

**College Affairs Committee**

**Revised Agenda**

**Thursday, 11/10/2022**

10 a.m. – 11 a.m.

**Virtual Zoom Meeting**

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/96274887813>

1. **Old Business**

- a. Meeting length for College Affairs meetings
- b. Review minutes from October 28, 2022 meeting
- c. Proposal to eliminate G-16-0 Raffles and edits to G-31-7 Acceptance of Gifts or Donations, 2<sup>nd</sup> reading – Adrian Syrell
- d. PSY-261 Indonesian Field Study1: Prep to Study Abroad Course Fees, 2<sup>nd</sup> reading – Matthew Novak
- e. Proposal for Edits to G-22-0 Acceptable Use of Information Technology Resources (AUP), 2<sup>nd</sup> reading – Steve Broadbent

2. **New Business**

- a. Proposal to modify the language concerning “Policies and Procedures: Review and Approval for Changes or Additions to the GP Manual” – Tom Barry
- b. Proposal to add policy G-32-12.7, Paid Leave Oregon to the GP Manual, 1<sup>st</sup> reading – Rachel Knox
- c. Proposal to edit G-32-12 Leave of Absence Policies, 1<sup>st</sup> reading – Rachel Knox
- d. Proposal to add policy G-32-12.5, Military Leave to the GP Manual, 1<sup>st</sup> reading – Rachel Knox
- e. Proposal to add policy G-32-12.6, Safe Leave to the GP Manual, 1<sup>st</sup> reading – Rachel Knox

3. **Next Meeting:** Friday, December 9, 2022, 10:00-11:00am via Zoom



Date: October 28, 2022

10:00 – 11:00am

Location: Zoom call

Attending	Absent	Guest
Tom Barry, Interim Chair	Laurie Chesley	Rachel Knox
Seana Barry	Tracy Crockett	Jessica Giglio
Allison Dickerson	Kathy Smith	Hal Wershow
Josh Evans	Kara Rutherford	
Matthew Novak		
Alan Unger		
Dan Alberghetti		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Introductions - Committee members and guests introduced themselves and Tom reviewed the CAC charge and responsibilities for the members

b. Minutes from June 10, 2022 – Tom Barry

c. Minutes from October 14, 2022 – Tom Barry

Motion to approve meeting minutes from both the June 10, 2022 meeting and the October 14, 2022 meeting.

Motion made by Josh Evans, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

d. Proposal to modify course fees for History and Psychology courses as presented at 1<sup>st</sup> reading with the addition of a similar request for a \$71 fee for the Criminal Justice 101 course (CJ-101), 2<sup>nd</sup> reading – Jessica Giglio

Motion to approve at 2<sup>nd</sup> reading the proposal to approve the History and Psychology course fees.

Motion made by Josh Evans, seconded by Seana Barry.

Motion passed unanimously by all members present.

Motion to approve at 1<sup>st</sup> reading the addition of a \$71 course fee for CJ-101 to be added to the proposal with 2<sup>nd</sup> reading approval to be done by the committee electronically.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

e. Proposal to date all HR and/or Personnel Policies or Procedures in the GP Manual, 2<sup>nd</sup> reading – Rachel Knox

Motion to approve at 2<sup>nd</sup> reading the proposal to date all HR and/or Personnel Policies or Procedures in the GP Manual – effective date will be the date of Presidential approval.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.



## 2. New Business

### a. Proposal to increase course fees for PSY-261 Indonesian Field Study 1: Prep to Study Abroad, 1<sup>st</sup> reading – Matthew Novak

- Request a change in course fees to all sections of PSY-261 (3-credits) from \$2,530 to \$2,850 for Spring 2023
- Change is requested to allow adjustment to be made relative to current global conditions (inflation, etc.) and offset the costs for COCC instructors
- Request a cap of \$3,300 for future years as future expenses are difficult to predict and this will eliminate the need for the department to request a change in course fees each year
- The committee recommended that the cap be changed to 20% of the requested amount which would change the cap amount to \$3,420

Motion to approve at 1<sup>st</sup> reading course fees for PSY-261 Indonesian Field Study 1 to \$2,850 for Spring 2023 with a cap of \$3,420 on future increases

Motion made by Josh Evans, seconded by Dray Aguirre

Motion passed unanimously by all members present.

### b. Proposal to implement a special fee for G169-Field Geology: Exploration of the Pacific Northwest, 1<sup>st</sup> reading – Hal Wershow

- Request a special fee of \$105.50 to G169 to start Winter 2023
- G169 is an overnight field study course and the fee covers food, transportation, lodging, etc.
- Request a cap of \$150.00 for future years as expenses will vary due to the different locations for the field study work

Motion to approve at 1<sup>st</sup> reading the implementation of a special fee of \$105.50 for G-169 with the ability to flex up to \$150.00 in future years if needed.

Motion was amended to state that a 1<sup>st</sup> reading would be done today in person by the committee with the 2<sup>nd</sup> reading approval to be done by the committee electronically.

Motion made by Josh Evans, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

## 3. Other Business

### a. Shared Governance Review – Tom Barry

- On behalf of the Shared Governance committee Tom said that part of the Shared Governance's responsibility is to annually request that individuals/departments conduct a review of their section of the GP Manual and provide any changes or recommendations within their area. If it's a minor change it only has to go to Shared Governance and not other processes.
- A recommendation to remove Lake County from G-30-18 Residence section (residency requirement) came to Shared Governance as Lake County is no longer part of the COCC District
- CAC felt that Shared Governance approval was adequate

### b. Change meeting time to 90-minutes instead of 60-minutes

- Finding there's not enough time in the meetings to cover all discussions – majority of meetings are spent discussing GP Manual items



- ACTION: Tom will send an email to committee members polling their availability

Meeting adjourned at 11:05am.

NEXT MEETING: **THURSDAY**, November 10, 2022, 10:00-11:00am via Zoom

Meeting Recording:

[https://cocc.zoom.us/rec/share/7uk\\_CFxJvltMrhLyxdprXoNIAm9gMoypzNPrt\\_zMwuoEOuAtHpzgdRXeVKZWkkJV.m2XZtm3kEWD-0kv3](https://cocc.zoom.us/rec/share/7uk_CFxJvltMrhLyxdprXoNIAm9gMoypzNPrt_zMwuoEOuAtHpzgdRXeVKZWkkJV.m2XZtm3kEWD-0kv3)

DRAFT

## **Fiscal Services Department**

### **Accounting Procedures - Employee Gifts, Gift Card Guidelines, Employee Giveaways**

**Updated 2022**

#### **Employee Gifts and Events:**

The College provides awards and gifts to employees in the following forms; 1) employee achievement awards (qualifying recipients determined through HR Dept.); 2) length of service awards (qualifying recipients determined through HR Dept.); and 3) full-time employee retirement gifts (qualifying recipients determined through HR Dept.) These awards/gifts cannot exceed \$100 and must be in the form of tangible property (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) and cannot be cash, cash equivalents (e.g., gift cards) or other non-excludable awards (all considered taxable income by the IRS). Annual employee achievement awards have a cash value of \$1000, are paid to the employee through payroll, and are considered taxable income.

Staff or departments may want to recognize employees for outstanding achievement, or length of service with a reception, party or lunch. It is disallowed to expend college funds for these purposes. The Department may however, seek approval to use some or all of the \$100 available for a retirement gift at an open, on-campus retirement event.

#### **De Minimis (Minimal) Benefits:**

<https://www.irs.gov/pub/irs-pdf/p15b.pdf>

The IRS does not give specific rules or dollar amounts defining de minimus. COCC defines de minimus as employee awards, gifts, or giveaways valued at \$100 or less. De minimus awards, gifts, or giveaways are excluded from payroll taxes. Cash and cash equivalent fringe benefits (gift cards, gift certificates) are never excludable as a de minimus benefit. Cash and cash equivalent fringe benefits, gift cards, gift certificates are always taxed.

For COCC events that include giveaways where entries are based on attendance or other non-financial entry, the total value of a prize awarded to a COCC employee is exempt from payroll taxes if the item has a fair market value of \$100 or less. Any prize valued at \$101 or more is non-exempt and will be taxed.

#### **Gift Cards, Cash or Cash Equivalents:**

[IRS Publication 15-B \(2022\)](#) states:

“Cash and cash equivalent fringe benefits (for example, gift certificates, gift cards, and the use of a charge card or credit card), no matter how little, are never excludable as a de minimis benefit.”

Departments may want to provide gift cards/certificates to non-employee individuals (e.g., volunteers, speakers, students, etc.) to acknowledge their contributions to the college. Gift cards issued using college funds must comply with the following guidelines:

- Must be for small amounts (\$5.00 - \$25.00).
- Must provide justification (college purpose) for gift cards issued
- Can't be used in lieu of pay
- Departments must maintain detailed log for gift cards including:
  - The number of cards purchased and denominations
  - Cards issued (to whom and for what purpose)
  - Cards issued to **employees** must be reported to Payroll, as taxable income.

