

January 15, 2004

04-089

RESOLUTION TO APPROVE BOARD POLICY
REVISIONS (Second Reading and Adoption -
Sections 300)

PREPARED BY: Jan Coulton, Director, Public Affairs Department

APPROVED BY: Gerard "Jerry" Berger, President

REPORT: The Board appointed a subcommittee to review its policy manual. The subcommittee reviewed Chapter 300 and presented revisions to the Board for First Reading at the December 11, 2003 Board meeting. The subcommittee is recommending the adoption of the policies in Chapter 300 at the January 15, 2004 meeting.

RECOMMENDATION: That the Board approve the revisions to policies in Chapter 300.

Portland Community College Board Policy

Chapter 300- College Personnel

- B 301 Management Rights
- B 302 Employee Compensation and Benefits
- B 303 Ethical Conduct
- B 304 Alcohol and Controlled Substances
- B 305 Contracted Employees – Living Wage

Management Rights – Policy B 301

The Board of Directors reserves all rights and powers with respect to the governance of the college and the employment of all college employees except as limited by law or the requirements of any operative collective bargaining agreement.

Under the authority granted by ORS 341.290, the Board establishes the office of college President and delegates powers and duties for management of the college to the President in Board Policy 213.

January 2004

Employee Compensation and Benefits – Policy B 302

The President shall maintain a system(s) of compensation and benefits for college employees. It is the intent that, within resources reasonably available, compensation and benefits paid to college employees shall be consistent with total compensation in comparable labor markets for similar services being performed. The President shall periodically recommend to the Board compensation and benefits changes as required to meet or maintain this market relationship.

For employees in represented bargaining units such compensation and benefit packages shall be negotiated in accordance with applicable laws.

January 2004

Ethical Conduct – Policy 303

The President shall establish administrative procedures to keep the college in compliance with Oregon public officials' ethics statutes (ORS Chapter 244) and to prevent college resources from being used for personal gain. The procedures shall address proper use of college resources, facilities and equipment; employment and reporting relationships of relatives of PCC employees; the acceptance of gifts, honoraria and reimbursement for expenses.

January 2004

Alcohol and Controlled Substances - Policy B 304

The manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the College buildings or on the College premises or while performing any duties for the College is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Office of Human Resources within five days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the Office of Human Resources in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however excuse violations prohibited by this policy.

The provisions of this policy regarding dispensing, possession or use of alcoholic liquor may be suspended temporarily for specified and approved social functions as approved by the Campus President where such function will occur.

January 2004

Contracted Employees - Living Wage - Policy B 305

The College "living wage" policy expresses the intent of the Board that individuals employed through contractual agreements to provide certain services to the College receive a total hourly compensation (hourly wages plus hourly benefits package cost) which is not less than the Federal poverty guideline for a family unit of four.

This policy shall apply to employees of contractors engaged by the College to provide custodial and public safety patrols at facilities wholly owned by the College. This policy does not apply to individuals employed by the contractor or the College through a Qualified Rehabilitation Facility, or on a temporary or substitute basis. The policy does not apply to individual employees of an otherwise covered contractor who are in a benefits eligibility waiting period. The College President shall develop and maintain procedures to implement this policy.

January 2004