

Klamath Community College Employee Handbook



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SECTION 1: INTRODUCTION

1.1: ABOUT THIS HANDBOOK: DISCLAIMERS & AT-WILL EMPLOYMENT

GENERAL GUIDELINES

This handbook is intended as a general guide for general employee use. Please take the necessary time to read it. It is not intended as an exhaustive manual for resolving all questions of day-to-day operations. Additional guidance may be found in the College's Procedures and the Board of Education Policies. Supervisors and Human Resources also serve as a major source of information. Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate College documents. These College documents are always controlling over any statement made in this handbook or by any member of management.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever.

This handbook states only general College guidelines. The College may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the President and/or the Vice President and/or the Legal Counsel.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks. Additionally, this handbook supersedes the KCC employee guide to success, which is integrated herein.

AT-WILL EMPLOYMENT

Klamath Community College adheres to the policy of employment at will, which permits the College or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No College representative other than the President, a Vice-President or the General Counsel may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Employees are subject to at-will employment laws of Oregon.

All employees are subject to a six-month introductory period from the time of commencement of employment. Completion of the introductory period is not considered a completion of probation and does not affect an employee's at-will employment status.

Klamath Community College does not grant tenure.

References: Board Policy 7210, 7212, 7230, 7235

JOB POSTINGS

Klamath Community College supports employees in managing their careers and reaching their professional goals through promotion and transfer opportunities.

Vacancies within the College are posted publicly at klamathcc.edu/jobs. KCC seeks to employ the most suitably qualified candidates after a full and fair search. Employees may be transferred to open positions prior to advertising a position at the discretion of the President. Applicants who meet minimum qualifications are not guaranteed to receive an interview for an open position, regardless of their status as a current or former employee.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The College reserves the right to seek applicants from outside sources and to post positions internally and externally simultaneously.

Reference: Board Policy 7120

1.2: INTRODUCTION TO KCC

For employees who are commencing employment with Klamath Community College, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

I extend my personal best wishes for success and happiness here at Klamath Community College. We understand that it takes the efforts of all our employees to support the success of our students, and who will enable us to build our community for years to come.

- Dr. Roberto Gutierrez, President

OUR MISSION

Klamath Community College provides accessible, quality education and services in response to the diverse needs of the student, business, and community.

The College supports student success in workforce training, academic transfer, foundational skills development, and community education.

VALUES

The values of our community are reflected by Klamath Community College. These values include the following:

- Respect for the Individual: Recognize the individual as central to the institution and seek to provide an environment for each person to grow and succeed.
- Community Focus: In partnership with our community, respond to and anticipate its needs.
- Excellence: Provide effective and efficient services & instruction, delivered creatively by competent, professional staff, utilizing local resources wherever feasible.
- Integrity: Embrace ethical behavior and self-discipline as the hallmark of the school.
- Commitment to Learning: Support community learning as the foundation for success of the organization: students, faculty, staff and District Board.
- Local Governance and Accountability: Be accountable to the local patrons and the state. Be governed locally by the District Board.
- Understanding and Communication: Be committed to the diversity of our College as we are enriched by the diversity of our students, staff, and community. We welcome diverse perspectives and encourage the free exchange of ideas.

VISIONS

The Vision statement articulates College characteristics that will reflect community values. Klamath Community College is:

- A place for quality learning
 - affordable
 - diverse
 - accessible
 - opportunity based
 - flexible
 - Adaptable
- Responsible to our greater community
 - pro-active
 - creative
 - progressive
 - perpetual
- A responsible steward
 - cost effective

- returns value to our community
- accountable
- measurable
- fiscally stable

1.3: SUGGESTIONS, CONCERNS, AND COMPLAINTS

All employees are encouraged to contribute suggestions and good ideas about how we can make the College a better place to work and enhance our service to students and the community. When you see an opportunity for improvement, please discuss it with your supervisor. They can help you bring your idea to the attention of the people in the College who will consider implementing it. We value and listen to all suggestions and recognize employees whose suggestions have particular merit.

SHARE YOUR THOUGHTS WITH US

Suggestions, concerns, and complaints may be made anonymously through the College website: <https://www.klamathcc.edu/en-US/safe-campus/concern-or-incident-form.html>. Employees who wish to receive follow up may include their name with their submissions.

PARTICIPATE IN THE SHARED GOVERNANCE PROCESS

The College has established shared governance councils and committees which serve as a vehicle by which employees may provide recommendations to the formation and implementation of College policies and procedures, including suggestions for improving and updating this employee handbook.

All shared governance councils meet on a monthly basis from the months of October through June. Each council meeting is directed by a designated College employee who serves as the chair of the council. Each council meeting follows a written agenda and a written record of the minutes is made summarizing the substance of the discussion. All shared governance agendas and minutes are posted on the College's internal website for access by all employees.

Employees may be invited to serve on shared governance councils on a two-year term basis or on a permanent basis depending upon their job title. All employees may sit in on shared governance councils, review shared governance meeting minutes, and submit proposed changes to particular councils for consideration.

After deliberating and voting on a recommendation for changing College policies or procedures, official recommendations are considered by the President's council, comprised of College employees from all departments and members of the President's cabinet.

All shared governance recommendations are subject to adoption, revision, or rejection by the President and the Board of Directors.

Reference: Board Policy 3100



SECTION 2: STARTING A NEW POSITION

2.1: INTRODUCTORY PERIOD AND ORIENTATION REQUIREMENTS

INTRODUCTORY PERIOD

The first six months of employees' employment is an introductory period. All new employees are subject to a required review with their supervisor after six full months of employment. This is an opportunity for Klamath Community College to evaluate the employee's performance and job satisfaction. The College may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

AT-WILL EMPLOYMENT REMINDER

As previously stated in the "About This Handbook: Disclaimers & At-Will Employment" section of this handbook, employees are subject at all times to at-will employment laws of Oregon.

ORIENTATION

All newly-hired or re-hired employees must participate in orientation which introduces employees to relevant information about employment at Klamath Community College.

Orientation includes a review of employee job descriptions and College standards, verification of eligibility to work in the United States, required compliance and safety training, overview of benefits and total compensation package.

2.2: NEW POSITION DOCUMENTS

LETTERS OF APPOINTMENT

Written letters of appointment and job descriptions will be provided for all regular full-time faculty, administration, and staff prior to their 1st day of employment. Any movement within the college during an employee's career will warrant a new letter of appointment for any new position offered.

Reference: Board Policy 7120

NEW HIRE DOCUMENTS

The Human Resources Department is responsible for ensuring that all forms, documents, and evidence of credentials that are required of new employees are executed and received within three (3) days of hire.

Human Resources or position supervisors may contact current and former employers for applicants and educational institutions to verify employment history and credentials.

SECTION 3: EMPLOYEE RECORDS

3.1: UPDATES, CONFIDENTIALITY, AND RETENTION OF EMPLOYEE RECORDS

UPDATES

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Human Resources department of any changes. Employees also should inform the Human Resources department of any academic degrees, specialized industry credentials or licenses they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

CONFIDENTIALITY

All official personnel files are kept and maintained by the Human Resources Department. An official personnel file is created and maintained for each employee.

Confidentiality of the official personnel file will be maintained at all times with access limited to the individual employee, their supervisor, administrators having employee evaluation responsibilities, the Human Resources staff, and the President or their designee. Internal access to a personnel file will be permitted on a "need to know" basis. Requests for information by persons or entities other than those listed above, other than information required by law, subpoena, court order, or other action mandating its release, will require written permission from the employee. All medical information and employment eligibility documentation will be maintained in separate files and will be kept completely confidential.

Personnel File Retention

Klamath Community College acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the College and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee).

Each employee has an obligation to contact the College's Legal Counsel to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the College that may have an impact on record retention protocols.

3.2: PERFORMANCE REVIEWS

Klamath Community College endeavors to review performance of all employees on an annual basis starting in April of each year. The College awards regular raises to employees who meet the KCC Standard demonstrating full competence on their annual evaluations. Annual evaluations are also used in determining merit pay increases or job grade reclassification.

Employees are encouraged to give candid and constructive feedback when invited to participate as a peer evaluator. Peer evaluator comments and identities are intended to remain anonymous and are solely for use by the employee's supervisor unless otherwise noted. Employees are required to provide a self-evaluation and to acknowledge their supervisor's evaluation in order to be eligible for KCC Standard annual raises.

A positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job promotions, reassignments, and demotions, are determined by and at the discretion of the President.

The performance evaluation will be reviewed and acknowledged by the employee by way of digital signature online.

In addition to these formal performance evaluations, the College encourages employees and supervisors to discuss job performance on a frequent and ongoing basis. Supervisors may seek the advice of the Human Resources office in order to perform performance improvement plans or disciplinary plans.

To access your current and historical evaluations. Log in to workforcenow.adp.com, then go to:

Myself > Talent > Performance Dashboard

Reference: Board Policy 7150

SECTION 4: TIME AND COMPENSATION

4.1: JOB DESCRIPTIONS AND CLASSIFICATIONS

Klamath Community College provides each employee with a copy of a job description no later than at the time of job entry. The employee is expected to perform the duties listed in the job description. Modifications to an employee's job description that do not change the job classification may occasionally be made at the request of the employee and supervisor.

For purposes of this handbook, all Klamath Community College employees fall within one of these classifications:

- Full-time: Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

- Part-time: Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.
- Short-term: Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for College benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked.

Employees are informed of their job classification and employment category upon hire. Your supervisor will inform you about any subsequent changes to the classifications/categories.

References: Board Policy 7120, 7232, 7234

4.2: SCHEDULES & WORKING/CONTACT HOURS

Klamath Community College normally is open for business from 8:00 am to 5:00 pm, Monday through Friday. The established work week consists of forty hours for full-time non-exempt employees and begins with Monday 12:00 am and ends Sunday 11:59 pm.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the College, at some point Klamath Community College may need to change individual work schedules on either a short-term or long-term basis. Employees who need to adjust their schedule to meet personal needs should communicate such requests to their supervisors.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

BREAKS AND MEAL PERIODS

The workday for all non-exempt employees includes one ten-minute rest period during each four-hour period and an unpaid meal period of not less than one-half hour for each eight hours of work; or three ten-minute rest periods and an unpaid meal period of not less than one-half hour for each ten hours of work or as provided for under State regulation.

In addition to rest periods and meal periods, all employees are permitted to take a 20-minute paid Wellness break each day. Employees are encouraged to engage in activities conducive to promoting personal wellness, including but not limited to use of the employee fitness center and campus walking trails. Employees in locations requiring continuous staffing should coordinate breaks with their supervisor to avoid disruption of student services.

LACTATION BREAKS

Subject to certain exceptions, employees who are nursing may take a reasonable rest period to express milk each time they have a need to express milk for their child who is 18 months of age or younger. The employee will, if feasible, take the rest periods to express milk at the same time as the rest periods or meal periods that are otherwise provided to the employee. Klamath Community College will make reasonable efforts to provide a location, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk in private. Employees will not be retaliated against for exercising their rights under this policy.

Employees should advise management if they need break time and an area for this purpose. Please consult the Executive Director of Human Resources with questions regarding time and place arrangements for lactation breaks.

UNABLE TO WORK

Employees are required to contact their direct supervisor before or at the beginning of each scheduled work day if they are unable to report to work.

When an employee is absent without notice, the supervisor should take immediate steps to contact the employee. If attempts to reach the employee are unsuccessful, the supervisor should consult with the Human Resources Department to ensure that all appropriate procedures are followed.

CONSISTENT ABSENCES

Employees who are absent from work for three (3) consecutive working days or more, without notice, are deemed to have abandoned their position.

Reference: Board Policy 7230

4.3: TIMEKEEPING PROCEDURES AND COMPENSATION

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, using online software prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business. Supervisors review and approve time cards on a monthly basis.

Non-exempt employees may not start work until their scheduled starting time. Part-time employees may not work beyond the maximum weekly hours as noted in their job descriptions without written permission from their supervisors.

It is the employee's responsibility to approve time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors by contacting Human Resources or the payroll officer.

PAYROLL

PAY SCHEDULE

Hourly employees will be paid monthly for time worked during the past pay period which begins on the 21st day of each month and ends on the 20th day of the following month. Salaried employees are paid monthly for the month in which work is performed. All employees will be paid on the last working day of each month on which the business office is open. Klamath Community College does not allow for advances on paychecks.

Reference: Board Policy 7130

PAYMENT TYPES (PRINTED & DIRECT DEPOSIT)

Printed Paychecks: Printed paychecks will be given only to the employee, unless the employee requests that they be mailed or authorizes in writing that another person may accept the check.

Direct Deposit: Klamath Community College strongly encourages employees to use direct deposit. Authorization forms are available from any member of the Human Resources department.

NOTE: Final paychecks may be printed at the College's discretion.

OVERTIME (NON-EXEMPT EMPLOYEES ONLY)

Klamath Community College occasionally experiences periods of extremely high activity. During these busy periods, additional work is required from employees. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Work performed is considered overtime if it exceeds 40 hours in a given work week or if work is performed on a recognized holiday (for a list of recognized holidays, see Section 5.2 or Board Policy 7342). Employees may work overtime only with prior written authorization from their respective dean or department head.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Employees may also request compensatory paid leave time in lieu of overtime pay. Overtime compensatory paid leave is calculated at one and one-half times the number of hours actually worked in excess of 40 hours each week. No more than 40 hours of compensatory time may be accumulated. A maximum of 40 hours of compensatory time may be carried over from one fiscal year to the next.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

Reference: Board Policy 7234

TRAVEL TIME (NON-EXEMPT EMPLOYEES ONLY)

Overnight, Out-of-Town Trips: Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day: Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel: Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time: Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable. If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate. To the extent that applicable state law provides greater benefits, state law applies.