# Retirement Celebrations

## Responsible Executive Authority

Executive Director for Human Resources and Compliance

## Purpose

This procedure describes guidelines for appropriate use of funds when planning a retirement celebration. Departments are encouraged to find ways to honor and celebrate long-term employees at retirement within the requirements of good stewardship of resources

## Narrative

Departments are encouraged to find ways to honor and celebrate long-term employees at retirement within the following guidelines.

1. Reasonable and prudent expenditure\* of college funds for celebrations at college-owned facilities. A short summary of expenditures should be submitted to the President's Office after the event.
2. No use of college funds for retirement celebrations held at locations other than college-owned facilities. The expenditure of even small amounts of college funds can create serious liability issues for the college and the sponsoring department.
3. No use of college funds for retirement gifts.
4. Strict compliance with [Alcoholic Beverages on Campus](#) for celebrations at college events.

\*As an example, it would be reasonable to serve cake, snacks and/or punch to guests, but not a full meal.

## Date Adopted

Saturday, May 1, 1999

## Date Last Reviewed

Thursday, October 9, 2014

**Chemeketa- Couldn't find one**

**Mt. Hood- Couldn't find one**

**Portland- Couldn't find one**

**Couldn't find any State Regulations regarding retirement celebration funding.**



## Presentation/Proposal Form

[Add Title Here]

Course Fee request - PSY 261 Indonesian Field Study I:  
Preparation to Study Abroad (3 Credits)

Name: Matthew Novak

Date: 09/15/2022

Department: Social Sciences

Contact Information: mnovak@cocc.edu

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

### 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

We are requesting a change in course fee to all sections of PSY 261 Indonesian Field Study I: Preparation to Study Abroad (3 Credits). For this academic year, the length of stay in Indonesia, for students, is 27 days and will cost USD \$2,850.00. Future years are difficult to predict, so we are requesting approval for a fee as high as USD \$3,300.00. This will allow us to make adjustments relative to current global conditions, without having to return to College Affairs each year to make adjustments. This fee is necessary to cover the costs for students while in Indonesia, and offset the costs for COCC Instructors. Program costs include transportation, lodging, access fees for research/teaching activities at Cagar Alam Pangandaran (Pangandaran Nature Reserve), administrative/operating expenses of the program.

### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
  - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_



- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: **course fee** \_\_\_\_\_

### 3. BUDGET IMPACT

The impact for the college is neutral since the monies are largely passed through in one lump-sum payment to One Earth Institute (501c3) and/or the Indonesian Primate Center (PSSP) and IPB University to cover in-country costs. This change will essentially streamline how student's money is handled, reducing administrative fees and charges that have to be paid to individual vendors. Ultimately, this saves students money and reduces the overall cost of the program. These monies have a special account and do not go in the general fund.

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

The program is ongoing so no additional instruction requirements will be required.

### 5. OPERATIONAL IMPACT

There is already an established account specifically to hold the student fees. The account can be accessed to coordinate international bank transfers to Indonesia, and to offset program and travel costs for instructors. In addition, there will be changes needed the course catalogue and course descriptions. In addition there will be an update in Bobcat to update the course fee currently attached to Psy 261. In addition, I anticipate additional website resources to provide students with program information.

## **6. STUDENT IMPACT**

Students who take this class will receive a unique, hands-on, experiential learning opportunity. This will help them to make more informed decisions about career plans, and give them entry-level experience often needed on college/job applications. In addition, the multicultural experiences of the program will help prepare students to live-in and understand the larger world around them. Collectively, this will better equip them for college success and and prepare them to understand the importance of life-long learning.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

Spring 2023

## **8. MOTION TO BE RECOMMENDED**

Recommend that in Spring 2023, the existing course fee of PSY 261 Indonesian Field Study I: Preparation to Study Abroad (3 Credits) which is USD \$2,530.00 be modified to \$2,850.00.

Recommend that a \$3,300.00 cap for the course fee be approved to allow needed year to year adjustments to the course fee be made, without needing to go through College Affairs each time.



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## Committee RECOMMENDATION FORM

- Academic Affairs
- Institutional Support
- Student Affairs
- College Affairs

Recommendation: The Office of the CIO recommends presidential approval of significant updates to General Policy [G-22-0 Acceptable Use of Information Technology Resources \(AUP\)](#) following review by the Shared Governance Committee.

