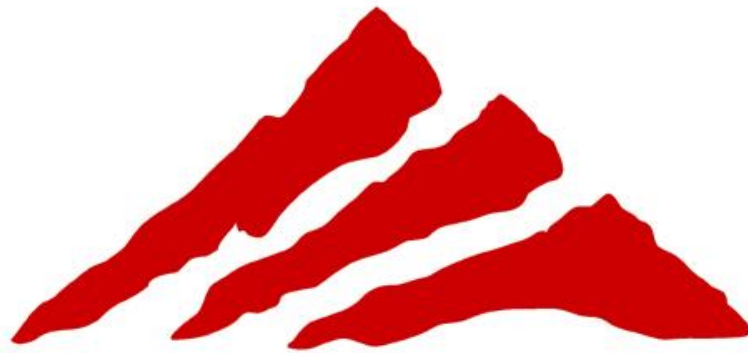


Management and Confidential Employee Handbook



MT. HOOD
COMMUNITY COLLEGE

Revised October 24, 2023

Mt. Hood Community College Handbook for Management and Confidential Employees

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Vision

Moving Mountains



Mission

Transforming Lives | Building Communities



Core Themes

**Teaching and Learning |
Community Engagement | Resource Development**



Values

- S**trategic: We are decisive, intentional and forward-thinking in transforming the College to meet the ever-changing needs of our communities.
- U**nparalleled: We excel at providing innovative education and training.
- M**indful: We are collaborative, focused and purposeful.
- M**ulticultural: We cultivate an inclusive environment that celebrates, respects and supports diverse communities.
- I**maginative: We champion a creative, enterprising, joyful and positive spirit.
- T**rustworthy: We are accountable, credible, principled, responsible and truthful.



Preamble

Mt. Hood Community College expresses, through this handbook and other means, its commitment to the support, development, retention, and well-being of its confidential and management employees, in recognition of their critical role in the success of the college, our employees, our students, and our relations with the community.

Introduction

This handbook supersedes any previous copies of this handbook, unless specifically stated otherwise, previously titled Handbook for Managerial and Confidential Employees.

The purpose of this handbook is to provide a reference for all management and confidential employees regarding their responsibilities and obligations to Mt. Hood Community College (MHCC) and the college's responsibilities and commitments to them. This handbook is not an implied contract, nor a guarantee of continued employment.

Management and confidential employees will be provided access to this handbook upon employment. It is the employee's responsibility to be knowledgeable about, and abide by, the contents of this handbook and the [Board Policies and Administrative Regulations \(AR\)](#) that are posted on the MHCC Web site under "[Board of Education](#)". Any questions about the information contained herein or any aspect of an employee's work should be discussed with the employee's immediate supervisor. Employees may also contact the Office of Human Resources.

Terms and conditions in this handbook are subject to change at the sole discretion of the college. The Office of Human Resources will notify employees in advance of changes to this handbook. All employees governed by this handbook will be subject to such amendments at the time of their effective date.

If a grant or other non-grant funding source contains provisions different than those conditions covered by this handbook, those conditions may supersede any conflicting provision.

MHCC is committed to providing equal employment opportunities to all persons regardless of race, color, religion, sex, sexual orientation, national origin, marital status, pregnancy, physical or mental disability, injured worker status, age, veteran's status, family relationship, expunged juvenile record, association with individuals in such protected status or characteristics protected by law, or any other characteristic protected by applicable law. Discrimination or harassment based upon any of these factors will not be tolerated. If an employee is aware of any violation of [AR 1100-A Equal Opportunity: Culture of Respect](#), it should be reported immediately to the employee's immediate supervisor, Affirmative Action Officer, or the Office of Human Resources.

Section 1

DEFINITIONS

Board

Board will mean the Board of Education of Mt. Hood Community College District (MHCCD) as the elected representatives of the citizens of MHCCD and is defined in [Board Policy 2200](#).

President

President will mean the President of MHCC or the President's designee and is defined in [Board Policy 2430](#).

Employee

The term employee will be used to refer collectively to management and confidential employees who are not subject to collective bargaining in accordance with state statutes (ORS 243.650(19) and 243.662).

Management Employee

Management employees include those employees who are salaried with discretionary authority to formulate and carry out management decisions or who represent management's interest by taking or effectively recommending discretionary actions that control or implement college policy. A management employee need not act in a supervisory capacity in relation to other employees if the employee's primary duties are administrative. Supervisory duties include the authority of the college to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees; or responsibility to direct them; or to adjust their grievances; or effectively to recommend such action requiring the use of independent judgment (ORS 243.650(23)). Notwithstanding this subsection, management employees will not be construed to include faculty members (ORS 243.650 (16)).

Confidential Employee

Confidential employee means one who assists and acts in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining (ORS 243.650(6)). These confidential positions include administrative, analytical, programmatic or logistical and these employees provide key support to a department, function, or operating unit (ORS 243.659(6)).

Employment At-Will

Management and confidential employees of Mt. Hood Community College are considered at-will employees and can be terminated at any time for any reason with or without cause, with notice and in compliance with this handbook. Management and confidential employees are also free to end their employment at any time. Nothing in this handbook shall be interpreted to be in conflict with, or to eliminate or modify in any

way, the employment-at-will status or to set expectations of continued employment of management and confidential employees. No one has the authority to waive or alter this at-will status absent a written contract signed by the President upon Board approval.

Management and confidential employees will be afforded the following procedures in any disciplinary action that would result in loss of compensation such as suspension without pay, pay reduction, demotion or termination of employment. Procedures include:

- The employee will receive notice of the reasons for the action and the potential discipline to be imposed
- An opportunity to respond to a college official with the authority to effectively recommend action in advance of a decision.

Exempt/Non-Exempt

Positions are classified as exempt or non-exempt under the provision of the Fair Labor Standards Act (FLSA) under 29 CFR Part 541.

- **Exempt**
 - Employees in exempt positions are not entitled to overtime pay for hours worked in excess of 40 hours in a workweek. Exempt employees are paid to do the job and are assumed to work at least 40 hours per week.
- **Non-Exempt**
 - Employees in non-exempt positions are paid on an hourly or salary basis and are entitled to overtime pay for hours worked in excess of 40 hours in a workweek (OAR 839-020-0030 and ORS 653.261).

Work Year

The work year will be 260 days; any furlough days and/or pay adjustments will be determined through the budget process.

Workweek

For wage and hour purposes for non-exempt employees, the workweek begins at 12:01 a.m. on Saturday and ends at midnight on Friday.

Workday

For purposes of paid leave, a workday is considered eight hours for a five-day workweek or 10 hours for a four-day workweek. Holidays are considered to be eight-hour days.

Days

The term “days,” when used in this handbook, unless otherwise indicated, means workdays.

Section 2

Responsibilities of Individual Employees

Employees are expected at all times to uphold the highest standards in their work and in their demeanor. They will act with honesty and integrity, respect the rights of others in the work environment, honor individual differences, fulfill their professional obligations and reflect the college's [values](#). All Oregon community college employees are mandatory reporters of suspected child abuse and neglect as required by ORS 419B.005. This means when a college employee suspects children under the age of 18 are being abused, or someone is abusing a child or vulnerable adult, that they are required to report the abuse to the Oregon Department of Human Services (DHS) or local law enforcement officials.

If an employee has employment outside of the college, such employment may not conflict with college job duties and/or assignments, including part-time teaching assignments.

Management and confidential employees wishing to teach part-time assignments need to first obtain approval from their immediate supervisor. Supervisors need to ensure part-time teaching assignments do not conflict with regular job duties and/or work schedules. Supervisors need to determine if part-time teaching assignments are considered part of the regular position duties (see position description section below). Part-time teaching assignments that are determined to be outside of regular job duties and work hours, such as evenings and weekends, will be paid additional compensation based on the Part-time Faculty and Tutor Association (PFTA) salary schedule. Part-time teaching assignments that are determined to be inclusive of regular job duties will not result in additional compensation.

In accordance with ORS 243.650 (19), employees who operate in a confidential capacity and employees who supervise PFTA members will be excluded from the PFTA. Employees who do not operate in a confidential capacity and employees who do not supervise PFTA employees will be included in the PFTA.

Position Descriptions

Individual position descriptions delineate the specific duties and responsibilities of each position per [Board Administrative Regulation 7110](#). Employees will perform their specific duties as outlined in their position descriptions or as assigned. In so doing, they will support the vision, mission, and strategic goals of the Board and adhere to all Board Policies and Administrative Regulations. The college retains the right to change the duties, position or title and to adjust compensation commensurate with changes in

position and responsibilities. Employees will be made aware of changes to their respective job descriptions by either their supervisor or Human Resources, prior to implementation. Employees may also be asked to perform additional duties and functions.