Reference: Board Policy 7400

SAFE HARBOR POLICY (EXEMPT EMPLOYEES ONLY)

It is Klamath Community College's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Klamath Community College. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the College has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the Executive Director of Human Resources.

DEDUCTIONS

Payroll stubs itemize deductions made from gross earnings. By law, Klamath Community College is required to make deductions for Social Security, federal income tax, and any other appropriate taxes.

Additional deductions may include any court-ordered garnishments, employee-requested income deferral, and insurance costs not paid by the College. Payroll stubs also will differentiate between regular pay received and overtime pay received.

Optional deductions from salary payments include annuities requested by employees, payroll deductions with prior approval by College administration, and any loans or bills owed to the College.

Reference: Board Policy 7385

ERRORS

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Accountant for Payroll and Finance immediately so the College can resolve the matter quickly and amicably.

PAY RANGES

Klamath Community College is committed to paying rates of compensation that are internally equitable with relation to duties and responsibilities assigned.

- An employee classification system has been developed which includes minimum and maximum salaries for each classification of employee and for each position in a specific grade.
- Employees will be paid within the classification and salary grades.
- Klamath Community College has established a process whereby an employee may request a position reclassification. Please contact the Human Resources Department for information and forms.
- Faculty may refer to the KCCFA Collective Bargaining Agreement for applicable pay ranges.

Reference: Board Policy 7232

ADVANCES

Klamath Community College does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

PAY TRANSPARENCY

KCC will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: 1) in response to a formal complaint or charge; 2) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or 3) consistent with the College's legal duty to furnish information.

ADP PAYROLL PORTAL

<https://workforcenow.adp.com>

4.4: TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Business Office (Accounts Payable: (541) 880-2248) along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

TRAVEL ADVANCES

Travel advances may be requested in order to financial inconvenience that may arise as a result of incurring substantial travel expenses while on College business. Travel advances may be requested through the Business Office. All receipts for purchases and unused money from travel advances must be returned to the College with an accompanying Reimbursement of Travel Form.

SECTION 5: BENEFITS

5.1: BENEFITS OVERVIEW

Klamath Community College provides a combination of supplemental benefits to all eligible employees as agreed with employees upon hiring. These benefits include time-off benefits, such as vacations, holidays, personal days, bereavement leave and sick leave. Benefits also include health insurance contributions which may be directed towards a plan options through the College's designated health benefits providers.

Additional benefits may include access to the Employee Assistance Program, optional Medical Transport Solutions membership, Oregon Institute of Technology tuition discounts, KCC tuition waivers for employees and qualifying dependents, group basic life insurance, accident insurance, short-term and long-term disability coverage, mobile phone allowances for approved positions and discounts for salon services at the KCC Cosmetology program. Employees may also apply for on-campus childcare services at no cost, subject to approval with childcare providers and availability of slots.

Oregon employees may apply for paid family leave according to state law.

What follows is a brief outline of the benefits programs Klamath Community College provides employees and their families. Of course, the information presented here is intended to serve only as guidelines. Employees may access the KCC Total Compensation grid in Sharepoint or may request a total compensation statement from Human Resources upon request.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Executive Director of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Klamath Community College (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the College intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

5.2: PAID TIME OFF (PTO)

HOLIDAYS

Eligible employees will be paid for the following holidays during periods when they would otherwise be scheduled to work:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth

- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the College.

If a holiday falls during a vacation, jury duty or bereavement leave, the paid holiday will not count against the employee's paid leave bank.

Regular part-time employees will have pro-rated holiday benefits as follows:

- .50 FTE receive 4 paid hours per holiday
- .75 FTE receive 6 paid hours per holiday

9-month full-time faculty receive full paid days off during holidays that fall during the nine months of the year when they are scheduled to work. Student workers do not receive paid holidays.

Reference: Board Policy 7342

VACATION

Klamath Community College provides paid vacation time to eligible employees to be used for rest, recreation, or as additional personal or sick leave.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, the College reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests should be submitted to managers at least two (2) weeks in advance of the requested vacation dates.

Vacation may be used only in half- or full-day increments.

Employees may not take vacation within without prior agreement from their supervisor.

Accrued, unused vacation is paid out upon separation. Previously used vacation days prior to accrual will be deducted from final paychecks to the extent permitted by law.

Vacation days accrue on a pro-rated monthly basis. Employees may use the Forward-looking Paid Vacation program to request their expected vacation days through the fiscal year ending on June 30, or up to twelve months' worth. Employees who wish to opt into the program must sign a form indicating that they agree to reimburse the College for any unearned vacation time used prior to separation of employment, which may be deducted from their final paycheck and/or referred to collections.

Employees accrue paid vacation time as follows:

NON-EXEMPT EMPLOYEES (FLSA)

During the first partial fiscal year of employment and the subsequent five (5) full consecutive years of employment, non-exempt full-time employees accrue up to ten (10) days of vacation per year. Non-exempt full-time employees receive fifteen (15) days of vacation year for their 7th through 14th years of consecutive full-time employment, and then twenty (20) days of vacation thereafter.

Regular part-time employees have pro-rated vacation benefits as follows:

- .50 FTE receive 40 paid hours, or ten (10) half days, per year
- .75 FTE receive 60 paid hours, or ten (1) six-hour days, per year

Non-exempt employees may carry over unused vacation days from previous years but may not accrue more than 20 days (or 200 hours) of vacation time.

EXEMPT EMPLOYEES (FLSA)

Exempt full-time employees receive twenty (20) vacation days per year. Exempt employees may carry over unused vacation days from previous years but may not accrue more than 25 days (or 240 hours) of vacation time.

Reference: Board Policy 7340

PERSONAL DAYS

Paid personal leave of two days per year is awarded to the following employee classifications: Full-time Support Staff, Temporary Full-time Support Staff, Temporary Full-Time Faculty, 9-Month Faculty, Administrative Staff, and 12-Month Faculty. The personal leave day may be utilized for the purpose of transaction of personal business without loss of pay. Should an employee begin employment after December 31, one day of personal leave will be awarded for the remainder of the current fiscal year. No carry-over of personal days from one fiscal year to another will occur.

Accrued, unused personal days are forfeited at the end of the calendar year and are not paid out at separation unless otherwise required by law.

Personal days must be scheduled at least two (2) weeks in advance. Management reserves the right in its sole discretion to deny any requests.

Advanced but unaccrued personal days will be deducted from final paychecks, to the extent permitted by law.

COLLEGE-PAID SICK LEAVE

OVERVIEW

Full-time employees are eligible to receive up to one paid sick day per month payable by the College. If employees will be out of work due to illness, they must call in and notify their supervisor as early as possible, but at least by the start of the workday. Employees who experience an onset of illness while at work may use sick time to be paid for work days truncated by illness. If the employees call in sick for three (3) or more consecutive days, they may be required to request FMLA/OFLA leave and provide Human Resources with a doctor's note on the day they return to work.

While sick days are intended to cover only the employee's own illnesses, if required by applicable state or local law, sick days may be used to care for a family member's (including civil union partners') illness or for any other reason required by applicable state or local law.

Unused sick days may be carried over into subsequent years. Unused sick days are not compensable upon termination of employment. Unaccrued paid sick days will be deducted from the final paycheck, to the extent permitted by state law.

ELIGIBILITY

General Employees: Klamath Community College provides paid sick time to employees who work in Oregon. For employees whose primary place of work is in Oregon and who are eligible for sick time under another policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than any other policy and/or any other applicable sick time/leave law or ordinance.

Federal Contractors and Subcontractors: The College provides paid sick leave to eligible employees engaged in performing work on or in connection with a contract covered by Executive Order (EO) 13706. For employees covered under this policy who are also eligible for sick time under the general sick days/paid sick time policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general sick days/paid sick time policy.

USAGE

Employees may begin using paid sick time immediately as it accrues. Employees seeking Oregon Paid Leave benefits must meet eligibility requirements under Oregon law. Paid sick time may be used in hourly increments. The employee may not use more than 40 hours of accrued paid sick time in any week.

The employee may use paid sick time for the following reasons:

1. for the employee's or a family member's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care;
2. for any covered purpose under the Oregon Family Leave Act:
 - a. to recover from or seek treatment for a serious health condition, as defined under Oregon law, that renders the employee unable to perform at least one of the essential functions of the employee's regular position;
 - b. to care for a family member with a serious health condition, as defined under Oregon law;
 - c. to care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, within twelve (12) months after the child's birth or placement;
 - d. to care for a child who is suffering from an illness, injury or condition that is not a serious health condition but that requires home care; or
 - e. for bereavement purposes, e.g., to deal with the death of a family member by attending a funeral (or alternative to a funeral), making related arrangements or grieving, within 60 days of the date on which the employee received notice of the death of the family member;
3. for reasons relating to domestic violence, harassment, sexual assault or stalking of the employee or the employee's minor child or dependent in accordance with Oregon law, such as:
 - a. to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other related civil or criminal legal proceedings;
 - b. to seek medical treatment for or to recover from related injuries;
 - c. to obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional;
 - d. to obtain services from a victim services provider; or
 - e. to relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent; or

4. in the event of a public health emergency, which includes, but is not limited to:
 - a. closure of the employee's place of business or the school or place of care of the employee's child, by order of a public official due to a public health emergency;
 - b. a determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member;
 - c. the exclusion of the employee from the workplace under any law or rule that requires the College to exclude the employee from the workplace for health reasons;
 - d. an emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the College's place of business or the employee's home address; or
 - e. a determination by a public official with the authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee.

For purposes of this policy, family member includes the employee's spouse, same-gender domestic partner, custodial parent, non-custodial parent, biological parent, step-parent, parent-in-law, parent of a same-gender domestic partner, grandparent, grandchild, a person with whom the employee is or was in a relationship of in loco parentis, a biological, adopted, foster child or stepchild or the child of a same-gender domestic partner, whether child is a minor or an adult.

Paid sick time will run concurrently with any applicable law for which the employee qualifies, including the Oregon Family Leave Act (reason 2 above) and the Oregon leave law for victims of domestic violence, harassment, sexual assault or stalking (reason 3 above).

Unless the employee advises the College otherwise, the College will assume, subject to applicable law, that employees want to use available paid sick leave for absences due to reasons set forth above and employees will be paid for such absences to the extent they have leave available.

NOTICE AND DOCUMENTATION

For foreseeable absences, employees must comply with the College's usual and customary notice and procedural requirements when requesting time off pursuant to this policy. Employees must make a reasonable attempt to schedule the use of paid sick time in a manner that does not unduly disrupt the College's operations. If possible, employees must include the anticipated duration of their absence when requesting paid sick time and must inform the College of any change in the expected duration of the absence. If the need to use paid sick time is unforeseeable (such as a sudden illness, an emergency, or an accident), notice to their Supervisor is required before the start of the employee's shift or, when circumstances prevent such notice, as soon as practicable.

If the employee takes more than three (3) consecutively scheduled workdays of paid sick time for reasons 1 through 3 above, documentation of the need for the paid sick time may be required in the form of verification from a health care provider or certification such as:

- a copy of a police report indicating that the employee or the employee's minor child or dependent was a victim of domestic violence, harassment, sexual assault or stalking;
- a copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking; or
- documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the employee or the employee's minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

If foreseeable paid sick time is projected to last more than three (3) scheduled work days, the verification/certification which may be requested above should be provided before the sick time commences or as soon as otherwise practicable. If the employee needs to take paid sick time but was not able to provide prior notice, medical verification permitted under this policy must be provided to the College within 15 calendar days of the request for such verification. Certification for paid sick time used for reason 3 (above) must be provided within a reasonable time after the request for such certification.

NOTICE OF ACCRUED AND AVAILABLE TIME

Employees may view their amount of accrued, unused paid sick leave anytime by accessing their account on ADP or by inquiring the Human Resources department.

PAYMENT

Sick time will be paid at the regular hourly rate that the employee earns for the workweek in which sick time was used, which will be no less than the applicable minimum wage rate. The College reserves the right to delay payment for paid sick leave if the employee fails to provide verification or certification within the required timeframe. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

CARRYOVER AND PAYOUT

Unused paid sick time under this policy can be carried over to the following year. Accrued but unused paid sick time under this policy will not be paid upon separation from employment.

ENFORCEMENT AND RETALIATION

The College will not deny, interfere with, restrain or fail to pay for sick time to which the employee is entitled pursuant to this policy and/or applicable law, or retaliate or discriminate against the employee

who requests or takes time off pursuant to this policy or participates in any manner in an investigation, proceeding or hearing related to this policy and/or applicable law. Employees may file a complaint with the Commissioner of the Bureau of Labor and Industries.

If employees have any questions regarding this policy, they should contact the Executive Director of Human Resources.

