

OCCA POLICIES AND PROCEDURES

The Board of Directors adopts the following policies and procedures to carry out its programs and activities as indicated in the Oregon Community College Association (OCCA) Bylaws. These policies may be amended or repealed with the majority vote of the Board of Directors.

ADMINISTRATIVE AND PERSONNEL POLICIES

1. Hiring and Dismissal of Staff:

1.1 The Board of Directors shall hire the Executive Director.

1.2 The Executive Committee shall negotiate the terms of the contract for the Executive Director.

1.3 All other employees shall be considered at will and without expectation of continued employment with OCCA. Their services may be terminated for any reason.

1.4 The Board of Directors shall authorize the hiring of all staff, but delegates to the Executive Director the responsibility for selection and dismissal of other staff subject to their right of appeal to the Executive Committee, whose decision shall be final and binding on the employee.

2. Salary Approval

2.1 The Executive Committee shall approve salaries of all staff members upon recommendation by the Executive Director.

3. Executive Director

3.1 **Chief Executive Officer:** The Executive Director shall serve as the chief executive officer of the Board and the Association and shall assume those duties upon appointment by the Board. Among other general executive duties, the Director shall:

3.1.1 Evaluate all other staff and shall, as a minimum, conduct an annual conference on performance with each staff member;

3.1.2 Hire other employees as authorized by the Board of Directors for performance of assigned functions;

3.1.3 Be expected to work as a professional to accomplish Association objectives and perform Association obligations. It is expected that the Executive Director's workweek will average in excess of 40 hours per week over the course of the year;

3.1.4 Prepare the agenda for all meetings; record the minutes of all meetings and transmit copies to all members of the Board; take charge of all records, proceedings and documents of the Board and the Association;

3.1.5 Assume such powers not set forth herein specifically which are customarily exercised by executives in like positions;

3.1.6 Be the administrator and budget officer of the fiscal affairs of the Board and the Association. As such, the Executive Director shall take charge of all Board and Association funds, prepare budgets, maintain fiscal records, collect membership dues and prepare such reports as are required or requested.

3.2 **Legislative Function:** The Executive Director shall serve as chief of staff to the Board of Directors and shall advise the Board regularly and at all times of emergency of such state or federal legislation or regulatory matters which may affect the interests of the Association or any of its members. The Executive Director shall be the chief spokesperson at the Capitol on matters adopted by the OCCA Board as legislative or other priorities. The Executive Director may delegate legislative advocacy duties to staff as the Executive Director sees fit.

4. **Sexual Harassment Policy**

4.1 The Oregon Community College Association is committed to a work environment free of inappropriate and disrespectful conduct and communication of a sexual nature. OCCA strongly opposes sexual harassment in any form. Sexual harassment in the workplace by a manager, employee or non-employee, including any vendor or customer or member, will not be tolerated. Sexual harassment is against OCCA policy and is a violation of Title VII of the Civil Rights Act of 1964, as well as the applicable laws of the state of Oregon.

4.2 **Prohibited Conduct:** Harassment on the basis of sex is a violation of ORS 659.030. It is discrimination related to or because of an individual's gender. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct is directed toward an individual because of that individual's gender; and

4.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

4.2.2 Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

4.2.3 Such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

4.3 **Enforcement procedure:** The Executive Director is responsible for implementation of the Association's nondiscrimination policies, for ensuring that all employees she or he supervises have knowledge of and understands the policies, and for taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policies. All employees are strongly encouraged to use this complaint procedure if they believe they have been subjected to discrimination and/or harassment or have knowledge of any discrimination and/or harassment in the workplace. The initiation of a complaint, in good faith, shall not under any circumstances be grounds for discipline.

4.4 **Complaint procedure:** An employee should bring any complaint to the Executive Director. In the case of a complaint against the Executive Director, the President of the Association should be contacted. The complaint shall be processed expeditiously and confidentially. If the person making the complaint is not satisfied with the resolution, he/she may appeal to the Executive Committee and then to the OCCA Board of Directors.

5. **Compensatory Time and Overtime**

5.1 **Exempt Employees:** Employees exempt from federal and state overtime provisions shall be expected to work as necessary to perform the Association requirements. It is understood that these positions may require work beyond a 40 hour week.

5.2 **Non-exempt Employees:** Compensatory time shall be awarded in accordance with the provisions of the Fair Labor Standards Act. Overtime must be approved by the Executive Director in advance. Overtime may be paid to non-exempt employees at the Executive Director's discretion.

6. **Holidays**

6.1 The OCCA staff shall be entitled to observe these paid holidays:

- 1) New Year's Day
- 2) Martin Luther King, Jr. Day
- 3) Presidents' Day
- 4) Memorial Day
- 5) Independence Day
- 6) Labor Day
- 7) Veterans' Day
- 8) Thanksgiving Day
- 9) Day after Thanksgiving
- 10) Christmas Day

6.2 During legislative session, all or some of the employees may be expected to forego a holiday due to workload or need as determined by the Executive Director. If an employee has to forfeit an established paid holiday under these circumstances, the employee and the Executive Director shall determine when that day may be taken for pay.

7. **Vacations**

7.1 Vacations shall accrue at the appropriate rate and may be used as accrued. Employees are strongly encouraged to use their full vacation time each budget year, however, employees are strongly discouraged from taking vacation while the Oregon Legislature is in session. All vacations must be approved in advance by the Executive Director. The Executive Director has the discretion to negotiate other terms of vacation for all employees. Employees are allowed to accumulate no more than twice their annual vacation allocation (240 hours). Should an employee not use his/her vacation for a period of two years, at the end of that two-year period, any hours in excess of 240 shall expire.

7.2 **Executive Director:** Executive Director vacation time shall not exceed four weeks per year (20 working days), unless the Executive Committee approves otherwise. Vacation shall accrue at 1-2/3 days per month. Vacation exceeding five days in periods other than during the summer shall be approved by the Executive Committee.

7.3 **Other Employees:** All other employees' vacation time shall be three weeks per year. Vacation shall accrue at 1-1/4 days per month.

8. **Sick Leave**

8.1 OCCA staff shall be granted one day of sick leave per month.

9. **Professional Leave**

9.1 Short-term leave for professional improvement that is in the direct interest of the Association may be granted at regular pay upon the approval of the Executive Director.

10. **Other Leaves With Pay**

10.1 Jury service will be considered paid leave with the provision that money received by the employee for jury service is signed over or reimbursed to the Association.

10.2 Appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority for matters related to the employee's officially assigned duties shall be considered leave with pay unless circumstances indicate the leave was not intended to be covered by this section. Pay, but not travel expenses, for such appearances shall be signed over or reimbursed to the Association. The employee may not receive Association reimbursement for travel expenses if he/she has been reimbursed by another organization.

10.3 Up to three days per year personal leave may be granted upon approval of the Executive Director. This leave shall be used for situations which involve

unusual circumstances. All such leaves for the Executive Director shall be approved by the Executive Committee.

11. Leave Without Pay

11.1 The employee may be granted absence without pay for a period not to exceed one year in instances where the work of the Association will not be handicapped by absence of the employee and where a suitable substitute may be obtained. All such leaves for the Executive Director shall be approved by the Executive Committee. Employees who do not have any paid leave remaining must take unpaid leave for circumstances outside official duties.

12. Staff Expenses Reimbursement

12.1 OCCA staff will be reimbursed for actual mileage, lodging and meal expenses while on travel status in connection with official OCCA business. Mileage will be reimbursed at the current rate allowed by the IRS. Staff will not be reimbursed for mileage within the Salem area.

12.2 Cash purchase of supplies or other items for the office can be included on the claim for reimbursement. Such purchases must be pre-approved by either the Executive Director or Office Administrator.

