meetings (representative of District)	Y
Chamber meetings (personal)	N
Civic clubs	N
Special events (representative of District) (receptions, recognition events)	Y
Special events (personal) (receptions, recognition events)	N
Meetings off campus (representative of District)	Y
Off campus guests and visitors	Y

REFRESHMENTS

Birthdays	N
Retirements	Y
Advisory committee meetings	Y

TRAVEL

To and from home for daily work	N
To and from home for on Campus Board meetings (second trip)	Y
To and from home for Advisory Committee meetings (second trip)	Y
For approved District representation	Y
To and from Campus for off Campus meetings of Board and Advisory Committees	Y

SUBSCRIPTIONS

Trade magazines and periodicals	Y
Professional	Y

MISCELLANEOUS

Flowers	N
Gifts	N

("Y" = Yes and "N" = No)



## MANAGEMENT AND EXEMPT STAFF ASSOCIATION

PURPOSE: To provide the Management and Exempt Staff Association representation to the Board of Directors on matters of welfare and other items.

PURPOSE: To provide the Management and Exempt Staff Association a forum for equal input opportunity to college committees and general policy.

### BY-LAWS

1. Membership  
Membership in the Linn-Benton Community College Management and Exempt Staff Association is open to regular employees of Linn-Benton Community College who are employed half-time or more and are designated as Administrator, Manager or Classified Exempt staff. Others who may desire membership may petition the Executive Committee.
2. Officers  
The officers of the Association shall consist of the President, President-Elect and Secretary-Treasurer. Their term of office shall be one (1) year. Election of officers shall take place at the May meeting of each year. New officers shall serve from June 1 to May 31. Unfulfilled terms of office shall be filled through a Special Election. On vacation of the President's office, the President-Elect shall assume that position. The President-Elect shall automatically succeed to the Presidency on June 1 of each year.
3. Dues  
Dues shall be established at the first regular meeting of the new fiscal year on a two-thirds vote of the members present. Dues shall be payable on or before October 1, following the first meeting. Individuals who have not paid their dues by the October 1 deadline shall forfeit their membership in the organization until such dues are paid. Additional dues may be assessed by the following process:
  - a. A proposal for a special assessment will be prepared by the Executive Committee for presentation to the membership.
  - b. The Executive Committee will call a Special Meeting for consideration of the assessment.
  - c. Notification of the proposed assessment will



be forwarded to all members no less than one week prior to the Special Meeting.

- d. A special assessment requires a two-thirds approval of the total membership of the Association by mail-in ballot.

4. Compensation and Benefits:

The Compensation and Benefits Subcommittee will develop and recommend to the Association a compensation and benefits package.

- a. The Compensation and Benefits Subcommittee will provide the Executive Committee adequate notice so that Association members will have two weeks notice of the MESA meeting during which the package will be discussed.
- b. The recommendation will be within the compensation structure as recommended by the Human Resources Office.
- c. After the appropriate presentation and discussions, a mail-in ballot will be conducted.

5. Meetings:

- a. General Meetings: A General Meeting will be scheduled each academic term. A tentative annual meeting schedule will be presented at the first meeting date each academic year.
- b. Special Meetings: A Special Meeting may be called by the Executive Committee upon 48 hours notification of the membership. Any member may request a Special Meeting through the Executive Committee.
- c. Decisions: All issues, other than compensation and benefits, will be decided at open meetings by the majority of the members present. Members will receive written notice of critical economic issues (i.e., other than compensation and benefits) one week prior to a meeting in which a vote will be held. Absentee votes (in writing) will be accepted.



- d. Agenda: The Association, at its first General Meeting of the school year, shall establish guidelines for the development and circulation of the agenda for the General and Special Meetings.
6. Committees:
- a. Compensation and Benefits Committee
  - b. Organizational Development Committee
  - c. Executive Committee (President, President-Elect, Secretary-Treasurer, Committee Chairpersons)
  - d. Ad Hoc Committees commissioned by the Association President (on a need basis)
7. Amendment of By-Laws:  
The By-Laws of the Association may be amended by a two-thirds vote of the total membership of the Association. The amendment must be proposed and circulated no less than one week prior to a General Meeting. Absentee ballots will be allowed and must be deposited with the Secretary-Treasurer prior to the meeting.