PAID SICK LEAVE DONATIONS

An employee paid-leave donation process has been established for the purpose of extending additional sick leave days to full-time employees, should a serious illness or injury exhaust their regular accumulated sick leave days. Donating employees must be employed for at least a year and maintain a minimum balance of 15 sick days (120 hours). Employees may not donate more than 7 sick days at a time. Any employee whose sick leave balance is below the minimum may not donate except by special permission of the Executive Director of Human Resources.

The Human Resources Department, after receiving consent, will notify all employees whenever an employee member requests sick leave donation. Donated sick leave must be used within six months of receipt of the donation. Please contact Human Resources to access the forms for requesting donations and consenting to donations.

Reference: Board Policy 7345

JURY DUTY AND VOTING

Klamath Community College realizes that it is the obligation of all persons subject to U.S. law to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the College during such week.

BEREAVEMENT LEAVE

In the event of the death of a qualifying family member, eligible employees may be allowed paid time off of up to five (5) days to assist in attending to obligations and commitments. For the purposes of this section a qualifying family member includes a spouse, domestic/civil union partner, child, parent, sibling, step-parent, step-child, grandparent, grandchild, in-laws, and persons residing in the

employee's household. The category of qualifying family members may be expanded at the discretion of the President. Oregon employees may take an additional five days of unpaid bereavement leave as allowed by state law.

Requests for bereavement leave should be initiated with Human Resources.

Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, Klamath Community College may require verification of death.

PARENTAL LEAVE

Employees may use paid leave benefits and entitlements as appropriate for the care of children, step-children, foster children, and any other children living within employee's household.

See also Section 6 of this Handbook.

5.3: INSURANCE COVERAGE AND DISABILITY

INSURANCE PLAN BASICS

Full-time employees may participate in Klamath Community College's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Executive Director of Human Resources with any further questions.

WORKERS' COMPENSATION

On-the-job injuries are covered by Klamath Community College's Workers' Compensation Insurance Policy, which is provided at no cost to employees. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Supervisors should make sure that the injured employee's first aid needs are addressed, and summoning emergency medical assistance if necessary. Supervisors or injured employees should report the injury to Human Resources as soon as practicable for the purposes of documentation and safety follow up. Failure to follow College procedures may affect the ability of employees to receive Workers Compensation benefits.

Worker's Compensation is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

SHORT-TERM DISABILITY

Klamath Community College provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by Klamath Community College. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

LONG-TERM DISABILITY

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between Klamath Community College and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

5.4: EMPLOYEE ASSISTANCE PROGRAM (EAP)

Klamath Community College offers an Employee Assistance Program (EAP) to all full-time benefited employees. The EAP helps employees privately solve problems that may interfere with your work, family, and life in general. Employees, their spouses, dependents and/or household members are eligible to 3 free EAP calls per year. EAP services are always confidential and provided by experts. Services include 24-hour Crisis help, In-person Counseling, and Online Consultations.

To access counseling and benefit information, call: 866-750-1327

Website: members.uprisehealth.com

The EAP can help with a number of important issues including, but not limited to the following areas:

- Alcohol and Drugs
- Workplace Conflict
- Personal Relationships
- Mental Health
- Drug Abuse
- Finances
- Marriage & Family
- Gambling
- Stress

Life-Balance Resources include:

- Health Coaching
- Childcare Services
- Adult/Eldercare Services
- Legal Services
- Financial Services
- Mediation Services
- Will Preparation
- Homeownership Program
- Identity Theft Services

Further details can be obtained through Human Resources.

5.5: TUITION REMISSION/DISCOUNTS

KCC TUITION REMISSION

Klamath Community College employees may apply for tuition remission under the following conditions. Tuition remission applies only to classes offered by Klamath Community College.

Full-time Support Staff, Full-time and Adjunct Faculty

The Board agrees to waive tuition for classes for support staff, their spouse, and dependents under the age of 25.

- No course will be conducted which would otherwise have been cancelled without the enrollment of tuition waiver student.
- No tuition-waiver student will displace a tuition-paying student.
- Enrollment in a class by an employee will not interfere with the employee's regular duties and responsibilities. When courses require absence from work, supervisor approval is required.
- Adjuncts: Courses must be taken during the term or during the term following the Adjunct Faculty member's employment.

Tuition Remission Forms are available upon request from Human Resources or can be accessed from Sharepoint: <https://info.klamathcc.edu/HR/Forms/KCC%20OIT%20Tuition%20Form.pdf>.

Employees taking KCC courses related to their field of employment may apply for a waiver of additional course-related fees. Requests for course fee waivers may be found in Sharepoint or by inquiring with Human Resources.

OIT DISCOUNT

Full-time faculty, staff, and benefited part-time staff may request a 30% discount on undergraduate tuition for themselves at the Oregon Institute of Technology. Requests must be submitted prior to Human Resources prior to the beginning of each term in which an employee seeks to receive a discount on tuition. After determining eligibility, Human Resources will submit approved requests directly to the OIT registrar's office.

Employees may access the Tuition Discount Benefit Approval form in **Sharepoint > HR > HR Forms**.

5.6: RETIREMENT PLANS

PUBLIC EMPLOYEE RETIREMENT SYSTEM

Eligible employees are able to participate in Klamath Community College's retirement plan through the Public Employees Retirement System (PERS) unused sick leave program as provided for under PERS rules and regulations. Employees who qualify will be retired according to state law and will participate in the various contributory retirement plans provided by the laws of the State of Oregon.

The primary components and differences among the PERS Tier One and Tier Two programs, the Oregon Public Service Retirement Plan (OPSRP), and the Individual Account Program (IAP) areas follows:

- Tier one covers members hired before January 1, 1996.
- Tier two covers members hired between January 1, 1996 and August 28, 2003.
- OPSRP covers members hired on or after August 29, 2003.
- The IAP contains all member contribution (6% of covered salary) made on or after January 1, 2004.

New hires who do not have an active PERS account must work 600 hours before being automatically enrolled. Employees must be an active member in PERS in each of five calendar years to be vested. Once vested, members become eligible for one of three methods used by PERS to calculate retirement benefits. You may contact [Oregon PERS](#) for additional information.

OPTIONAL SALARY DEFERRAL PROGRAM

Full-time employees may contribute up to \$41,000 of pre-tax income towards a 403(b) and/or a 457(a) retirement account. These contributions are not matched by the College. Deferred salary may be invested at the employee's direction through the plan administrator, Teachers Insurance and Annuity Association of America (TIAA). Forms for salary deferral are available from Human Resources.

SECTION 6: LEAVES OF ABSENCE

6.1: FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Oregon Family Leave Act ("OFLA"). This policy provides employees information concerning FMLA and OFLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the College will run FMLA leave concurrently with OFLA and any other leave provided under state or local law.

If employees have any questions concerning FMLA leave, they should contact the Executive Director of Human Resources.

I. ELIGIBILITY

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by the College for at least 12 months (which need not be consecutive); 2) have been employed by the College for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

OFLA leave is available to "OFLA eligible employees." To be an "OFLA eligible employee," the employees must: 1) have been employed by the College for at least 180 days immediately preceding the day the leave begins; 2) have worked an average of at least 25 hours per week during that 180-day period (unless the leave is to care for a newborn child or newly placed foster or adopted child, in which case the weekly hour requirement is inapplicable); and 3) be employed by an employer with at least 25 employees in Oregon (including part-time employees and employees on leave) during each working day of 20 or more calendar workweeks in the year in which the leave will be taken, or in the preceding year.

* In the event of a public health emergency, employees who have worked for the College for at least 30 days and averaged 25 hours per week during that 30-day period are eligible to take leave for any OFLA-covered reason.

Any employee who separates from employment with the College, regardless of the reason, remains eligible for OFLA leave upon rehire if the employee: (i) is eligible to take OFLA leave at the time the employee separates; and (ii) is reemployed by the College within 180 days of separation from employment. Additionally, any employee who has a temporary cessation of scheduled hours remains eligible for OFLA leave if the employee: (i) is eligible to take OFLA leave at the beginning of a temporary cessation of scheduled hours of 180 days or less; and (ii) returns to work at the end of the temporary cessation of scheduled hours of 180 days or less. Any OFLA leave taken by the employee within any one-year period continues to count against the length of time of OFLA leave the employee is entitled to take. The amount of time that the employee is deemed to have worked for the College prior to a break in service due to a separation from employment or a temporary cessation of scheduled hours will be

restored to the employee when the employee is reemployed by the College within 180 days of separation from employment or when the employee returns to work at the end of the temporary cessation of scheduled hours of 180 days or less.

II. ENTITLEMENTS

The FMLA and OFLA provide eligible employees with a right to leave, health insurance benefits (FMLA only) and, with some limited exceptions, job restoration. Effective September 1, 2023, eligible Oregon employees may apply for paid family leave, medical leave, or safe leave (PFML). Eligibility for PFML and the amount of benefits is determined by statute and the Oregon Employment Department, not the College.

II-A. BASIC FMLA AND OFLA LEAVE ENTITLEMENT

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The OFLA generally provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on the calendar year. It is the College's policy to provide the greater leave benefit provided under the FMLA or OFLA and to run leave concurrently under the FMLA and OFLA whenever possible. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care (parental leave);
- To care for the employee's spouse (or same sex domestic partner - OFLA only), child (child does not have to be under 18 - OFLA only), or parent (or parent-in-law - OFLA only), or grandchild or grandparent (OFLA only) who has a serious health condition;
- To care for the employee's child or same-sex domestic partner's child with an illness or injury that requires home care but is not a serious health condition (sick child leave - OFLA only);
- To care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency (sick child leave - OFLA only);
- To deal with the death of a family member by attending the funeral (or alternative) of the family member; making arrangements necessitated by the death of a family member; or grieving the death of a family member (OFLA only);
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, child or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve

component of the Armed Forces for deployment to a foreign country in support of contingency operations or Regular Armed Forces for deployment to a foreign country (FMLA only).

Eligible employees are entitled to a maximum of 12 weeks' leave in the applicable 12-month period, subject to the following exceptions: 1) employees who take leave for a pregnancy-related disability (including routine prenatal care) may take up to an additional 12 weeks for any OFLA-qualifying purpose; and 2) employees who use a full 12 weeks of "parental leave" may use up to 12 additional weeks in the same leave year for "sick child leave." Two family members working for the same employer are permitted to each take up to 12 weeks of parental leave, but in some situations may be required to stagger the leave. (Note, absences due to compensable work-related injuries or illnesses under the Oregon Workers' Compensation Law are not counted under an eligible employee's OFLA 12-week leave entitlement.) An eligible employee is entitled to take a maximum of two (2) weeks of leave per death of a family member, up to a maximum of 12 weeks per leave year. The leave must be completed within 60 days after the date on which the employee receives notice of the death of the family member.

Serious Health Condition Under the FMLA: A serious health condition under the FMLA is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Serious Health Condition Under the OFLA: A serious health condition under the OFLA means: (a) an illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility; (b) an illness, disease or condition that in the medical judgment of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future or requires constant care; (c) any period of disability due to pregnancy or period of absence for prenatal care; or (d) any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Qualifying Exigencies: Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

II-B. ADDITIONAL MILITARY FAMILY LEAVE ENTITLEMENT (INJURED SERVICEMEMBER LEAVE) (FMLA ONLY)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to 26

weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

Covered Servicemember: A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five-year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

Serious Injury, Illness, or Health Condition Under FLMA: The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

II-C. INTERMITTENT LEAVE AND REDUCED LEAVE SCHEDULES

FMLA and/or OFLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees are also entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member, or the serious injury or illness of a covered servicemember. Leave due to qualifying exigencies may also be taken on an intermittent or reduced schedule basis.

II-D. NO WORK WHILE ON LEAVE

The taking of another job while on FMLA/OFLA leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by applicable law.

II-E. PROTECTION OF GROUP HEALTH INSURANCE BENEFITS

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

II-F. RESTORATION OF EMPLOYMENT AND BENEFITS

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the College substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The College will notify employees if they qualify as "key employees," if it intends to deny

reinstatement and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

As with FMLA leave, at the end of OFLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under the OFLA.

II-G. NOTICE OF ELIGIBILITY FOR, AND DESIGNATION OF, FMLA AND OFLA LEAVE

Employees requesting FMLA and/or OFLA leave are entitled to receive written notice from the College telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the College's designation of leave as FMLA/OFLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The College may retroactively designate leave as FMLA and/or OFLA leave with appropriate written notice to employees provided the College's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA/OFLA protection, the College and employee can mutually agree that leave be retroactively designated as FMLA/OFLA leave.

III. EMPLOYEE FMLA, OFLA AND PFML LEAVE

In addition to paid and unpaid leave permitted by board policy, KCC employees may avail themselves by legally protected leaves. Each employment leave protection law has different requirements and may affect employees differently depending upon hours worked, length of employment with the College, income, and reason for needing the leave. College employees working in the United States are subject to the Family Medical Leave Act (FMLA). Employees in Oregon are subject to Oregon Family Leave Act (OFLA) and Paid Family Medical Leave (PFML). These laws have differing requirements and differing protections. Employees needing to take a leave of absence from work should contact Human Resources to ensure continuity of employment status, benefits and income, where possible, as required by law and board policy.

III-A. PROVIDE NOTICE OF THE NEED FOR LEGALLY-PROTECTED LEAVE

Employees who wish to take FMLA, OFLA and/or PFML leave must promptly notify the College of their need for leave. The following describes the content and timing of such employee notices.

