



BOARD POLICY

TITLE: ADMINISTRATIVE EMPLOYEES

BOARD POLICY # 7240

Administrative employees of the College have leadership, management, and/or program oversight responsibilities, and meet the definition of “supervisory employee” under ORS 24.3.650(23) and is “one who assists and acts in confidential capacity to persons who formulate, determine and effectuate management policies in the area of collective bargaining under” ORS 243.650(6).

In addition, administrative employees are those employees who:

1. Are Exempt employees, as defined by state and federal wage and hour laws, are paid on a salary basis and are not entitled to receive overtime pay for hours worked.
2. Are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

REFERENCES:

- ORS 243.650
- Public Employees Collective Bargaining Act, ORS 243.650(6)

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE: 2026-2027

DATE OF ADOPTION: 12/11/2019

DATE(S) OF REVISION: 4/14/2021; 11/9/2022

DATE(S) OF PRIOR REVIEW: