



## **ADMINISTRATIVE PROCEDURE**

**ADMINISTRATIVE PROCEDURE NO: AP 316.01**

**RELATED TO POLICY NO. 316**

**TITLE: ANNUAL CONTRACTS FOR ADMINISTRATIVE EMPLOYEES**

Employees who have leadership, management and/or program oversight responsibilities are considered to be Administrative employees of Umpqua Community College. As provided in Policy 316, Administrative employees are employed by the College on an annual contract basis, described below.

### **A. Probationary Administrative Employees**

During the first year of employment as an Administrative employee, the employment is considered to be probationary. Probationary Administrative employees may be terminated at any time during the term of their contract for cause. "Cause" may include, but is not limited to, uncorrected unsatisfactory performance; uncorrected unsatisfactory attendance; unprofessional conduct; noncompliance with equal employment and anti-harassment policies and procedures; insubordination; dishonesty; inability or unwillingness to perform contracted work responsibilities; and other violations of College policies or standards of conduct, including those listed in the Standards of Conduct Administrative Procedure, AP 313.01.

A probationary employee's employment may also be terminated during the term of the contract without cause, after receiving written notice. The "notice period" shall be 60 days or, the balance of the term of the contract, whichever is less. The College may, at its option, modify the employee's job responsibilities during the notice period, or terminate the employment during or in lieu of the notice period by making a lump sum payment of the salary that would have been payable during the remainder of the notice period, less applicable withholding. At the end of a successful probationary period, the supervisor shall authorize the completion of a contract up to the end of the fiscal year.

### **B. Non-Probationary Administrative Employees**

After the first year of employment as an Administrative employee, the employment is considered to be non-probationary. Non-probationary Administrative employees may be terminated at any time during the term of their contract for cause. "Cause" may include, but is not limited to, uncorrected unsatisfactory performance; uncorrected unsatisfactory attendance; unprofessional conduct; noncompliance with equal employment and anti-harassment policies and procedures; insubordination; dishonesty; inability or unwillingness to perform contracted work responsibilities; and other violations

**TITLE: ANNUAL CONTRACTS FOR ADMINISTRATIVE EMPLOYEES (AP 316.01)**

of College policies or standards of conduct, including those listed in the Standards of Conduct Administrative Procedure, AP 313.01.

A non-probationary Administrative employee's employment may also be terminated during the term of the contract without cause, after receiving written notice. The "notice period" shall be 6 months, or the balance of the term of the contract, whichever is less. The College may, at its option, modify the employee's job responsibilities during the notice period, or terminate the employment during or in lieu of the notice period by making a lump sum payment of the salary that would have been payable during the remainder of the notice period, less applicable withholding. If a non-probationary employee's contract will be renewed, the employee will be notified by May 1<sup>st</sup> of the current contract term.

**DATE OF ADOPTION:**

**DATE(S) OF REVISION(S): 9/9/2015 Admin Meeting**

**DATE OF LAST REVIEW:**