Content of Employee Notice: To trigger leave protections, employees must inform the Executive Director of Human Resources of the need for qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA, OFLA and/or PFML leave specifically, or explaining the reasons for leave so as to allow the College to determine that the leave is qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant;
- they have been hospitalized overnight;
- they or a covered family member (including domestic partner, parent-in-law, grandparent or grandchild under OFLA) are under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness (FMLA only).
- they are survivors of sexual assault, domestic violence, harassment or stalking (PFML)
- they have a serious health condition that requires inpatient care, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, involves a period of pregnancy due to disability (PFML)
- they have experienced a qualifying life event that requires caring for members of their family, including the birth of a child; bonding with a child in the first year after birth, through adoption, or when the child is placed in their home through foster care; or to care for a qualifying family member with a serious health condition (PFML).

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the College's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the College has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice: Employees must provide 30 days' advance notice of the need to take FMLA and/or OFLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the College notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA and/or OFLA notice obligations, may have FMLA and/or OFLA leave delayed or denied, to the extent permitted by applicable law.

In an emergency (for example, for paid Safe Leave, Family Leave, or Medical Leave), employees must provide notice of the need for leave within 24 hours, this does not have to be in writing. Then, give written notice within 3 days after starting leave.

Forms for requests: Forms for requesting medical leave or other leaves applicable under FMLA/OFLA/PFML may be found in **Sharepoint > HR > Public > Forms > Leaves** or by consulting with a member of Human Resources.

Additional information can be found at:

<https://paidleave.oregon.gov>

www.oregon.gov/boli/workers/pages/oregon-family-leave.aspx

III-B. COOPERATE IN THE SCHEDULING OF PLANNED MEDICAL TREATMENT (INCLUDING ACCEPTING TRANSFERS TO ALTERNATIVE POSITIONS) AND INTERMITTENT LEAVE OR REDUCED LEAVE SCHEDULES

When planning medical treatment, employees must consult with the College and make a reasonable effort to schedule treatment so as not to unduly disrupt the College's operations, subject to the approval of the employee's health care provider. Employees must consult with the College prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the College and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the College may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the College may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the College of the reasons why such leave is medically necessary. In such instances, the College and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the College's operations, subject to the approval of the employee's health care provider.

III-C. SUBMIT DOCUMENTATION SUPPORTING NEED FOR FMLA/OFLA/PFML LEAVE (UNRELATED TO REQUESTS FOR MILITARY FAMILY LEAVE)

Depending on the nature of the leave sought, employees may be required to submit medical certifications supporting their need for qualifying leave. As described below, there generally are three

types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the College with timely, complete and sufficient medical certifications. Whenever the College requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the College's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The College will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The College will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the College (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the College with authorization allowing it to clarify or authenticate certifications with health care providers, the College may deny FMLA leave if certifications are unclear.

Whenever the College deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

The College will not require medical certification for OFLA parental leave, the death of a family member or if the leave is taken to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. The College may request verification for the need for leave to care for a child who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency. A request for verification may include a request for: (i) the name of the child requiring home care; (ii) the name of the school or child care provider that is subject to closure; (iii) a statement from the employee that no other family member of the child is willing and able to care for the child; and (iv) a statement that special circumstances exist that require the employee to provide home care for the child during the day, if the child is older than 14 years of age.

Initial Medical Certifications: Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year. If the College has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the College's expense. If the opinions of the initial and second health care providers differ, the College may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the College and the employee.

Medical Recertifications: Depending on the circumstances and duration of FMLA leave, the College may require employees to provide recertification of medical conditions giving rise to the need for leave. The College will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications: Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the College medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The College may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Documents for paid Family Leave (PFML): In order to receive approval for paid Family Leave, employees need to have at least one of the following:

- A copy of the child's birth certificate
- Hospital admission form
- Copy of court order or letter from placement agency
- Proof of your family member's serious health condition from a health care provider that includes a brief description of the condition and the dates it started and ended

Documents for paid Medical Leave (PFML): In order to receive approval for paid Medical Leave, employees need to have at least one of the following:

- Hospital admission form
- Proof of serious health condition from a health care provider that includes a brief description of the condition and the dates it started and ended

Documents for paid Safe Leave (PFML): In order to receive approval for paid Safe Leave, employees need to have at least one of the following:

- a copy of a police report
- a formal complaint to a school's Title IX coordinator
- a copy of a protective order
- other evidence from a court, administrative agency, school's Title IX coordinator or attorney
- other documents from a health care provider, licensed mental health professional or counselor, attorney, law enforcement officer, member of the clergy, or victim services provider.

Employees should contact Human Resources with questions about what documents and forms are necessary to receive the requested leave protections.

III-D. SUBMIT CERTIFICATIONS SUPPORTING NEED FOR MILITARY FAMILY LEAVE

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the College may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the College may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the College may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

III-E. SUBSTITUTE PAID LEAVE FOR UNPAID FMLA LEAVE OR TO SUPPLEMENT PAID PFML LEAVE

Employees may use any accrued paid time while taking unpaid FMLA and/or OFLA leave. Employees who receive PFML paid leave benefits may combine College-awarded paid time off with their paid leave benefit, but may not receive paid time off in excess of their ordinary monthly income.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA and/or OFLA leave and the paid time will run concurrently with the employee's FMLA and/or OFLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA and/or OFLA leave entitlement. Upon written request, the College will allow employees to use accrued paid time to supplement any paid disability benefits.

III-F. PAY EMPLOYEE'S SHARE OF HEALTH INSURANCE PREMIUMS

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the College notifies employees of other arrangements, whenever employees are receiving pay from the College during FMLA leave, the College will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The College's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the College will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the

leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the College for the cost of the premiums the College paid for maintaining coverage during their unpaid FMLA leave.

IV. COORDINATION OF FMLA/OFLA/PFML LEAVE WITH OTHER LEAVE POLICIES

The FMLA, OFLA and PFML do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. However, whenever permissible by law, the College will run FMLA leave concurrently with OFLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA, OFLA or PFML leave is either not available or exhausted, please consult the College's other leave policies in this handbook or contact the Executive Director of Human Resources.

V. QUESTIONS AND/OR COMPLAINTS ABOUT FMLA/OFLA/PFML LEAVE

If employees have questions regarding the College's compliance with FMLA/OFLA/PFML, they should contact the Executive Director of Human Resources. The College is committed to complying with the FMLA/OFLA/PFML and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/OFLA/PFML.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Executive Director of Human Resources immediately. The College will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Reference: Board Policy 7347

6.2: ADDITIONAL TYPES OF LEAVE

PERSONAL LEAVE

If employees are ineligible for any other College leave of absence, Klamath Community College, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. Klamath Community College will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the College in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the College will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the College will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any College-provided Short-Term Disability Leave of Absence.

MILITARY LEAVE

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including

travel). They should give management as much advance notice of their need for military leave as possible so that Klamath Community College can maintain proper coverage while employees are away.

Reference: Board Policy 7346

BONE MARROW DONATION

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the College. Reasonable notice of leave must be provided. Employees may use accrued paid time off for this purpose.

VICTIMS OF CRIME

Employees who are victims of a crime or whose family members are crime victims may take reasonable, unpaid time off from work to attend criminal proceedings. To be eligible for the leave, the employee must work for an employer with six (6) or more employees and have worked for more than 25 hours a week for at least 180 days prior to the leave.

Employees will not be compensated for crime victim leave, but may use available vacation and personal time to cover the period of absence.

Employees must give reasonable notice of their intention to take crime victim leave and must provide copies of notices of scheduled criminal proceedings. Leave may be limited where it creates an undue hardship on Klamath Community College's business.

DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim, may take reasonable, unpaid time off from work to deal with the violence.

Reasons to Take Domestic Violence, Sexual Assault, or Stalking Leave:

- to obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent
- to seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or stalking of the eligible employee or the employee's minor child or dependent
- to obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault or stalking
- to relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent

- to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for, and participating in, protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault or stalking

Compensation: Employees will not be compensated for time away from work for purposes related to domestic violence, sexual assault or stalking, but may use available vacation and personal time to cover the period of absence.

Notice: Employees must give reasonable notice of their intention to take time off from work, unless giving such notice is not feasible. Leave may be limited where it creates an undue hardship on the College's business.

Accommodations: Employees also may request a reasonable safety accommodation if they are a victim of domestic violence, sexual assault or stalking, or are the parent or guardian of a minor child or dependent who is a victim.

The College may require certification that the employee or employee's minor child or dependent is a victim of domestic violence, sexual assault or stalking, and that the leave was taken for purposes allowed under the law.

Reference: Board Policy 7340

SECTION 7: WORKPLACE SAFETY AND INCLUSIVITY

7.1: WORKPLACE VIOLENCE AND OTHER SAFETY CONCERNS

Klamath Community College has a full-time law enforcement officer from the Sheriff's Department, who is available to assist employees and students in the event of a crime or other emergency, as well as provide escort from campus buildings to parking lots upon request. Campus Facility personnel, custodians, groundskeeper, maintenance, and supervisors are additionally trained and certified in Unarmed Security, First Aid, AED, and CPR. They are also a resource in emergency situations. In the event of an emergency on campus Klamath Community College, activate the emergency 911 response.

The College Safety Committee meets monthly to address issues related to health and safety. Any employee may attend safety committee meetings if desired by contacting Human Resources or a committee member for meeting locations, dates and times. Employees are provided with a copy of Klamath Community College's Emergency Operation Desk Procedure manual. It is the responsibility of the individual employee to read and understand this manual. Any questions should be referred to the Executive Director of Human Resources. If you become aware of any conditions that could be considered unsafe, please notify a safety committee member or the Facilities Director. If you are aware of any threats to the campus, call the Campus Security office at 541-880-2314.

All personnel should be made aware of or participate in:

- Campus Emergency Operation Procedures booklet review including 911
- Omnilert notification system
- Active shooter annual training
- Alarm code and operation (if authorized)
- Evacuation and assembly locations (maps)
- First Aid and AED locations on campus (maps)

WORKPLACE VIOLENCE

Klamath Community College is committed to providing a safe workplace in order to minimize the risk of personal injury to employees and damage to College and personal property.

Klamath Community College discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Klamath Community College does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

EARLY BEHAVIORAL WARNING SIGNS

Workplace violence would never occur if predicting it were as simple as checking a box. Unfortunately, no single test or trait can accurately say whether a person will become violent.

That said, there are some **early behavioral warning signs** that can help you determine when to seek help. Some of these signs include:

- over-resentment, anger and hostility
- extreme agitation
- making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur
- sudden and significant decline in work performance
- irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior
- reacting to questions with an antagonistic or overtly negative attitude
- discussing weapons and their use, and/or brandishing weapons in the workplace
- overreacting or reacting harshly to changes in College policies and procedures
- personality conflicts with co-workers
- obsession or preoccupation with a co-worker or supervisor
- attempts to sabotage the work or equipment of a co-worker
- blaming others for mistakes and circumstances
- demonstrating a propensity to behave and react irrationally

Any one of the above warning signs is cause for concern and should not be ignored. But pay special attention if there's a sudden change in the employee's behavior—or they exhibit multiple behaviors from this list.

PROHIBITED CONDUCT

Threats, threatening language or any other acts of aggression or violence made toward or by any College employee **will not be tolerated**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

REPORTING A THREAT

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Klamath Community College's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the College determines, after an appropriate good faith investigation, that someone has violated this policy, the College will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the College to be aware of any potential danger in its offices. Indeed, the College wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

HEALTH AND SAFETY

The health and safety of employees and others on College property are of critical concern to Klamath Community College. The College intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process or business practice for which the College is responsible should be brought to the attention of management immediately.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. Supervisors should report workplace injuries, accidents or illnesses to the Executive Director of Human Resources.

7.2: EQUAL EMPLOYMENT OPPORTUNITY

Klamath Community College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Our administration is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

It is contrary to Title II of the Civil Rights Act of 1964 to discriminate against people because of their race, color, religion, or national. Employees, groups of employees, or applicants who believe they have been discriminated against on any of these bases may avail themselves of the grievance process outlined in Section 7.4 of this handbook.

HIRING PRACTICES

The College will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the College's operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Executive Director of Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The College then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The College will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of the College's decision regarding the request within a reasonable period. The College treats all medical information submitted as part of the accommodation process in a confidential manner.

REASONABLE ACCOMMODATIONS AND INTERACTIVE DIALOGUE

Klamath Community College is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to

applicants and employees who have requested an accommodation or for whom Klamath Community College has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact the Executive Director of Human Resources. Accommodation requests can be made in writing using a form which can be obtained from the Executive Director of Human Resources. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact the office of the President.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, the College will engage in an interactive dialogue with the employee and will make reasonable accommodations for known physical or mental disabilities of an applicant or employees as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship.

Among other possibilities, reasonable accommodations could include:

- acquisition or modification of equipment or devices;
- more frequent or longer break periods or periodic rest;
- assistance with manual labor; or
- modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, the College will not:

- deny employment opportunities on the basis of a need for reasonable accommodation;
- deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship;
- take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation;
- require an applicant or employee to accept an accommodation that is unnecessary; or
- require the employee to take family leave or any other leave, if the College can make reasonable accommodation instead.