12.3 The Executive Director and the Government Relations Advocate shall have an expense allowance for expenses incurred in the course of meeting legislative candidates or members. The expense allowance may be spent on expenses directly associated with Association advocacy.

12.4 Any expense not covered by this policy may be claimed and, if circumstances so justify, may be approved for reimbursement by the Executive Director prior to submission for reimbursement.

12.5 The Executive Director may assign credit cards to employees as needed for appropriate Association expenses. Employees shall not use the credit card for personal use.

13. Fringe Benefits

13.1 OCCA staff shall be granted full participation in the following insurance programs unless otherwise indicated:

13.1.1 **Medical** - Employee and family;

13.1.2 **Dental** - Employee and family;

13.1.3 **Vision** - Employee and family;

13.1.4 **LTD** - 90-day elimination (maximum benefit C \$1,500/month);

13.1.5 **Life, AD&D** - 1.5 times annual salaries to \$50,000;

13.1.6 **Dependent Life** - Spouse, \$1,000; children, \$100;

13.1.7 Coverage in the Public Employees Retirement System (PERS) will be extended to all eligible employees of the Oregon Community College Association. The use of accumulated unused sick leave, pursuant to ORS 238.350, is authorized. Employees shall pay their own PERS contribution.

14. Pay Period

14.1 Employees shall be paid on the last working day before the end of each month, or the day prior to vacation if the employee is on vacation at the end of the month.

FINANCIAL MANAGEMENT

15. Fiscal Year

15.1 The fiscal year of the Association shall run from July 1 to June 30.

16. Accounting Method

16.1 The Association shall use the modified accrual basis in reporting financial transactions. Revenues will be recognized when earned and available and expenses when a benefit is realized.

17. Fund Structure

17.1 **General Fund:** The Association's operations are accounted for in the general fund. The primary sources of revenue are membership dues, revenue from the administration of the Standard Insurance policies subscribed to by some colleges and interest income. Expenses are for the Association's operation costs.

18. Audit

18.1 An audit of the financial affairs of the Association shall be performed annually by an auditor appointed by the Board of Directors.

19. Expenditures

19.1 There shall be three phases to completing the expenditure process: the preparation of the check, the approval of the voucher and the signing of the check. The employee that prepares the checks may not approve the voucher or sign the check. The employee that approves the voucher may not sign the check.

19.2 **Procedure for Payment:** Checks for financial obligations of the Association shall be prepared by the Office Administrator. The check shall be accompanied by a voucher. The voucher will be approved by an employee other than the Office Administrator or the Executive Director if the Executive Director is expected to sign the check. The check shall then be signed by either the Executive Director or another employee authorized to sign Association checks.

19.3 Each month, the Office Administrator shall submit all records to the bookkeeper to reconcile the checking account.

19.4 Each month, the Office Manager shall receive a budget report regarding the progress of the monthly accounts from the bookkeeper. This report shall be submitted to the Executive Director and the Association Treasurer.

20. Budget

20.1 An annual budget shall be prepared before the May meeting of the Association and submitted to the Executive Committee for its review and recommendation to the Board of Directors.

20.2 A copy of the recommended budget shall be submitted to the Board of Directors at the May meeting for approval and adoption.

21. OCCA Member Dues

21.1 **Policy Statement:** Member institution dues to support OCCA shall be determined on a fair and equitable basis that will encourage active participation of all concerned.

21.2 On or before May 1 of each year, the Board of Directors shall determine the dues amount required to provide Association services for the fiscal year commencing the next July 1. The Board shall levy 50 percent per college on a flat rate, shared equally by members, and 50 percent in an amount per member which is the product of the number of reimbursable FTE paid by OCCS for the current fiscal year which is the previous year's actual FTE multiplied by a uniform rate per FTE.

21.3 Dues may be increased at any time upon unanimous approval of the Board of Directors.

21.4 Dues for the period beginning July 1 of any fiscal year shall be paid in full within 30 days of commencement of the fiscal year.