Individual position descriptions can be found on the MHCC Human Resources [website](#) or copies may be obtained from the Office of Human Resources. Revisions to position descriptions may be initiated by the employee and their immediate supervisor in consultation with the Office of Human Resources.

Confidential Material

Employees may deal with records or circumstances of a confidential nature. They are expected to respect the confidentiality of such information and not to disclose it to anyone who does not have an official need for it. The Federal Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, prohibits, with certain limited exceptions, the release of information from a student's educational records unless the student has given written consent or where a court has ordered disclosure. Information regarding FERPA can be found on the MHCC Human Resources website or by contacting Student Enrollment Services. Employees who have access to medical information of other employees, students, or clients may only disclose this information under the privacy laws in accordance with the Health Insurance Portability Accountability Act of 1996 (HIPAA) and the Americans with Disabilities Act Amendment Act (ADAAA) except as otherwise provided by law.

Resignation/Retirement Notices

An employee who tenders a resignation should give a reasonable and appropriate advance notice.

Section 3

APPOINTMENT STATUS

Employees are employed in one of the following types of appointments:

Probationary Appointments

The probationary period is the final phase of the hiring process. The purpose of the probationary period is to afford the employee the opportunity to demonstrate the ability to perform the work and provide the college the opportunity to confirm qualifications and fitness of an employee for a position.

Management employees initially hired by the college are probationary for the first 24 months of employment. Confidential employees initially hired by the college are probationary for the first six months of employment. At the discretion of the college, a probationary service period of up to six months for confidential positions or up to 24 months for management positions may be established when an existing management

and confidential employee is subsequently appointed or transferred to a management or confidential position. The college will take into consideration an employee's past successful service with the college when determining if a probationary period is appropriate.

Probationary employees can be terminated at anytime for any reason and the college is not required to retain the employee for the entire probationary period.

Non-probationary Appointments

An employee is non-probationary upon successful completion of the probationary period.

Interim Appointments

An interim appointment refers to an existing employee assigned as a replacement for an employee on an approved leave of absence or sabbatical; a vacancy that is in recruitment; or to fill a temporary vacancy. In consultation with the Office of Human Resources, adjusted compensation and/or benefits may be warranted. An interim appointment may be up to two years, unless extended by the President. If the position previously occupied by the existing employee is backfilled, it will be backfilled on a temporary basis and the employee will have the opportunity to return to their previous or equivalent position once the interim appointment ends.

An interim appointment will be subject to termination, change or reduction at any time depending on the availability of funding and/or the needs of the college. Written notice of termination, change or reduction of appointment will be provided to the employee as soon as possible after the decision has been made. If an employee in an interim appointment is hired for the assigned position on a regular appointment, in consultation with the Office of Human Resources, adjusted compensation and/or benefits may be warranted. At the college's discretion, if an employee in an interim appointment is hired for the assigned position on a regular appointment, the time spent during the interim appointment may be counted towards the employee's probationary period.

Temporary Appointments

A temporary appointment will mean that an individual, who is not currently a management or confidential employee of MHCC, fills a vacant or new management or confidential position on a temporary basis. Compensation and benefits will be determined in consultation with the Office of Human Resources. A temporary appointment may be for up to two years, unless extended by the President.

If an employee in a temporary appointment is subsequently hired for the assigned position on a regular appointment, the college will make the determination as to the applicability of the time spent as a temporary employee toward fulfilling the probationary period.

Employees in a temporary appointment will be subject to termination, change or

reduction at any time depending on the availability of funding and/or the needs of the college. Written notice of termination, change or reduction of appointment will be provided to the employee as soon as possible after the decision has been made.

Vacant Positions

Positions and employment are authorized by the President ([Board Policy 5060](#)). Vacant positions may be filled by external recruitment or by current staff, through transfer, reassignment, or direct appointment as approved by college President or designee.

Reassignments and Transfers

Employees may be reassigned or transferred to another position ([Board Policy 5060](#)). The job change will be discussed with the employee and written notice provided. In consultation with the President and the Office of Human Resources, adjusted compensation and/or benefits may be warranted.

Elimination of a Position

The college will provide at least 30 days notice when a position is eliminated or reduced due to reorganization or financial constraints. Supervisors of positions which may be eliminated or reduced will consult with the Office of Human Resources prior to a position being eliminated or reduced.

Section 4

PERFORMANCE MANAGEMENT

MHCC expects active support of its vision, mission, goals and values as demonstrated by performance and behavior that promotes collaboration. All employees are required to demonstrate respect and dignity toward all. MHCC encourages and expects an environment in which employees will work to maximize their own and others' performance.

The performance management system is designed to increase employee engagement and retention by providing a clear understanding of individual performance expectations; an assessment of how performance contributes to the college's goals and a focus toward professional development.

Employees Responsibilities

Employees will be knowledgeable of and at all times abide by the [Board Policies and college Administrative Regulations](#), including generally acceptable work rules and standards of professional behavior and conduct. Failure to do so may result in discipline up to and including termination.

Probationary Employees

If it is determined by the college that it is not in the best interest of the college to retain a probationary employee, the probationary employee may be terminated at anytime for

any reason; the college is not required to retain the probationary employee for the entire probationary period. A Plan of Assistance is not required.

Non-probationary Employees

All non-probationary employees are evaluated annually by their immediate supervisor. Peer, self and/or upward evaluations may be conducted which provide feedback on performance and competencies. The purpose of the evaluation includes, but is not limited to, the following: to document and assess an employee's annual performance, identify strengths and areas needed for improvement, define future performance goals and identify areas of professional development. During the evaluation process, the employee and their supervisor will review the position description, prioritize job duties, identify goals to be achieved, and outline the specifics of the assessment procedures to be used for the coming year. Annual evaluations are due June 30, unless an extension is mutually agreed upon in writing by the immediate supervisor and the Office of Human Resources.

The employee will be provided a copy of the evaluation and may provide a written response to the evaluation. This response must be completed within ten working days of the date of the evaluation, unless another date is mutually agreed upon. The response will be attached to the evaluation and placed in the employee's personnel file. The employee will sign the evaluation to indicate a copy has been received. If, during the evaluation process, the supervisor and employee disagree about the evaluation, the employee may select another college employee to observe the evaluation meeting. The evaluation with all signatures and comments will be forwarded to the Office of Human Resources to be placed in the personnel file of the employee being evaluated.

Plans of Assistance

The purpose of the plan of assistance is to help supervisors address and resolve performance issues with their direct reports. The employee should understand that the intent of the plan is to help him/her be successful in their job. If management or confidential employees' performance is not meeting expectations as determined by the supervisor of the employee, the supervisor should consult with the employee early and often regarding the performance deficiencies. If performance continues to not meet expectations, a supervisor *may* develop a plan of assistance. Plans of Assistance should be implemented to aid in correcting performance challenges associated with the skills and expertise of employees, and the performance standards required by the employee's job.

It is a supervisor's responsibility to ensure employees have the resources needed to effectively perform their job responsibilities. Plans of Assistance are to be implemented only with guidance and approval from the Office of Human Resources. Plans of Assistance are not to be used to correct inappropriate behavioral conduct or a violation of work rules. To address and correct behavioral challenges or work rule violations, supervisors should follow the misconduct and discipline procedures outlined below.

Misconduct and Discipline

The college maintains a discipline system to serve as a fair and consistent means to enforce college rules and regulations and to address conduct or behavior deficiencies. The goal of discipline is to retain employees through identification and correction of problems. Failure to correct disciplinary problems may lead to suspension or termination; serious infractions may result in immediate termination.

If a situation warrants corrective action, the disciplinary actions applied may include a verbal warning, a written reprimand, suspension without pay, and/or termination from employment. In instances warranting written reprimands, suspensions or termination from employment, supervisors should confer with, and seek approval from, the Office of Human Resources prior to implementation.

At any stage in the process, the college may decide to separate the employee from his or her work environment. Administrative leave may be used to provide the parties time to gather information and reflect on the situation. The leave may be as long as deemed necessary by the college.

Every step of disciplinary action need not be taken in each case, and depending upon the relevant circumstances, the college may decide to take any disciplinary action, including immediate termination, at any time. The college reserves the right to terminate the at-will employment of any employee at any time, with or without cause. In instances of termination of employment, supervisors must obtain the approval of both the next-level supervisor and the Office of Human Resources before any termination decision is made.

Section 5

EMPLOYEE FILES

All personnel files are maintained in the Office of Human Resources. This personnel file represents an historical employment record of the employee as defined by federal and state law. Detailed, day-to-day records of the employee may be maintained in the supervisor's working file for the employee ([AR 7145](#)). The Office of Human Resources may also keep working files for employees in addition to the supervisor's working file.

Employees may review their own personnel file by contacting the Office of Human Resources during regular office hours. Personnel files cannot be removed from the Office of Human Resources Office; however, the employee may request, and be provided with, copies of information contained in the personnel files.