Exhibit 1: Proposed AUP      Exhibit 2: Existing AUP      Exhibit 3: Mark-up Revisions

Rationale: The AUP has existed in its current form for many years. This proposed revision rewords several sections to clarify policy and adds new sections to address Functionality and Availability, User Accounts, Information Security, Personal Information, Intellectual Property, and Publication. This revision is foundational to our information security strategy to mitigate risk, achieve compliance, and develop a strong cybersecurity policy framework.

History: In May 2021, the CIO engaged outside consultants from [Presidio](#) to develop and/or revise policies relevant to the COCC information security strategy and align with security standards from NIST, ISO, ISACA, CERT, SANS, and NSA which provide best practices for security policy. Most information security policy changes are to internal department procedures not delineated in the General Policies and Procedures Manual. However, G-22-0 Acceptable Use of Information Technology Resources is a top-level, institutional policy which requires committee approval.

Timeline for Implementation: Approval requested before end of 2022 Fall term.

Submitted by: \_\_\_\_\_ /s/ Chair      Date: \_\_\_\_\_

Action taken by the President:     Approved     Denied     Tabled

Comments:

\_\_\_\_\_ /s/ President      Date: \_\_\_\_\_

## **Exhibit 1: Proposed AUP**

### **G-22-0 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

This acceptable use policy (AUP) governs the use of computers, networks and services by all persons at Central Oregon Community College (COCC). COCC computers, networks and services provide access to information resources on and off campus, as well as the ability to communicate with others worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

### **TERMS AND CONDITIONS OF USE**

COCC technology resources are intended for academic and college-related business functions. Any for-profit use of these resources is prohibited. When accessing remote/hosted systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Misuse of COCC computing, networking, or information resources may result in the immediate loss of computing and/or network access. Any violation of this policy or local, state, or federal laws may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities. COCC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.

### **FUNCTIONALITY AND AVAILABILITY**

You must ensure that your actions and the computers you own, or that are assigned for your use, do not negatively impact the functionality and availability of COCC computers, networks and services. You must not circumvent or alter protections or other restrictions. You may not use COCC resources to gain unauthorized access to college services or other services for which you are not authorized. COCC reserves the right to limit access to its computers and networks and remove or limit access to material posted or distributed on COCC-owned computers or networks.

### **USER ACCOUNTS**

Users do not own accounts on COCC computers and networks but are granted the privilege of exclusive use. Each account granted on a COCC system is the responsibility of the individual who applies for the account. You may not share your accounts and/or passwords with others, and you must keep account passwords confidential. You may not attempt to view or use another person's account, computer files, programs, or data without authorization. Groups seeking accounts must select an individual with responsibility for group accounts, and those users must abide by this policy. Misuse may result in the immediate loss of computing and/or network access.

## **INFORMATION SECURITY**

You are responsible and accountable for all use and security of the information technology resources you own or use, including but not limited to computer accounts, passwords, personal computers, electronic data, and network access. COCC cannot guarantee that messages or files are private or secure. Employees may only maintain files on COCC-owned resources that are necessary for COCC business purposes (see [G-23-0 Network Technology Resources](#)).

## **PERSONAL INFORMATION**

Be cautious about making information about yourself and others available on the Internet. COCC cannot protect you from invasions of privacy, phishing attempts, identity theft, and other possible dangers that could result from your distribution of personal information.

## **INTELLECTUAL PROPERTY**

Users must adhere strictly to all applicable software licensing agreements and copyright laws. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks, or software without proper authorization. Software not purchased by COCC is not supported.

## **PUBLICATION**

Any information you distribute through COCC information technology resources is a form of publishing, thus, COCC publishing standards apply. Any online communications or publications attributed to COCC, explicitly or implicitly, even with disclaimers, represent you and COCC, and appropriate language and behavior is warranted. Based on your affiliation with COCC as a student or state employee, your online activity may be subject to other COCC or State of Oregon policies, including but not limited to, employment policies, state ethics laws, and information security policies that may restrict the disclosure of confidential or proprietary information or the use or affiliation of state resources in personal endeavors and/or social media.

## **STUDENT COMMUNICATION**

Mass email, text messages, and other push notifications to COCC students must be approved by the Marketing and Public Relations Office or a member of the Senior Leadership Team and should be limited to critical, time-sensitive communication (e.g., executive communications, campus emergencies, serious operational disruptions). Academic departments or other college entities may send unsolicited email and text messages without prior approval to targeted sub-groups of students with whom they have an official relationship.