22. Insurance

22.1 The Association shall secure:

- 1) Fire insurance on personal property;
- 2) Liability insurance (bodily injury, property damage and loss);
- 3) Liability insurance on any auto used for OCCA business;
- 4) Comprehensive general liability insurance on OCCA board members, officers and employees;
- 5) Fidelity bonds, in adequate amounts, shall be carried on the Executive Director and/or the employee who is involved in handling the Association's funds.

23. Contingency Fund (Operating Reserve)

The "Target Level" for the Contingency Fund shall be 20% of the membership dues as approved in the annual budget. If the Contingency Fund is less than the target level, all interest generated from the contingency fund shall be kept in the contingency fund until such time as the Target Level is reached. In addition, until the Target Level is reached, at least 15% of any year-end income over expenses shall be applied to the Contingency fund.

When the Contingency Fund is diminished to 40% or less of the Targeted Level, the Board of Directors shall develop a plan of action to bring the fund back to the Target Level.

24. Capital Contingency Fund (Building/Land Reserve)

The "Target Level" for the Capital Contingency Fund shall be 10% of the value of the house and land. These funds shall be earmarked specifically for the long-term repair and maintenance of the OCCA office building based upon a projected schedule provided by OCCA staff. Repairs and maintenance to include but not be limited to: roof, sidewalks, driveway, HVAC, painting, and wiring. The Board of Directors will review the Target Level each year to assure it continues to meet the needs of the organization and reflect fluctuations in the real estate market.

25. OCCA Committees

1. Education Committee

There will be an Education Committee chaired by the Past President of the OCCA. The committee will be comprised of three Board Members, two presidents, one instructional administrator, and one board assistant. The committee will review and make recommendations to staff about OCCA educational programs, including board training events and the annual OCCA convention.

2. Budget Committee

There will be a Budget Committee chaired by the OCCA treasurer. The committee will be comprised of two presidents, two board members, and one college financial officer. The committee will review and make recommendations to OCCA staff about the OCCA budget. The committee will also review with staff, the annual audit of the OCCA financial statements.

26. Expense Reimbursement – Executive Committee and Board of Directors

LOCAL TRAVEL – OCCA Board and Executive Committee Meetings

1. EXECUTIVE COMMITTEE

- a. ***Mileage reimbursement.*** OCCA will reimburse members of the Executive Committee for actual and necessary expenses when driven in a privately owned vehicle. Mileage costs will be reimbursed at the current Government approved rate for round trips of 50 miles or more.
- b. ***Parking and tolls.*** OCCA will reimburse for parking and tolls associated with a local or long distance trip. Providing original receipt for all expenses is strongly encouraged and is required for all items over \$25.00 each.

2. The Board Chairman, when acting in his/her official role at an OCCA Convention or other approved OCCA meeting, shall be reimbursed for local travel expenses (lodging and meals). Executive Committee members will be reimbursed only if the travel is pre-approved by the Board President and the Executive Director. These expenses will be reimbursed in the same manner as described below under "Out-of-State Travel".

3. BOARD OF DIRECTORS

Expenses incurred by members of the Board of Directors shall be reimbursed by their member colleges.

OUT-OF-STATE TRAVEL

1. EXECUTIVE COMMITTEE

OCCA will reimburse the Board Chairman for actual and necessary expenses for participation in approved meetings or conventions when the Chairman is acting in his/her official role. OCCA will also reimburse Executive Committee members who attend out-of-state meetings at the request of the Executive Director and/or the Executive Committee.

a. **Meals.** Meal reimbursement includes cost of breakfast, lunch and dinner; plus tips not to exceed 15% of the meal costs. Excluded are entertainment, alcohol expenses and other types of personal expenses not relating to meals. Government guidelines related to per diem should be used when ordering meals.

b. **Lodging.** Lodging should be obtained at the approved Government rate. Travelers should use standard single room accommodations at medium range hotels. Receipts for all lodging must be attached to the expense report and itemized by expense category (meals, parking, etc.)