Even if an employee has not formally requested an accommodation, the College may initiate an interactive dialogue under certain circumstances, such as when the College has knowledge that

employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event the College initiates an interactive dialogue with an employee, it should not be construed as the College's belief an individual requires an accommodation, but will serve as an invitation for the employee to share with the College any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, the College will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how Klamath Community College may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Klamath Community College will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. Klamath Community College is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, the College reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

The College will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

The College will not allow any form of retaliation against employees who have requested an accommodation, for whom the College has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Executive Director of Human Resources.

QUESTIONS OR CONCERNS

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director of Human Resources. The College will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Executive Director of Human Resources. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

Any employee who has questions about the policy or who would like to request an accommodation due to physical or mental disabilities, pregnancy, childbirth or a related medical condition should contact the

Employee's Manager. If that person is unavailable, please contact the Executive Director of Human Resources.

7.3: DISCRIMINATION, HARASSMENT, AND SEXUAL ASSAULT

CIVIL RIGHTS ACT - TITLE IX, TITLE II, TITLE VII

Klamath Community College is committed to maintaining a workplace that is free from discrimination. No aspect of employment or access to the College is to be influenced in any manner by race, color, religion, gender, gender identity, sex, age, national origin, military status, perception of mental or physical disability, or other class of protection which is addressed by state or federal law. The Executive Director of Human Resources or Title IX Coordinator should be contacted immediately if you have any concerns with regard to discrimination and/or harassment. Concerns regarding Title IX, Title II, Title VII, Title III of the Americans with Disabilities Act or other civil rights laws should similarly be referred to the Title IX coordinator, who serves as coordinator for all Civil Rights grievance procedures.

The online form for submitting a complaint can be found on the KCC home page on the Concerns tab, following the link to <https://www.klamathcc.edu/en-US/safe-campus/concern-or-incident-form.html> or submitting an email directly to titleix@klamathcc.edu.

It is prohibited to engage in harassment against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, expunged juvenile record, or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by the College.

The prohibition against harassment extends beyond conduct against another individual in the workplace during business hours to include any time while on College premises, while on College business (whether or not on College premises) or while representing the College. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

The Executive Director of Human Resources/Title IX Coordinator should be contacted immediately if you have any concerns with regard to discrimination and/or harassment.

Harassment

Harassment generally is defined in this section as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual because of any actual or perceived protected characteristic or has the purpose/effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual harassment: sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that could violate this section include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- Obscene or vulgar gestures, posters or comments;
- Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- Propositions or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters and drawings;
- Sexually explicit e-mails, text messages or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually-related comments;
- Conversation about one's own or someone else's sex life;
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and

- Teasing or other conduct directed toward a person because of the person's gender, gender identity, gender presentation, sexual orientation, sexual activity, marital status, pregnancy status, or gender stereotypes.

Sexual Assault

Sexual assault, defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation, also is specifically prohibited.

Any discrimination, harassment or retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

Violations of Title IX Section

If someone violates the title ix section, there are several types of actions you can take, and the choice is up to you. Here are actions you can seek against workplace discrimination, harassment, sexual assault, or retaliation:

- **Speak to the individual(s):** if you're comfortable, you can speak to the individual(s) directly. You're not required to do this, but—sometimes—simply letting someone know that they've offended you can result in an honest apology and a promise to do better. Find an appropriate setting where you feel safe and can speak with conviction and confidence. Then, clearly and professionally tell the harasser how they behaved inappropriately and your expectations for future behavior. Use specific examples and make your expectations clear. There's power in the words "no" and "stop." In many instances, offenders may not realize they've crossed the line. Everyone has different boundaries and reactions. You can make your boundaries clear by speaking up.
- **Report the incident to KCC:** if speaking up doesn't resolve the issue, or if you feel that confronting the individual(s) might be dangerous or too uncomfortable, you can report the incident to the executive director of human resources/title ix coordinator. If you are unable for any reason to contact this person, or if you have not received an initial response within five (5) business days after reporting the incident, you should contact the president. If the person toward whom the complaint is directed is the executive director of human resources or president, the employee should contact any higher-level manager in the reporting hierarchy. All employees are encouraged to document any incidents involving discrimination, harassment and sexual assault as soon as possible.
- **File an administrative complaint:** if you don't want to use your KCC's internal process—or if you feel that the college has not resolved the issue properly—you can also file a complaint with a state or federal administrative agency such as the equal employment opportunity

commission (EEOC). The EEOC is the federal agency that enforces civil rights laws against workplace discrimination—including mistreatment based on sex and gender. Report the harassment to the EEOC, and the agency will interview employees and gather relevant documents such as emails and texts. If the agency finds probable cause and believes discrimination occurred, they can file a suit on your behalf. For more information about your legal options and remedies, visit www.eeoc.gov. Time period to bring a legal claim: under Oregon law, an individual has five (5) years from the date of an act of unlawful harassment or discrimination to file a claim. This time period applies to acts of unlawful harassment or discrimination occurring on or after September 29, 2020. An individual has one (1) year to file a claim regarding acts of unlawful harassment or discrimination occurring before these dates.

Each situation is unique. Only you can decide what feels right and how far to take the complaint. Take as many of the steps you feel comfortable taking, but do your best not to ignore the problem. Remember, the only way to stop the abuse is to speak out.

Documenting Incidents

As you reviewed your response options, you may have noted the benefits of documentation.

Documentation is especially helpful for recalling events.

Helpful documentation of incidents would include:

- The date and time of the incident
- How the behavior made you feel
- If you have any tangible evidence, such as a social media post, text, or email
- If anyone else witnessed the incident

Investigation Procedures

Every report harassment will be investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Nondisclosure and Nondisparagement Agreements

The college may not require or coerce employees to enter into a nondisclosure or nondisparagement agreement concerning harassment, discrimination or sexual assault. A nondisclosure agreement is an agreement wherein a party agrees to not share information with others regarding the subject of the agreement. A nondisparagement agreement is an agreement wherein a party agrees not to criticize or bring negative attention to the other party.

Employees may voluntarily choose to enter into an agreement regarding harassment, discrimination or sexual assault that contains a nondisclosure agreement, nondisparagement agreement or an agreement prohibiting the employee from seeking reemployment with the

college, and the employee will have seven (7) days to revoke the agreement after it has been executed.

Retaliation Prohibited

Any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with board policy. If employees have been subjected to any such retaliation, they should report it in the same manner in which they would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Recovering from an Incident

Consider these tips for helping to cope with this process:

Confide in others: if you feel comfortable, speak to your friends, family, and co-workers. Also, consider joining a support group—where you can connect with people who understand your experience. Take control of the conversation and find a support community.

Seek professional help: seek help from a licensed professional. A highly trained therapist can make a significant positive impact—offering proven coping skills and support.

Engage in behaviors conducive to well-being: find practices—such as yoga, meditation, and journaling—that support your physical and psychological wellness.

Klamath Community College offers an Employee Assistance Program (EAP) to all full-time benefited employees. See [Section 5.4](#) for more information.

Reference: Board Policy 3540

SECTION 504 NOTICE OF NONDISCRIMINATION

Klamath Community College offers career and technical education programs in academic degree programs and career pathway certificates. Admission to these programs is based on admission standards created in a way intended to not discriminate on the basis of race, color, national origin, sex disability or age in its programs or activities.

KCC will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All employees of KCC are expected to support and act in furtherance of these College values and priorities. The Executive Director of Human Resources has been designated to coordinate Title IX and Section 504 compliance.

The Section 504 coordinator may be reached by email to titleix@klamathcc.edu, or by contacting the Executive Director of Human Resources.

7.4: GENERAL GRIEVANCE PROCEDURE

The College recognizes that in any employee group, personnel problems will occasionally arise. It is usually in the best interest of both the College and the employee to resolve such problems directly as soon as possible in a professional and cordial manner. Whenever possible, employees should first attempt to resolve conflicts on an interpersonal basis without making an appeal to administration. In order that employees may be assured fairness in the consideration of such problem(s), a process of appeal and review has been established.

GRIEVANCE PROCEDURE DEFINITIONS

Grievance: A "grievance" or "formal complaint" is a claim by an applicant, employee, or group of employees, of a violation of Civil Rights Laws (including, but not limited to, Title II, Title VII, or Title IX of the Civil Rights Act, or Title III of the Americans with Disabilities Act), equal employment opportunity, Affirmative Action policies, Sexual Harassment policies, the improper implementation of Board policy, unfair treatment, or disciplinary action resulting in suspension or termination.

Grievant: An applicant, employee, or group of employees making a grievance.

Informal Grievance: "Informal Grievance" is that stage of a grievance procedure involving the grievant and the person responsible for the alleged grievance.

Formal Grievance: "Formal Grievance" is that state of a grievance proceeding other than informal grievance. Formal grievance proceeds with the giving of written notice as herein provided.

Parties or Persons Directly Involved: "Parties or persons directly involved" are the grievant, the person responsible for the alleged grievance, any other employee, including the President and the Board who has rendered prior decisions in processing the grievance.

Day: "Day" as used herein refers to a working day. Weekends, holidays, or unexpected school closures are not considered a day under this definition.

BOARD POLICIES ESTABLISHING GRIEVANCE PROCEDURE

The Board establishes that:

- The grievant has the right to be assisted by counsel at all stages of the grievance procedure at the grievant's expense.
- Management has the right to be assisted by counsel at all stages of the grievance procedure.
- The grievant will be allowed time away from their job without loss of pay when required to attend meetings with management for the purposes of adjusting the grievance under the procedures defined herein.
- The grievant may withdraw their grievance at any time.

- Time limits may be extended by mutual agreement. If either party fails to comply with the established time limits, the grievance will be declared settled in favor of the other party.
- There will be no restraint, interference, discrimination, or reprisal against an employee who uses these procedures for resolving a grievance.
- Employees will be free from retaliation as a result of filing for a grievance or participating in any manner in an investigation or processing of a grievance. No employee will be discharged, suspended, demoted, or subjected to other adverse personnel actions because he or she acted in good faith pursuant to this policy and as provided for under Federal and State Law.

INFORMAL GRIEVANCE PROCEDURE

Before submitting a formal grievance, a grievant should seek resolve their grievance at the lowest level possible by communicating directly with the other party. To ensure timely resolution of conflicts, the grievant should initiate the informal grievance process no later than ten (10) work days of the occurrence or within ten (10) work days of the grievant's first knowledge of the facts of the occurrence.

Every attempt will be made to resolve the grievance at the lowest level possible. Except in cases where it is not safe or practicable to do so, the grievant and the person responsible for the alleged grievance should meet to attempt to resolve the grievance on an informal basis. Another administrative level employee or member of Human Resources may be requested by mutual consent of the parties to assist in the resolution of the grievance at the informal level.

If the conflict is not resolved at the informal level, the grievant may choose to take no additional action, seek administrative intervention outside of the grievance process, or they may initiate the formal grievance process according to policy establishing the grievance procedure.

FORMAL GRIEVANCE PROCEDURE

A grievant may initiate a formal grievance after they have made a good faith effort to exhaust their informal grievance options. The formal grievance procedure is considered the most serious internal form of problem resolution in the College and should be followed according to the formal rules in terms of timelines and complaint submissions. Formal grievances not conforming to procedural rules regarding form and timeliness may be denied regardless of their underlying substance or merit.

Formal grievances must be submitted **within twenty (20) work days** of the grievant's knowledge of the incident giving rise thereto. If there is more than one grievant, each grievant must meet the time limit in order for their submission to be actionable through the grievance process. Any grievance not meeting the time limit will not be considered eligible to receive a remedy under the grievance process.

FORMAL GRIEVANCE – EXECUTIVE DIRECTOR OF HUMAN RESOURCES

1. **Written complaint:** Grievant shall submit the written formal complaint to the Executive Director of Human Resources specifying in detail the basis of the grievance and the remedy requested. This statement shall form the basis for further formal consideration and requested remedy and may not be materially altered when presented for consideration at subsequent steps in the grievance procedure or appeals process unless new facts or evidence justify a revision of the original complaint.
2. **Meeting with Human Resources:**
 - a. A meeting with the grievant and the Executive Director of Human Resources will occur within seven days of the written complaint.
 - b. A meeting with the person(s) responsible for the grievance and the Executive Director of Human Resources will occur within seven days of above-mentioned meeting between the Executive Director of Human Resources and the grievant. During this meeting the person(s) responsible for the grievance will be advised of the grievance, granted an opportunity to review the written complaint and evidence, and provided an opportunity to respond.
3. **Written decision issued:** Within seven days of the meeting between the Executive Director of Human Resources and the person(s) responsible for the grievance, the Executive Director of Human Resources will issue a written decision which will be distributed to all parties involved in the grievance. The written decision will include:
 - a. A determination of the relevant facts in regards to the claims made in the formal grievance
 - b. A rationale for the final decision, including a discussion of the applicability of the facts in supporting the grievant's claim of violation of an applicable policy, unfair treatment, or disciplinary action.
 - c. Either the granting of the grievance in whole or in part, a denial of the grievance in whole or in part, and issuing a remedy as appropriate.

FORMAL GRIEVANCE APPEAL – PRESIDENT'S OFFICE

If a grievant is not satisfied with the written decision of the Executive Director of Human Resources, the grievant may appeal the decision by submitting a written request to the office of the President.