Supervisors may review records of their employees through the Office of Human Resources.

The employee may request to have detrimental material expunged after it has existed in the file for five years, except:

- Material which is presently involved in disciplinary hearings or pending litigation
- Material that is otherwise required by law to be maintained
- When the personnel file contains documentation of a subsequent incident of the same type
- Performance Evaluations

Section 6

CONFLICT RESOLUTION

It is the intent of the college to resolve job-related conflicts at the earliest time possible and with the lowest level of administrative involvement. Employees should discuss employment-related issues with their immediate supervisor, or if deemed necessary, the next level(s) of supervision or the Office of Human Resources. The Office of Human Resources is available to support all employees and to facilitate conflict resolution.

Section 7

COMPENSATION AND BENEFITS

The Office of Human Resources shall maintain a system of compensation and benefits for management and confidential employees consistent with Board Policy 5080 and the limits of college resources. It is the intent that, within resources reasonably available, compensation and benefits paid to these college employees will be consistent with total compensation in comparable labor markets for similar services being performed.

The salary schedule for management and confidential employees and other classification and compensation information can be found on the HR website or by clicking the link below:

[Classification and Compensation](#)

Pay Actions

The Office of Human Resources forwards pay action recommendations through the administrative channels, including budget, for approval by the appropriate vice president.

Pay actions include, but are not limited to: initial classifications, initial placements, reclassifications, work out of class, market adjustments, temporary adjustments, promotions, lead pay, project pay, demotions, and subsequent education.

Management and confidential employees or their immediate supervisor may request the

Office of Human Resources to conduct a review of a position if it is believed there has been a substantial change in job duties and responsibilities that warrants a pay adjustment.

Benefit Programs

The college offers a comprehensive benefits package for Management and Confidential employees. Click on the links below for specific benefit summary information for each of the employee groups.

[Benefit Summaries - Management Employees](#)

Early Retirement

An early retirement package is given to employees who meet the eligibility criteria. Click on the link below for information about early retirement.

[Management and Confidential Retirement Sheet](#)

Leaves and Absences

Management and confidential employees have vacation, sick leave, personal days and other time away benefits that are provided by the college as follows.

For the purposes of benefit calculation, an employee workday is considered eight hours for a five-day workweek or ten hours for a four-day work week. Holidays are considered to be eight-hour days. Non-exempt management and confidential employees report leave time on an hourly basis; exempt employees report leave time on four-hour (or more) basis.

Vacation

Scheduling and Use of Vacation Leave

Vacation leave is scheduled in advance with the approval of the employee's manager and should be planned cooperatively with the employee. Vacation leave will be scheduled in such a manner as to minimize disruption to the organization. Vacation can only be used as it is accrued. Managers must be reasonable in allowing the use of vacation leave and may not unreasonably deny vacation requests where the result would be the forfeiture of accrued vacation. Holidays falling within a period of vacation leave will not be counted against vacation leave.

Separation from Employment

Upon separation from employment, an employee will be paid for any accumulated vacation leave. The employee is responsible for repayment of any overuse of accrued vacation leave. The ending date of employment cannot be extended by using vacation, unless approved by the Office of Human Resources.

Vacation Accruals

Management and confidential employees with a 1.0 FTE assignment accrue 13.33 hours of vacation per month (20 days per year). Management and confidential employees with assignments of less than 1.0 FTE accrue vacation in proportion to their FTE. Management and confidential employees accrue vacation on a monthly basis, beginning the first calendar month of employment. Vacation accrues on the last day of the month and is available for use the first day of the next month. Vacation leave will not accrue to any employee on leave without pay or suspension with duration of more than 30 days.

Maximum Vacation Leave Accrual Balance

An employee's total balance of accrued vacation may not exceed 320 hours. The hours of vacation leave earned each month will be adjusted to ensure that the maximum accrued vacation limit is not exceeded.

Sick Leave

Employees will have 10 days of sick leave placed in their sick leave bank upon beginning employment and will accrue one day of sick leave per month worked. Yearly accruals will be posted on the first day of each fiscal year. Employees working less than 1.0 FTE in a fiscal year will have sick leave accruals prorated. There will be no limit on the number of days accumulated during an employee's employment. If termination occurs before the end of the fiscal year, sick leave accruals will also be prorated. For Tier 1/Tier 2 members (does not apply to OPSRP members) sick leave balance at the time of retirement/termination will be reported to Public Employees Retirement System (PERS) to be used in benefit calculation as per PERS' Sick Leave Program. Upon employment separation, sick leave hours that are not used will be forfeited without compensation for those hours.

