PERSONNEL PRACTICES
Employment of Hourly, Part-Time/Temporary Staff

Recognition
Chemeketa Community College recognizes the following individuals as covered by these practices:

All non-bargaining unit, non-instructional employees who work less than 20 hours per week or who work 20 or more hours per week on a temporary basis but less than 900 hours during any one fiscal year (July 1 through June 30).

All classified bargaining unit staff who work less than 12 months and who work during a recess period are employed on an hourly, part-time/temporary basis when working in a position different from their regular employment.

Initial Step Placement
All new employees will be placed at step one of the hourly, part-time/temporary salary schedule. Any employee with three years of directly related experience beyond the minimum qualifications that has occurred within the last ten years may be placed at step two with approval by the Director of Human Resources. For such an exception, the supervisor is responsible for requesting, in writing, the recommended step placement.

Previous employees will retain the highest step value of their employment with the college upon rehire. Employees may have only one step placement despite the range placement of the different positions that they may fill.

Step Movement on the Salary Schedule
Each employee will be granted a one-step increase upon completion of 500 hours of work at the college. An exception to the completion of 500 hours of work may be the employee who works during all four academic terms (such as employees in the registration area). The supervisor may recommend a one-step increase per year even though the employee may not have worked 500 or more hours. For such an exception, the supervisor is responsible for notifying the Human Resources Department, in writing, of the recommended step movement.

In no case will an employee receive more than one-step increase per fiscal year (July 1 through June 30). Hours accumulated within the fiscal year above 500 hours will be forwarded to the next fiscal year for credit toward additional step movement.

Step movement will take place the pay period following the completion of the necessary 500 hours or the supervisor's recommendation.

Termination of Employment
Hourly, part-time/temporary employment may be terminated at any time for any cause deemed in good faith to be sufficient by the college.

Sick and Vacation Leave and Holiday Pay
Hourly, part-time/temporary employees will not earn sick and vacation leave or receive holiday pay.

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Overtime
Overtime will be considered as time worked by an employee in excess of 40 hours per week. Compensation for overtime will be at the rate of one and one-half times the employee's normal hourly rate.

Minimum Pay
If an employee reports to an assignment which has been canceled, one of the following will occur:
- An alternative assignment, if available, will be offered. The individual may either accept the assignment or decline and receive no compensation.
- If an alternative assignment is not available, the individual will be compensated for two (2) hours of pay and relieved from duty.

Minimum pay will not apply if an employee's original assignment is for less than two (2) hours. No minimum pay will be provided for college closure due to inclement weather.

Evaluation
Hourly, part-time/temporary employees may be evaluated when the supervisor deems it necessary.

Breaks and Meal Times
Employees working a minimum of four consecutive hours shall be given a paid break of 15 minutes, usually after the first two hours worked.

An employee working five consecutive hours or more will be released from work for an unpaid one-half hour meal break, usually after the first four hours of work. Time for meal breaks will not be counted in the calculation of hours worked.

Absence
An employee who is unable to attend the assigned work shift will notify the supervisor by the beginning of the normal work shift.

Complaint Process
1. The employee is responsible for beginning the complaint process by contacting his/her immediate supervisor within twenty (20) College working days after the facts upon which the complaint is based or first became known to the employee.

2. The employee and his/her immediate supervisor will then meet to informally discuss the complaint and make an earnest attempt to resolve the complaint at this level. If the employee is not satisfied with the response, then a formal written complaint must be filed within ten (10) working days of the supervisor's response. This written complaint should be a precise statement of the facts and remedy sought.

3. The supervisor will respond in writing to the employee within ten (10) working days after receiving the written complaint. If the employee is not satisfied with the written response, then a written appeal must be filed within ten (10) working days of the supervisor's response to the appropriate division dean, Chief Financial Officer, or representative.

4. The appropriate division dean, Chief Financial Officer (CFO), or representative will review the
complaint and appeal and will respond in writing within ten (10) working days.

5. If the complaint is not resolved at this level, the employee may file a written appeal with the college president within ten (10) working days after receiving the division dean, CFO, or representative's written response. This appeal must include all correspondence on the complaint and appeals along with all replies.

6. The president or his/her representative will review the complaint and give a written answer to the employee within ten (10) working days after receipt of the written complaint. The president's or representative's decision is the last step of the complaint process and will be final.