If you have questions about acceptable use of information technology resources, please contact COCC Information Security ([infosec@cocc.edu](mailto:infosec@cocc.edu)).

## **Exhibit 2: Existing AUP**

### **G-22-0 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

This acceptable use policy governs the use of computers and networks by all persons at Central Oregon Community College (COCC). As a user of these resources, you are responsible for reading and understanding this document.

If you have questions, please contact COCC's Chief Information Officer (541/383-7219). Central Oregon Community College encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. COCC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

#### **Terms and conditions of use:**

The primary purpose of electronic systems and communications resources is for College-related activities. Users do not own accounts on College computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential. Each account granted on a COCC system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for group accounts. COCC cannot guarantee that messages or files are private or secure. COCC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings. Users must adhere strictly to software licensing agreements and copyright laws. When accessing remote systems from COCC systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Any violation of this policy or local, state, or federal laws may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities.

Misuses of COCC computing, networking, or information resources may result in the immediate loss of computing and/or network access, and may lead to further disciplinary action as well.

#### **Conduct which violates this policy includes, but is not limited to the following:**

Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data. Using COCC computers, accounts, and/or networks to gain unauthorized access to College systems or other systems. Attempting to degrade performance of COCC computers and/or networks. Attempting to deprive other users of COCC technology resources or access to systems/networks. Using COCC 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 COCC computers and/or networks to send fraudulent or harassing messages. Using COCC computers and/or networks to create or access materials not related to the mission of the institution. Initiating or

propagating electronic chain letters. Inappropriate mass mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or "flooding".

Unauthorized "broadcasting" of unsolicited mail or information using COCC computers and/or networks.

**Communicating With Students Via-Email:**

Mass email to all Central Oregon Community College students shall be limited to critical, time-sensitive communication (i.e. executive communications, campus emergencies, serious disruptions). The Marketing and Public Relations Office must approve any such mass email to students in advance. Other information intended for general circulation may be disseminated through the Marketing and Public Relations Office via the COCC Home Page, the COCC Student Electronic Newsletter or other appropriate means.

Academic departments or other College entities may send unsolicited email messages to a targeted sub-group of students with whom they have an official relationship without prior approval.

Academic departments or other College entities wishing to send individual unsolicited email messages to a targeted sub-group of students with whom they do not have an official relationship shall be approved in advance by the Marketing and Public Relations Office.

### Exhibit 3: Mark-up Revisions

#### G-22-0 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

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#### TERMS AND CONDITIONS OF USE

COCC technology resources are intended for academic and college-related business functions. Any for-profit use of these resources is prohibited. When accessing remote/hosted systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Misuse of COCC computing, networking, or information resources may result in the immediate loss of computing and/or network access. Any violation of this policy or local, state, or federal laws may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities. COCC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.

#### FUNCTIONALITY AND AVAILABILITY

You must ensure that your actions and the computers you own, or that are assigned for your use, do not negatively impact the functionality and availability of COCC computers, networks and services. You must not circumvent or alter protections or other restrictions. You may not use COCC resources to gain unauthorized access to college services or other services for which you are not authorized. COCC reserves the right to limit access to its computers and networks and remove or limit access to material posted or distributed on COCC-owned computers or networks.

#### USER ACCOUNTS

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- ¶ If you have questions, please contact COCC's Chief Information Officer (541/383-7219). Central Oregon Community College encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution.
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¶ Communicating With Students Via-Email:¶

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## PUBLICATION

Any information you distribute through COCC information technology resources is a form of publishing, thus, COCC publishing standards apply. Any online communications or publications attributed to COCC, explicitly or implicitly, even with disclaimers, represent you and COCC, and appropriate language and behavior is warranted. Based on your affiliation with COCC as a student or state employee, your online activity may be subject to other COCC or State of Oregon policies, including but not limited to, employment policies, state ethics laws, and information security policies that may restrict the disclosure of confidential or proprietary information or the use or affiliation of state resources in personal endeavors and/or social media.

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## Presentation/Proposal Form

[Add Title Here]

Changes to Policies: Review and Approval section of the website information on the General Policy Manual. The Policies and Approval section is found at the following webpage:  
<https://www.cocc.edu/policies/general-policy-manual/policies--review-and-approval.aspx>

Name: Tom Barry

Date: 11/1

Department: Submitting as Chair of College Affairs

Contact Information: tbarry@cocc.edu

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

### 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

The language concerning "Policies and Procedures: Review and Approval for Changes or Additions to the GP Manual" require some updates due to (1) position title changes and (2) changes to the timelines when the GPs are updated, and (3) the need to include documentation when changes are made to the GPs.

### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
  - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

None

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

### 5. OPERATIONAL IMPACT

The change will require the person in charge of updating the GP manuals (1) to make those changes within 30 days of Presidential approval and (2) to use the identified format (included in the attached document).

**6. STUDENT IMPACT**

None

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

The changes will be implemented after approval by College Affairs committee. A first and second reading is not required as this proposal does not alter language in the GPs.

**8. MOTION TO BE RECOMMENDED**

Approval to put into place the recommendations.

# Policies: Review and Approval

## POLICIES AND PROCEDURES: REVIEW AND APPROVAL FOR CHANGES or ADDITIONS TO THE GP MANUAL

Institutional policies and procedures of the College shall be reviewed by the Shared Governance Committee (an advisory committee reporting to the College Affairs Committee) on an annual basis, or more often as needed to ensure that policies and procedures are being followed and/or are up to date.

Members of the College Board, College employees, or students may submit proposals, to the appropriate policy committee for a substantive change to the General Policies and Procedures Manual. Internal department procedures not delineated in the General Policies and Procedures Manual do not need to go through this process.

Proposals for new or revised Institutional Policies and Procedures shall first be considered by the individual and group(s) that has (have) immediate oversight of the policy or procedure. For example:

- Academic Policies and Procedures: Admissions and Records; Academic Affairs; Chairmoot; Faculty Forum; Faculty Senate; Student Affairs
- Business Policy and Procedures: Fiscal Services; Chief Financial Officer
- Faculty Policy and Procedures: Faculty Forum; Faculty Senate; ~~Vice President for Instruction~~ ~~Vice President of Academic Affairs~~; Chairmoot
- Human Resources Policy and Procedures: ~~Human Resources Director~~ ~~Chief Human Resources Officer~~
- Student Policy and Procedures: Student Affairs; Vice President Student Affairs
- Campus Safety Policy and Procedure: Safety Committee; ~~Campus Public Safety~~ ~~Director Campus Safety and Emergency Management~~; ~~Vice President for Administration~~ ~~Director Campus Services~~ ~~Director~~
- Committee Charges and Membership: Committee members and its immediate constituents; College Affairs.

A policy committee shall hold two readings, open to the college community, on the proposed new or revised policy or procedure. Following an approved first reading, the committee chair shall inform the College of the revised or new policy or procedure via posting agendas and status updates on COCC Headlines for a comprehensive constituency review prior to the scheduled second reading: the individual or group making the proposal shall make their proposal via ~~Committee~~ ~~a post to Headlines posts, at a minimum, and through any other means deemed suitable~~. The policy committee will then hold a second reading, which may result in a recommendation for approval, tabling by the committee, or rescinding of the proposed change by the original proposer.

If the group reviewing the change in policy or procedure is a policy committee, that committee makes a recommendation to the College President for consideration of approval. Advisory committees and other groups submit recommendations to the committee they are advising or to the appropriate administrative unit within which the group resides. All other committees, including Administrative committees, shall submit their recommendation for a change in policy and procedures as described in their committee charge.

Once a change in policy or procedure has been vetted and recommended for approval as noted above by Academic Affairs, Student Affairs, or Faculty Senate, changes to any section of the GP Manual will be sent electronically to the College Affairs Chair as an information item using the Policy Committee Presentation/Proposal Form.

Following presidential approval of a change, ~~within 30 calendar days of the approved change/s the website version of the GP Manual will be updated.~~ ~~the change (update, deletion, addition or revision) to the GP Manual~~

Commented [TB1]: Change to Vice President of Academic Affairs

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Commented [TB2]: Changed of title and adding Director Campus Services

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Commented [TB3]: Change to Heaines

Commented [TB4]: Unnecessary language

Commented [TB5]: Adding a timeline

shall be made on the website version of the GP Manual under updates and updated in the pdf version of the GP Manual during the summer by the Committee Specialist for College Affairs, or a designated substitute. Changes will be noted using the following format:

**Commented [TB6]:** Edit to language to reflect change in process

**Commented [TB7]:** Providing a framework to ensure consistency across time.

**Example for a policy where any previous dates are listed:**

<b>Revision History</b>	G-7-0
Reviewed	Summer 2014
Revised	October 2022

**Example for a policy that has been moved:**

<b>Revision History</b>	G-32-8
Revised	January 1, 2010, formerly G-32-8, moved to <u>G-28-2</u>