Sick leave may be used for short-term medical emergencies/assistance for family members. The employee must communicate to the supervisor as soon as possible their absences due to illness or injury. An employee may be required to furnish a doctor's certificate of proof of illness for recurring, frequent, or long lasting absences as determined by the college. Excessive absenteeism is defined as a pattern of sick leave use in excess of the regular accrual rate. Exceptions to this standard because of extenuating circumstances may be made by Human Resources.

At the discretion of the college and after an employee has exhausted all other applicable leave balances, an employee may use unearned sick leave days to cover the period between the expiration of earned sick leave and the beginning of the long-term disability income plan. Use of unearned sick leave will be for a consecutive period of missed work due to a serious medical condition; this benefit shall not be used for intermittent leave. Maximum unearned sick leave available will be no more than 50 days for the lifetime of an individual's employment. An employee using unearned sick leave days must return to full employment for a period of time sufficient to reimburse the

college with earned sick days. If the employee is unable to return to full employment for a period sufficient to accumulate earned sick leave to cover fully the period of unearned days, the college may require repayment for the remaining days from the employee at the rate of pay applicable at the time the unearned sick leave days were granted.

Personal Leave Days

Management and confidential employees will receive up to 2 days (16 hrs) of personal leave per fiscal year to be used for personal reasons and are not accumulated or paid out upon separation of employment. For non-exempt positions, personal leave can be used in hourly increments at the employee's discretion with prior approval from their immediate supervisor.

Bereavement Leave

An employee will be allowed five not necessarily consecutive working days, not to exceed 40 hours, without loss of regular wages, in each case of death of a member of the immediate family. "Immediate family" is defined as spouse or domestic partner, and parent, grandparent, child, step-parent, step-child, grandchild, brother, or sister of either employee or spouse.

If additional days are required, the employee may use personal business days or vacation days.

Civil Duty Leave

An employee on jury duty or who is subpoenaed in connection with their role as a college employee will give to the college any compensation for this service (excluding mileage) but will receive a regular paycheck. Satisfactory evidence of serving as a juror or as a subpoenaed witness must be given to the employee's immediate supervisor.

Comprehensive Leave

All cases not covered by other types of leave and which involve hardship will be given individual consideration. The President may approve comprehensive leaves not exceeding ten days. Comprehensive leaves of greater length will require Board approval. Approval may include consideration of pay for such leaves.

Family Medical Leave

Employees eligible for family medical leave may take leave in accordance with the Federal Family & Medical Leave Act (FMLA) and the Oregon Family and Medical Leave Act (OFLA). For Mt. Hood Community College's full Family Medical Leave policy, please see the Family Medical Leave website, [here](#).

Holidays

Employees will be paid for 13 holidays, which are: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day, the four days

between Christmas and New Years, New Years Day, Memorial Day and typically either Martin Luther King Day or President's Day in alignment with represented employee contracts. If a holiday falls on Saturday, Friday will be the holiday. If a holiday falls on Sunday, Monday will be the holiday.

Non-exempt employees required to work on a holiday will receive regular pay for the holiday plus straight time.

Leave Without Pay

Once all appropriate leave balances have been exhausted, a leave without pay may, in the college's sole discretion, be granted under any of the following conditions:

- Personal illness which is not covered by sick leave;
- Personal illness which is not covered by the FMLA/OFLA;
- Personal reasons when, in the college's judgment, the work for which the employee is responsible will not be adversely affected by the absence.

Requests for leave without pay must be submitted to the Office of Human Resources for approval supervisors are not authorized to unilaterally approve leave without pay.

Reinstatement may not be guaranteed in cases where extended leave is requested and is not covered by a statute or policy.

Military Leave

Such leave will be granted in accordance with the Uniformed Services Employment and Reemployment Act Rights of 1994 (USERRA) law.

Long Term Disability Plan

In case of an illness or injury that prevents the employee from working more than 30 consecutive days, an employee may, at any time after a 90-calendar day waiting period, utilize the benefits provided in the college's long term disability income plan.

The college will continue to provide insurance coverage for a period of up to two months while the member is receiving benefits under the college's Long Term Disability Income Plan.

Upon an employee's request to resume duties following a temporary disability, the Office of Human Resources may require an examination by a physician to determine the employee's fitness to resume full-time duties.

Other Leaves

Any other leave of absences not listed above must be approved in writing by the college president prior to the leave taking place.