1. **Written appeal:** Written requests should include the original complaint submitted in the formal grievance, and, in addition include an explanation as to how the previous decision was made in error or contrary to law or policy. Mere dissatisfaction with the outcome of a formal grievance procedure is not a basis for an appeal. Written appeals must be received by the President's

office within seven work days of issuance of the written decision by the Executive Director of Human Resources.

2. **Meeting with the President:** If the President chooses to consider the appeal, the President's office will schedule a meeting with the grievant. The grievant may present written or oral evidence in support of their complaint. A written record will be made of such meetings.
3. **Meeting with other parties:** The person(s) responsible for the grievance will be allowed an opportunity to provide an oral or written statement to the President for additional consideration. In the event an oral response is provided there will be a formal record made of the meeting.
4. **Written decision issued:** Within seven days of the meeting between the President and the person(s) responsible for the grievance, the President will issue a written decision which will be distributed to all parties involved in the grievance.

FORMAL GRIEVANCE APPEAL – BOARD OF EDUCATION

If a grievant is not satisfied with the written decision of the President in response to the appeal, the grievant may appeal the President's decision by submitting a written request to the College Board of Education.

1. **Written appeal:** Written requests should include the original complaint submitted in the formal grievance, the written appeal submitted to the President, and, in addition, include an explanation as to how the previous decision was made in error or contrary to law or policy.
2. **Meeting with the Board of Education:** If the President chooses to consider the appeal, the President's office will schedule a meeting with the grievant. The grievant may present written or oral evidence in support of their complaint. A written record will be made of such meetings.
3. **Meeting with other parties:** The person(s) responsible for the grievance will be allowed an opportunity to provide an oral or written statement to the President for additional consideration. In the event an oral response is provided there will be a formal record made of the meeting.
4. **Written decision issued:** Within seven days of the meeting between the Board of Education and the person(s) responsible for the grievance, the Board will issue a written decision which will be distributed to all parties involved in the grievance.

All decisions of the Board of Education are final except as allowed by applicable Federal and State laws.

Reference: Board Policy 7355

7.5: ALCOHOL, TOBACCO, AND DRUGS

To help ensure a safe, healthy and productive work environment for our employees and others, to protect College property, and to ensure efficient operations, Klamath Community College has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the College.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, manufacture, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on College premises, while on College business (whether or not on College premises) or while representing the College, is strictly prohibited. Employees and other individuals who work for the College also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The College maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any College employee, including themselves.

Employees must notify the College within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the College will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the College.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the College, any employee who violates the drug-free workplace section may be required, in connection with or in lieu of disciplinary sanctions, to participate to the College's satisfaction in an approved drug assistance or rehabilitation program.

Employees may receive support in addressing drug abuse issues, which may include counseling, rehabilitation and employee assistance programs. Additional education may include: (a) a discussion of our policy at the new employee orientation session; (2) distribution of a list of approved drug assistance agencies, organizations and clinics; (3) distribution of published educational materials regarding the dangers of drug abuse; (4) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (5) inclusion of the policy in employee handbooks and any other personnel policy publications; (6) lectures or training by local drug abuse assistance experts; (7) discussion by the College's safety experts and law enforcement on the hazards associated with drug abuse; and (9) video presentations on the hazards of drug abuse.

TOBACCO

Klamath Community College provides a smoke-free work place. For reasons of safety, public relations or other concerns, smoking, including e-cigarettes is prohibited anywhere in the buildings located on the Klamath Community College campus. Designated smoking areas are located outdoors south of Building 4, south of Building 5 and northwest of Building 6.

Reference: Board Policy 3550, 3560, 3570

7.6 CHILD ABUSE REPORTING GUIDE

ALL KCC EMPLOYEES ARE "MANDATORY REPORTERS."

All community college employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty applies to all community college employees 24-hours-a-day, 365-days-a-year regardless of whether you are on work time. You must immediately report to DHS or local law enforcement when you have "reasonable cause to believe" that:

- Any child with whom you come in contact with has suffered abuse, or
- Any person with whom you come in contact has abused a child.

HOW TO MAKE A REPORT OF CHILD ABUSE

The Oregon Child Abuse Hotline accepts reports 24 hours a day, 365 days a year.

1-855-503-SAFE (7233)

If the child is in danger, call 911 immediately.

REPORTS TO HUMAN RESOURCES

College employees must also report to the Executive Director of Human Resources instances of inappropriate conduct when they witness, receive a report of, or reasonably believe an instance of child abuse has occurred through the course of their employment. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff or student body are participating in a College-connected activity off campus. This is separate from the Mandatory Reporter requirement and does not satisfy the legal duty to report to DHS or local law enforcement.

Reports to may be made anonymously via the Complaint/Concern button on the top right of the KCC website home page.

DEFINITIONS

"Abuse" means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:
 1. Contributing to the sexual delinquency of a minor;
 2. Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk or harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

"Law Enforcement Agency" means:

- a city or municipal police department;

- a county sheriff's office;
- the Oregon State Police; or
- a county juvenile department.

Reference: Oregon Revised Statutes 419B.005 to 419B.050

SECTION 8: COLLEGE PROPERTY AND EQUIPMENT

8.1: FACILITY ACCESS: EMPLOYEES, VISITORS, CHILDREN, AND ANIMALS

BUILDING KEYS FOR EMPLOYEES

The Facilities Department is responsible for maintaining master key control for the campus. Employees should coordinate access privileges with their respective Vice-President or Dean. They will communicate approved access to Facilities and/or Human Resources. All Klamath Community College employees will sign for any keys and key cards that they may require. It is the employee's responsibility to secure those keys at all times and to turn them back into the Facilities or HR Department when no longer needed. If lost, notify Facilities or HR immediately.

Additional key control for all other campus locks are maintained by Campus Facilities. Duplicate keys are maintained in a master key box. Keys to file cabinets, desks, and other campus assets will be provided to Facilities for identification and duplication.

VISITORS

Employees are discouraged from having personal guests visit or accompanying them anywhere in Klamath Community College facilities other than the reception areas.

CHILDREN AND ON-CAMPUS DAY CARE

The following institutional policy regarding children, defined as all persons under the age of 18 unless enrolled in a class, has been adopted:

Klamath Community College is an adult environment authorized to instruct students 18 years of age or older; therefore, individuals under 18 years of age are required to follow special admissions procedures in order to become students.

Children must be under the direct supervision and control of a parent or legal guardian. At no time may children be allowed to move around the campus independently. Children must not cause disruption.

If a child is found unattended, college staff will take appropriate action, which may include notification of law enforcement authorities.

Children are not allowed, under any circumstances, in chemistry or other labs, when hazardous materials are present.

Children are generally restricted from the following:

- Learning Resources Center (LRC)
- Computer labs
- Maintenance shops, construction areas, and other hazardous areas
- Any class meetings.

Children with infectious illnesses may not be on campus.

Klamath Community College retains the right to ask any person to leave the premises at any time.

Concerns regarding the presence of children on campus should be brought to the attention of the class instructor or the Executive Director of Human Resources.

Klamath Community College has limited daycare slots reserved for students and employees on campus through Oregon Child Development Coalition (OCDC) in Building 1. Employees should submit a Family Interest Form directly to OCDC, as well as any questions regarding pricing and eligibility for enrollment in on-campus childcare.

ANIMALS ON CAMPUS

Generally, animals are not permitted on campus property.

Educational Purposes: Employees may bring animals used as demonstration tools for educational purposes as permitted by the Dean of Instruction. Students wishing to bring animals to school should first seek permission from the dean of their respective program.

Service Animals: Generally, service dogs or miniature horses that pull individuals in wheelchairs, assist with balance, alert to seizures and/or assist with mobility orientation for individuals that are blind are allowed on campus. Any request for having a service animal on campus will be considered on a case-by-case basis. The College reserves the right to deny service animals on campus when service animals do not meet documentation, behavior, health or safety requirements.

Non-Educational & Non-Service Animals: All other animals are considered non-service animals and are not permitted in buildings and should not be on campus property without prior approval of the Executive Director of Human Resources, due to health and safety concerns for students, the public, and the animal.

SERVICE ANIMALS

Employees with a disability may use a service animal in all areas of KCC open to the public as well as areas where it is reasonable for the employee to access in order to perform their job. This section also applies to KC employees who are training a service animal.

Employees should notify the Legal Counsel of their intent to bring an animal to campus for any purposes. KCC employees should not approach employees regarding whether an animal is approved to be on campus but should direct their inquiries to the Legal Counsel.

Service animals must have a harness, leash, or other tether unless the handler is unable to use such equipment due to their disability or if the use of such equipment would interfere with the animal's safe, effective performance of work or tasks. Employees may be required to remove animals (including service animals) from the campus if the animal is out of control and the animal does not take effective action to control it, or if the animal is not housebroken. Employees whose service animal has been excluded from campus should discuss alternative accommodations with the Executive Director of Human Resources.

Animals must be in compliance with any laws pertaining to animal vaccinations, licensure and ID tags as required by applicable law.

8.2: COLLEGE EQUIPMENT AND PROPERTY (INCLUDING INTELLECTUAL PROPERTY)

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the College's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the College is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

Klamath Community College has made a substantial investment in equipment to enhance your productivity. All College equipment is for use by authorized employees to produce the work required. You should handle all equipment according to safe operating instructions.

If you do not know how to operate a piece of equipment, you must seek training prior to attempting its use. If you observe an equipment failure or defect, report it to your supervisor immediately. Supervisors are responsible for maintenance and repair of the equipment in their area.

Improper, abusive, negligent, unsafe, or destructive use of equipment will result in disciplinary action.

The equipment is for College use only and should not be removed from College premises. The President must give prior approval for any personal use of college equipment. Unauthorized personal use may be grounds for disciplinary action, up to and including termination of employment.

Cabinets, lockers and other storage furniture must be accessible at all times. Personal locks may not be used on College property. Do not use College property to store personal files or items.

An employee is expected to exercise due care in the use of College property and to utilize this property for authorized purposes. Negligence in the care and use of College property may be considered cause for disciplinary action. College property is defined as all equipment, materials, facilities, or vehicles that are owned or leased by the College.

Unauthorized removal of College property from the premises, or unauthorized use of College property is forbidden.

POSTAGE, OFFICE AND SHIPPING SUPPLIES

Supplies paid for by Klamath Community College, such as postage, shipping, and office supplies, are for College purposes and are not to be used for personal purposes.

USE OF COPIERS, PRINTERS, AND FAX MACHINES

Employees will reimburse the College for personal use of copiers, printers, and incoming /outgoing fax equipment which is leased or owned by the College and has a subsequent lease and/or maintenance fee, in addition to toner, electrical and paper costs. As a Klamath Community College employee, your responsibility is as follows:

- The College may require employees to pay \$0.10 per page printed from either a copier, printer, or incoming fax that is personal in nature.
- Payment may be made to the cashier and will be designated "miscellaneous revenue" and collected by the business office.
- Employees will be required to reimburse the College for each page they print or receive by photocopier or fax machine.
- If payment is not received, the Klamath Community College standard procedures of discipline will be followed.

PERSONAL PROPERTY

Klamath Community College does not assume responsibility for your personal property on the premises. Use discretion when bringing personal property to work. You may not bring or display in the office any item that may be viewed as inappropriate or offensive to others.

LANDLINE TELEPHONE USAGE

Efficient telephone service is vital to College business. You should consider the following guidelines for telephone use:

- Answer all calls promptly and courteously
- Hold personal calls, both incoming and outgoing to essential personal business and keep them as brief as possible. Any necessary personal non-emergency phone calls should be conducted during break time whenever possible. Friends and relatives should be discouraged from calling during work hours unless there is an emergency.
- Personal toll and long-distance calls are strictly prohibited. All personal toll and long-distance calls must be charged to the employee; under no circumstance will an employee charge a personal long-distance call to the College.

INSPECTIONS

Klamath Community College reserves the right to require employees while on College property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on College or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the College or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

COLLEGE-PROVIDED ELECTRONIC DEVICES

Klamath Community College-provided electronic devices including laptops, tablets, cellphones, personal digital assistants and hotspots, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Eligible employees may receive an allowance from the College to subsidize their personal cellular device for use in College business. Communications sent via a College-subsidized personal device may be subject to monitoring if sent through the College's networks or communications accounts. Employees receiving allowances for their PCD must make their device available for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a College-provided or personal device, employees must comply with applicable College guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a College-issued or College-subsidized device to send or receive personal text messages is discouraged. Personal use of cellular devices during working hours should be limited to emergency situations.

If employees who use a College-issued device resign or are discharged, they will be required to return the device to the IS department for resetting on or before their last day of work. At that time, the IS department will reset and remove all information from the device, including but not limited to, College information and personal data (such as contacts, e-mails and photographs). The College is not responsible for personal employee data stored on any College accounts or devices.

Please note that whether employees use their personal PCD or a College-issued device, the College's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

INTERNET ACCESS AND USE

Access and use of the internet should be for College-related use only while conducting College business and while at work. If you will be using the College's internet connection during your workday, please realize that you are a representative of Klamath Community College and you should make appropriate decisions when accessing information. Employees accessing inappropriate sites are subject to discipline, up to and including termination. You should also realize that you might be held responsible for the following system-related problems:

- Irresponsible use of system resources
- Any activity that is contrary to state and federal law
- Misuse of copyright issues
- Downloading files which may put your system or the College's information systems at risk
- Inappropriate language that could bring discredit upon you or the College.