**Example for a policy that has been discontinued:**

<b>Revision History</b>	G-21-0.1.1.1
Revised	January 1, 2014, discontinued

**Example for a policy where no previous dates are listed:**

<b>Revision History</b>	G-32-12
Revised	November 2022

Any approved substantive change to the GP Manual shall be announced by the College Affairs Chair to the College via status updates using Headlines. The committee specialist shall post approved meeting minutes and proposals to the College Affairs web page. Individual departments are responsible for proactively communicating with the College about substantive changes they proposed that College Affairs had approved for the GP Manual

Faculty Forum, The ABS Union, and CACOCC Classified Association will be informed of substantive changes to the GP Manual (either through their membership on the College Affairs Committee or by being informed by the College Affairs Chair if they are not members of the committee) within two weeks of the College President approving the change, in order for them to notify their respective members. The College Affairs Chair shall post a summary of all changes to the GP Manual on COCC Headlines each quarter. Changes are also highlighted on the General Policies and Procedures website by the Committee Support Specialist or other designated individual. All changes to the GP Manual must include an effective date. The College Affairs Committee Support Specialist will post updates on all proposals approved by College Affairs each quarter on the College Affairs web page.

All recommendations to the President by a College Committee shall be submitted using the following [Recommendation Form](#) (pdf).



### Presentation/Proposal Form

[Add Title Here]

New Policy under HR Policies, Leaves of Absence Policy,  
Paid Leave Oregon

Name: Rachel Knox

Date: 10/27/2022

Department: Human Resources

Contact Information: x7233 or rknox@cocc.edu

- ❖ Complete Items 1-8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

New policy for the State of Oregon's Paid Leave Oregon paid family and medical leave program. Addition of HR Leave of Absence Policy for Paid Leave Oregon.

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
  - Identify suggested location in *General Procedures Manual*: G-32-12.7

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: G-32-12.7
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

none

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

### 5. OPERATIONAL IMPACT

none



**6. STUDENT IMPACT**

none

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2022

**8. MOTION TO BE RECOMMENDED**

Move to add policy G-32-12.7, Paid Leave Oregon, to the GPM.

Proposed GPM Policy location: G-32-12.7 Paid Leave Oregon

Proposed Policy Language:

**Paid Leave Oregon**

COCC follows all applicable Oregon Administrative Rules and laws pertaining to Paid Leave Oregon (PLO). PLO is paid family medical leave insurance. The College participates in the State of Oregon PLO plan. Employee eligibility, qualifying events, benefits, definitions, contribution rates and the percentages for employer and employee contributions are determined by the Oregon Employment Department (OED). Employees should contact the OED to determine eligibility.

Oregon law requires employee and employer contributions to PLO begin January 1, 2023. Employees can apply for benefits beginning September 2023. PLO contributions are made by the College and employees. For 2023, the contribution per employee is 1% of gross wages monthly. Employees pay 60% of the 1% contribution rate and the College pays 40% of the 1%.

Most employees working in Oregon who made \$1,000 or more the year before applying for PLO and are experiencing an event that qualifies them for paid leave may be eligible for PLO. PLO is protected leave for any COCC employee who has been employed by the College for ninety (90) calendar days or more.

COCC will allow an employee to use accrued Oregon Sick Time or accrued COCC sick and vacation leave, in that order, to supplement PLO. Accrued Oregon Sick Time or accrued COCC sick and vacation leave will be paid following documentation and confirmation of PLO eligibility and benefits from OED.

PLO, Family Medical Leave Act (FMLA), or Oregon Family Leave Act (OFLA) may overlap or run concurrently. Contact [MyBenefits@cocc.edu](mailto:MyBenefits@cocc.edu) for PLO procedures.

PLO References:

Oregon Employment Department Model Notice <https://paidleave.oregon.gov/DocumentsForms/Paid-Leave-ModelNotice-Poster-EN.pdf>

Oregon Employment Department Information for Employees  
<https://paidleave.oregon.gov/employees/Pages/default.aspx>

G-32-12.7 Revision History

Effective: November , 2022



### Presentation/Proposal Form

[Add Title Here]

Update to Policy G-32-12 Leaves of Absence Policies

Name: Rachel Knox

Date: 11/1/2022

Department: Human Resources

Contact Information: x7233 or rknox@cocc.edu

- ❖ Complete Items 1-8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

**1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)**

Current Policy language for G-32-12 needs updating for accuracy.