WIRELESS NETWORK USE

Klamath Community College has a wireless network available to its students and staff.

STUDENT/STAFF RESPONSIBILITIES:

- The wireless network is for educational or College-business use only.
- The wireless network only provides internet access.
- Abuse will not be tolerated (as defined below).
- Illegal activity will be reported.
- The user is expected to keep their computer up-to-date on security updates, and run updated anti-virus software (contact Information Systems for how to protect your College-issued devices or personal devices used for College business).

COLLEGE VALUES

- Klamath Community College reserves the right to limit or ban systems from the network that are abusive.
 - The Director of Information Services will determine if an action is abusive.
 - If the user is banned from the wireless network, the user can discuss it with the Director of Information Services. At the Director's discretion, the ban can be lifted.
- Klamath Community College will put forth "good faith" to keep the network running securely and effectively.
- Klamath Community College seeks to ensure that the wireless network use does not compromise the security and availability of other networks.
 - Certain ports are blocked because of security issues.
 - Blocked ports are liable to change to meet security concerns.
 - Klamath Community College is not responsible for the content that is accessed over the wireless network.
 - The user is responsible for protecting their own computer.
 - The wireless network is separate from other campus networks. The user will not be able to access network drives (like the Student "S" and "G" drives), nor printers.

ABUSE INCLUDES (BUT IS NOT LIMITED TO):

- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Using Klamath Community College computers, accounts, and/or networks to gain unauthorized access to College systems or other systems.
- Attempting to degrade performance of Klamath Community College's computers and/or networks.
- Attempting to deprive other users of Klamath Community College's technology resources or access to systems/networks.
- Using Klamath Community College's technology resources for commercial activity such as creating products or services for sale.
- Copying software protected by copyright, except as permitted by software licensing agreements.
- Using Klamath Community College's computers and/or networks to send fraudulent or harassing messages.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals; i.e., "spamming" or "flooding."

CREATIVE WORK AND INTELLECTUAL PROPERTY

It is the intent of this policy that, when both the originator and the College expend resources, both the College and the originator will share the direct benefits of such creative work. The actual proportion of benefits will be considered on a case-by-case basis, taking into account the resources expended by each.

The originator of creative and scholarly work will maintain all rights to their creative efforts when this work is done without expending any direct College resource.

The College will maintain only those rights to creative and scholarly efforts of an individual for which the College has specifically contracted. In all other instances, the originator will have all rights to their creative efforts. In those cases where direct College expenses are incurred in the creation of such works, a contractual agreement between the originator and the President, or their designee, will set forth the rights of both the College and the originator prior to beginning of such work.

The use of College resources for private endeavors, without prior written approval of the President is prohibited. Failure to comply with this rule will be grounds for disciplinary action.

It is the intent of the College to adhere to the provisions of the current copyright laws. Please refer to Board Policy 3710 for more details regarding the college's policy on copyrights.

8.3: VEHICLE OPERATION AND PARKING

All employees authorized to drive College-owned or leased vehicles or personal vehicles in conducting College business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management prior to using College vehicles, rental vehicles for College business, or before driving personal vehicles while performing College business.

Employees must have a valid driver's license in their possession while operating a vehicle on College property or while performing College business. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

College-owned or leased vehicles may be used only as authorized by College administration.

Reference: See also Section 9.2

PORTABLE COMMUNICATION DEVICE USE WHILE DRIVING

Employees who drive on College business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances while operating College vehicles, vehicles rented by the College, or while using personal vehicles for College business.

PARKING

Klamath Community College has public parking available across campus. There are no parking passes required to park in public parking.

Limited parking is reserved for faculty, administration and law enforcement as posted. Parking spaces labeled “Administration” are reserved for the President and their designees.

Accessible parking spaces are reserved for employees, students and visitors displaying accessibility parking permits.

The College suggests that employees lock their vehicles at all times. Klamath Community College assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus. Care should be taken when walking across the parking lot during class times and during icy conditions.

8.4: DELAYS AND CLOSURES

PLANNED

The College has planned closures on evenings, holidays and weekends. Access to facilities may be limited during those times. Employees without alarm system access should make arrangements to ensure authorized access prior to entering buildings during planned closures.

UNPLANNED

Closure of Klamath Community College due to inclement weather or other environmental conditions is a decision based on concerns for the safety of employees, students, and visitors. Notification may be made via text message, email, or phone calls through the campus Omnilert system. There are three typical decisions that may be made:

1. College closure: classes and student activities are cancelled, all college offices are closed, and employees are not expected to report for work;
2. Classes cancelled: classes and student activities are canceled. College offices are open and employees are expected to report to work as usual;
3. Delayed opening: the College will open later than normal starting time.

When there is an authorized College closure, employees will be paid for the time off from scheduled work due to the closure. In cases where there is not an authorized College closure, employees who, due to hazardous weather conditions, are unable to report for work will not be paid for the time off, but may request to utilize unused vacation or personal leave for the time off.

SECTION 9: EMPLOYEE CONDUCT

9.1: REMOTE WORKING/TELECOMMUTING

Klamath Community College may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility for all remote work will be decided on a case-by-case basis by the College President. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

This section provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, work project deliverables and other important information.

Any remote work/telecommuting arrangement may be discontinued by the College at any time and at the discretion of the College. Employees also may discontinue the arrangement but may not be guaranteed office space at the College's location.

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by the College or employee without notice, cause, or liability.

HOURS OF WORK

Employees working from home are expected to dedicate their scheduled work hours to College business only. Scheduled hours of work will be set by the employees' manager or supervisor. Employees should maintain regular contact with their supervisors and managers.

Nonexempt employees are required to truthfully and completely record all hours worked pursuant to the College's timekeeping system and take rest and meal breaks in conformity with FLSA breaks, lunches, and wellness time. Nonexempt employees may not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their manager or supervisor.

LOCATION

Employees will provide, at their expense, a secure, dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times. Employees will maintain security devices and procedures necessary to prevent use by unauthorized persons, including by preventing the connection of any College-furnished computer system, network, or database to any

computer, network, or database other than a computer, network, or database to which connections are provided or authorized by the College.

DUTIES

Employees are expected to follow all existing College policies and procedures. The duties, obligations, responsibilities, and conditions of employment with the College remain unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement will be revoked. Employees are expected to follow existing College policies with respect to scheduled and unscheduled time off, including the obligation to speak with their manager or supervisor before the scheduled start time in the event of an unscheduled absence, tardy, or early departure.

ACCIDENTS AND INJURIES

Employees agree to maintain safe conditions in the remote work space and to practice the same safety habits and rules applied on College premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in the remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor or manager immediately and complete all necessary and/or requested documents regarding the reported injury. The College assumes no responsibility for injuries occurring in the remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

EQUIPMENT

Employees agree to use electronic equipment that has been encrypted and meets all of the College's security requirements. If the College provides equipment for home use, employees agree to provide a secure location for College-owned equipment and will not use, or allow others to use, such equipment for purposes other than College business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by the College. The College will bear the expense of removal of any such equipment, linkages, and installations provided by the College upon the termination of the remote work/telecommuting arrangement but not modification of or repairs to the work location. Employees hereby release the College from any damage or liability incurred in the installing or removal of the equipment provided by the College.

ARTIFICIAL INTELLIGENCE

The College recognizes that the use of AI tools can potentially assist employees with the performance of job duties. However, there are many risks. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must receive administrative approval and, if granted, comply with the below best practices.

Evaluation of AI tools. Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees should also review the reputation of the tool developer and any third-party services used by the tool. But most importantly, employees must receive administrative approval prior to using any AI tool after explaining the manner in which it will be used and the benefits to the business.

Protection of confidential data. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data without prior written approval from the Executive Director of Human Resources. This includes data related to customers, employees, or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control. Employees must not give access to any AI tools approved for business use to anyone outside the company without prior approval from the Executive Director of Human Resources and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies. Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following the College's data retention and disposal policies.

RETURN OF COLLEGE PROPERTY

All equipment, records, and materials provided by the College will remain College property. Employees agree to return College equipment, records, and materials upon request. All College equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.

EXPENSES

Upon presentment of receipts and in accordance with business expense reimbursement procedures, the College will reimburse employees for certain preapproved expenses.

Regular household utility charges, such as electricity, water, phone, Internet service, auto, homeowners' insurance, etc., are not reimbursable unless state law requires reimbursement.

CONFIDENTIALITY

Employees agree that they are subject to the College's policies prohibiting the nonbusiness use or dissemination of the College's confidential business information. Employees will take all appropriate steps to safeguard the College's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain

confidential information, including, but not limited to, information regarding the College's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

9.2: TRAVEL AND VEHICLE USE

Supervisors may approve travel for College purposes.

When traveling by automobile, employees should use vehicles in a way that minimizes overall costs to the College. Ordinarily this would be by using a College-owned vehicle as opposed to a rental or private car. Employees should seek to use a College-owned vehicle as their primary mode of vehicular transportation for College business. Exceptions may be granted in cases where College vehicles are unavailable, or other safety or economic concerns make rentals or private vehicles a better choice. When using rental vehicles, attempts should be made to secure reasonably-priced vehicles.

College vehicles are to be used solely for the use in the conduct and operation of College business.

Employees may reserve College vehicles by using their work email to login at <https://enterprise.fleetster.de>

Individuals using privately owned vehicles for College business are responsible for maintaining a valid driver's license, current vehicle registration, and insurance that meets state-required minimums. Physical damage, collision, or loss to an employee's private vehicle is not reimbursable by the College.

Reference: Board Policy 7400. See also Section 8.3

9.3: PROFESSIONAL COMMUNICATION, BEHAVIOR, AND APPEARANCE

The success of the College depends upon the quality of relationships between Klamath Community College, our employees, students, suppliers, and the general public. The people who serve our students have a major impact on their impression of the College and their interest and willingness to enroll. Regardless of your position, you are Klamath Community College's ambassador. The more goodwill you promote, the more our students will respect and appreciate you, the College, and the educational experience at KCC.

Everyone can help give students a good impression of the College. These are the building blocks for our continued success:

- Act competently and work with students in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.

- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests and perform all duties in an orderly manner.
- Take pride in your work and enjoy doing your very best.

Employees are expected to maintain a professional attitude toward students, colleagues, and the community.

RESPONSIBLE AND RESPECTFUL COMMUNICATION

CONFIDENTIAL/PROPRIETARY BUSINESS INFORMATION

During the course of work, employees may become aware of confidential information about Klamath Community College's business, including but not limited to information regarding College finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. Employees also may become aware of similar confidential information belonging to the College's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to Klamath Community College's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the College may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

PUBLICITY/STATEMENTS TO THE MEDIA

All media inquiries regarding the position of the College as to any issues must be referred to Public Information Officer. Only Public Information Officer is authorized to make or approve public statements on behalf of the College. No employees, unless specifically designated by Public Information Officer, are authorized to make those statements on behalf of College. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the College must first obtain approval from Public Information Officer.

Reference: Board Policy 3835

BULLETIN BOARDS

Important notices and items of general interest are continually posted on Klamath Community College bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at Klamath Community College. To avoid confusion, employees should not post or remove any material from bulletin boards. Employees who wish to post

material to the bulletin boards should submit materials to the receptionist in Building 9 to receive approval for posting by the Vice President of Student Services.

ELECTRONIC COMMUNICATION

Important communications and information can be sent between employees through the use of Microsoft Outlook email, Microsoft Teams and Ring Central voicemail. This technology can be effective when used in a manner consistent with the College's and priorities and ethical practices. Please note that voice mail and electronic mail transmissions are not private and are subject to administrative review. Electronic communication and written communication is a public record and may be subject to inspection by the public and review by management. Remember, what you write in an e-mail message or speak via voice mail can potentially constitute harassment, defamation, slander, or libel. The College's Harassment policies fully apply to e-mail and voicemail. As such, you should be careful what you communicate and how it is stated.

Internet usage through the College network is also subject to monitoring by College administration.

SOCIAL MEDIA

Klamath Community College respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect College interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not engage in non-work-related social media, blogging or website during work time.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the College and also expresses either a political opinion or an opinion regarding the College's actions that could pose an actual or potential conflict of interest with the College, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the College's position. This is necessary to preserve the College's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. College policies apply equally to employee social media usage.

Klamath Community College encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often

misunderstood by readers. Employees should exercise caution and prudence before publishing. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

PROFESSIONAL BEHAVIORS AND APPEARANCE

EMPLOYEE DRESS AND PERSONAL APPEARANCE

Employees are expected to maintain a level of personal and professional behavior and dress consistent with their position in the College and the community. Some employees may be required to wear safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

PUNCTUALITY AND ATTENDANCE

Employees are hired to perform important functions at Klamath Community College. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the College.

PERSONAL CELLPHONE USAGE AND ALLOWANCE

Use of personal cell phones should be limited to break time, wellness time and lunch time. In lieu of College-issued cell phones, qualifying employees whose job responsibilities require the use of a cell phone around campus during business hours or cell phone accessibility outside of school hours are eligible for an allowance to defray the cost of using their personal phones for College business. Please see a Human Resources Manager for complete details.

Disruptions during work time can lead to errors and delays. Therefore, personal telephone calls must be kept to a minimum, and only be made or received after working time, or during lunch or breaktime.

PERSONAL MAIL

Do not have any personal mail or parcels delivered to you at work. The College's mail system and facilities are for College business only.

9.4: CONFLICTS OF INTEREST AND SOLICITATION

EXPECTATIONS FOR BUSINESS ETHICS

It is Klamath Community College's policy that all employees avoid any conflict between their personal interests and those of the College. The purpose of this policy is to ensure that the College's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the College.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the College, by any employee who is in a position to directly or indirectly influence either the College's decision to do business, or the terms upon which business would be done with such organization;
- holding any interest in an organization that competes with the College;
- being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the College or which competes with the College; and/or
- profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the College.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the College.

EXAMPLES OF POTENTIAL CONFLICTS

HIRING RELATIVES/EMPLOYEE RELATIONSHIPS

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Klamath Community College may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the College. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The College generally will attempt to identify other available positions, but if no alternate position is available, the College retains the right to decide which employee will remain with the College.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

ACCEPTANCE OF GIFTS

Employees may not use or attempt to use their position to obtain financial gain or avoidance of financial detriment that would not otherwise be available but for the employee's holding of his or her position with Klamath Community College. Neither may employees do so to the benefit of their relatives, or for any business with which the employee, or their relatives, are associated, beyond their official salary, reimbursement of expenses or an unsolicited award for professional achievement.

As per Government Standards and Practice Commission rulings, no employee will accept gifts from any person, group, or entity currently conducting or desiring to do business with the College. All business-related gratuities are specifically prohibited, except items widely distributed of nominal value (\$50 or less). The Vice President of Administrative Services will approve all gifts made to the college and will send a receipt of acceptance, along with a tax identification number to the gift giver.

POLITICAL ACTIVITY AND PUBLIC CONTROVERSY

No employee may be involved in promoting or opposing any political committee or initiative referendum or recall petition, ballot or measure or candidate while on the job during working hours. College resources may not be devoted to such activities.

Employees are encouraged to vote and engage in civic matters during their personal time. A ballot drop box is located on campus in front of Founders' Hall.

Employees speak and write as citizens and should be free from institutional censorship or discipline. Employees should remember that the public might judge their professional and institutional activities by their personal statements. Therefore, employees should at all times be accurate, show respect for the opinions of others, and make every effort to indicate that they communicate as individual citizens, not as institutional spokespersons.

ONGOING OUTSIDE EMPLOYMENT

Employees of the College may engage in outside employment or maintain an outside business venture only if it does not interfere with regular College duties or create a conflict of interest. Prior to commencing any employment or business venture involving substantial time, the individual concerned must obtain the written approval of the President.

College staff and administrators who teach as adjunct faculty are expected to complete their adjunct duties outside of regular work hours.

SOLICITATION OR COMMERCIAL ACTIVITY

Solicitation or commercial activity by employees for non-College purposes is prohibited while on campus during work time without the express written permission of the College President or their designee. This includes solicitation of another employee, student, or guest of the College while on campus premises or while engaged in College business. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for Klamath Community College.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the College is prohibited at all times. Distribution of literature by non-employees on College premises is prohibited at all times except as protected under Constitutional free speech protections.

Klamath Community College strives to establish a work environment that is productive and without unnecessary interruptions in the workday. Therefore, solicitation, when permitted, must not hinder orderly College operations or involve unauthorized use of College assets. Finally, trespassing, solicitation or distribution for purposes other than official college business is prohibited. "Work time" includes all time on the premises other than before and after work, at meal periods and break times. "Work areas" are all areas on the premises other than employee break rooms.

References: Board Policy 3870, 3880, 3890

9.5: DISCIPLINE, TERMINATION, AND RESIGNATION

DISCIPLINARY GROUNDS

Pursuant to Board Policy, employees can be disciplined or discharged for:

1. An intentional failure to abide by lawful rules and regulations of the College or instructions given by an employee's supervisor.

2. Conviction of a state or federal crime.
3. Circumstances where continued employment would cause the College substantial loss of confidence by the citizens of the District.
4. Failure to carry out duties at the appropriate level of quantity and quality as outlined in the position description or as required by the employee's supervisor.
5. Willful insubordination or intentional improper interference with the administrative processes of the College.
6. Circumstances where continued employment would present a clear danger to the safety or security of the employees, the public, or College property.
7. Failure to meet the established standards of attendance, performance or conduct.
8. Misrepresentation of data presented by employee for hiring purposes.
9. Inappropriate use of College technology resources.
10. Engaging in any acts or behavior of discrimination or harassment.

This is not intended to be an exhaustive list of possible misconduct. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the College's sole discretion. Note that all employees are employed at-will, and Klamath Community College reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The College will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

DISCIPLINARY ACTIONS

The disciplinary process may consist of escalating steps or may result in immediate termination. In addition to the following measures, employees may be required to engage in additional return-to-work conditions demonstrating that they have apologized and made restitution as appropriate, addressed underlying issues contributing to behaviors requiring discipline, and demonstrated a commitment to improving behavior.

VERBAL REPRIMAND OR WARNING

A verbal reprimand may be issued to an employee by a supervisor or authorized administrator. Employees may not appeal verbal reprimands. Administrators or supervisors issuing verbal reprimands or warnings should notify the Executive Director of Human Resources.

WRITTEN REPRIMAND OR WARNING

Written reprimands or warnings may be issued to the employee. Employees must acknowledge receipt of written warnings regardless of whether they agree with the content of the document. Employees

receiving written warnings may respond to the accusation in writing. Both the warning and the employee response will remain in the employee's personnel file.

SUSPENSION WITH PAY

A suspension with pay may be issued by written notice which will include the reasons for the suspension, the beginning date and end date. An employee may respond to the suspension. Both the notice of suspension with pay and the employee response will remain in the employee's personnel file.

SUSPENSION WITHOUT PAY

A suspension without pay may be issued by way of written notice, which will include the reason for suspension, the beginning and ending dates. Employees may request a hearing regarding the suspension without pay. Employees must make requests for a hearing in writing to the Executive Director of Human Resources within three work days of receiving the notice of suspension without pay.

TERMINATION

Termination results in the employee's discharge from employment. Employees may request a hearing regarding the termination. Employees must make requests for a hearing in writing to the Executive Director of Human Resources within three work days of receiving the notice of termination.

JOB ABANDONMENT

Employees who are absent from work for three (3) consecutive working days or more, without notice, are deemed to have abandoned their position. Employment may be terminated officially when this circumstance occurs.

RESIGNATION

In order to resign in good standing, employees should provide appropriate written notice regarding any decision to voluntarily terminate their employment. Written resignations should be submitted to the employee's supervisor and forwarded to the Human Resources department.

Notice of resignation for support staff positions should be two weeks prior to anticipated date of separation. Administrative staff should provide four weeks' notice. Full-time faculty should provide ninety days written notice. Resignation during an academic term may result in forfeiture of unpaid salary and benefits or other assessment of damages for breach of contract.

All College property must be returned prior to the end of employment, including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc.. Employees also must return all of the College's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the College (through payroll deduction, if lawful) for any lost or damaged College property or unearned pay advances made in the form of paid vacation time prior to

accrual. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

Reference: Board Policy 7350

EXIT INTERVIEWS

Employees who resign are requested to participate in voluntary exit interviews with the Executive Director of Human Resources. Interviews may take place in-person or virtually.

REFERENCES

Klamath Community College will respond to reference requests through the Human Resources Department. The College will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

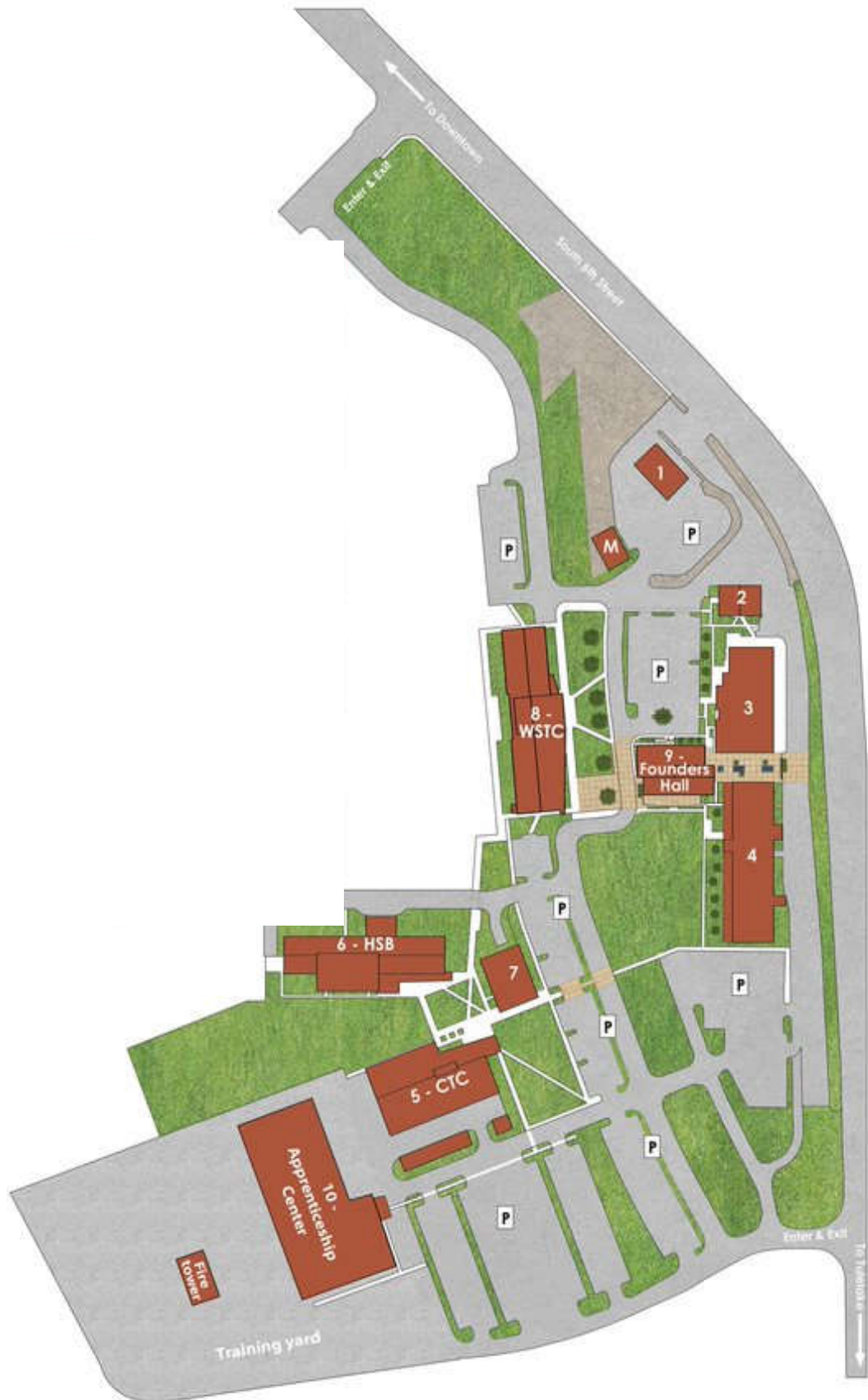
Requests for references should be referred to Human Resources Department for verification of appropriate releases prior to disclosing information regarding dates of hire, dates of discharge, positions held, reasons for leaving, and eligibility for rehire.

GENERAL HANDBOOK ACKNOWLEDGMENT

This handbook is intended to give employees a broad summary of things they should know about Klamath Community College. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Klamath Community College, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the College or its personnel policies and practices.

Thank you for taking the time to read this handbook!

APPENDIX: CAMPUS MAP



APPENDIX: HELPFUL CONTACTS AND WEBSITES

Accounts Payable (Business Office): accountspayable@klamathcc.edu

ADP: workforcenow.adp.com

AFLAC: 541-850-7345

Campus Security: 541-880-2314

Canvas: klamathcc.instructure.com

Complaints: klamathcc.edu "Report Concern/Incident"

Email: exchange.klamathcc.edu

Employee Assistance Program call: 866-750-1327; members.uprisehealth.com

Human Resources support: hr@klamathcc.edu

Human Resources public page: <https://www.klamathcc.edu/en-US/about/human-resources/index.html>

Information Systems support: support@klamathcc.edu; support.klamathcc.edu

Job postings: klamathcc.edu/jobs

Linkedin Learning: linkedin.com/learning

MODA Health: modahealth.com

MyKCC: mykcc.klamathcc.edu

Oregon Educators Benefit Board: 888-469-6322, myoebb.com

Oregon Savings Growth Plan: 541-539-5508

Payroll: ext. 2209

Public Employee Retirement System (PERS): 888-320-7377, Oregon.gov/PERS

PFML: See *The Standard*

Purchasing: ext. 2319

Room Reservations/Facility & Vehicle Use: ext. 2219

Sharepoint: <https://klamathccedu.sharepoint.com/sites/KCC>

The Standard: 800-378-5742, standard.com/mytoolkit

Title IX, Title II, Title VII, ADA or other Civil Rights concerns or grievances: titleix@klamathcc.edu

Webmaster: ext. 2362