**2. TYPE OF PRESENTATION/PROPOSAL**

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
    - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

none

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

### 5. OPERATIONAL IMPACT

none

**6. STUDENT IMPACT**

none

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2022

**8. MOTION TO BE RECOMMENDED**

<https://www.cocc.edu/policies/general-policy-manual/human-resources/leaves-of-absence-policies.aspx>

## G-32-12 Leaves of Absence Policies

**Current:** Employees of Central Oregon Community College may be eligible for leaves of absence for various reasons. In addition to the leaves of absence provided through Federal and State regulations (i.e. Military, Oregon Family Leave Act/Family Medical Leave Act, etc.), it is the policy of the College to support professional and personal leaves, whenever possible without disrupting business needs and as approved by the appropriate President's Advisory Team member.

### Track Changes Markup - Proposed Changes:

Employees of Central Oregon Community College may be eligible for leaves of absence for various reasons. Employees shall be granted leaves of absence in accordance with state and federal law. Examples could include Military Leave, Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), etc. It is the policy of the College to support professional and personal leaves, whenever possible, in accordance with any collective bargaining agreements and/or employee handbook guidelines when a leave of absence does not disrupt business needs and is approved by the appropriate Senior Leadership Team (SLT) member.

~~In addition to the leaves of absence provided through Federal and State regulations (i.e. Military, Oregon Family Leave Act/Family Medical Leave Act, etc.), it is the policy of the College to support professional and personal leaves, whenever possible without disrupting business needs and as approved by the appropriate President's Advisory Team member.~~

### Clean Copy - Proposed Changes:

Employees of Central Oregon Community College may be eligible for leaves of absence for various reasons. Employees shall be granted leaves of absence in accordance with state and federal law. Examples could include Military Leave, Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), etc. It is the policy of the College to support professional and personal leaves, whenever possible, in accordance with any collective bargaining agreements and/or employee handbook guidelines when a leave of absence does not disrupt business needs and is approved by the appropriate Senior Leadership Team (SLT) member.

G-32-12 Revision History  
Revised: November , 2022



## Presentation/Proposal Form

[Add Title Here]

New Policy under HR Policies, Leaves of Absence Policy,  
Military Leave

Name: Rachel Knox

Date: 11/1/2022

Department: Human Resources

Contact Information: x7233 or rknox@cocc.edu

- ❖ Complete Items 1-8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

### 1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

New policy. Addition of HR Leave of Absence Policy for Military Leave.

### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
  - Identify suggested location in *General Procedures Manual*: G-32-12.5

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: G-32-12.5
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

none

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

### 5. OPERATIONAL IMPACT

none



**6. STUDENT IMPACT**

none

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2022

**8. MOTION TO BE RECOMMENDED**

Move to add policy G-32-12.5, Military Leave, to the GPM.

Proposed GPM Policy location: G-32-12.5 Military Leave

Proposed Policy Language:

**Annual Military Leave Employee Rights and Responsibilities**

Military leave is available to employees who have successfully completed six (6) months of service at COCC and are a member of the Armed Forces of the United States, the National Guard, or the military reserve forces of the United States.

Employees are expected to provide as much advance notice as possible of the need for military leave to their supervisor and to HR via [MyBenefits@cocc.edu](mailto:MyBenefits@cocc.edu).

Upon application, an eligible employee shall be granted a military leave of absence with pay for a period not to exceed fifteen (15) calendar days in a calendar year. Fifteen (15) calendar days of eligible paid leave will be paid by COCC as fifteen (15) normal working days (not overtime eligible) for the eligible COCC employee. Documentation of eligible leave must be provided to employee's supervisor and HR via [MyBenefits@cocc.edu](mailto:MyBenefits@cocc.edu) upon return.

**Employee Rights and Responsibilities for Extended Military Leave Lasting More Than Fifteen (15) Days or Federal/State Military Leave Without Pay**

In the event a COCC employee is called for military service other than Annual Military Leave, the College will comply with the laws and provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Oregon State Law.

A COCC employee who is a member of the Oregon organized militia and is called to active state duty under ORS 399.065 and 399.075 shall be paid by the state according to that statute. Military leave in any other circumstance is leave without pay or unpaid leave from COCC. COCC employees may, but are not required to, use accrued sick or vacation leave while on documented military leave.

**Reemployment for an Employee Returning from Military Leave**

Upon an employee's prompt application for reemployment, an employee will be reinstated to employment in compliance with the laws and provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Oregon State Law.

**Military Family Leave under the Family and Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA)**

The College complies with the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA) and the Oregon Military Family Leave Act (OMFLA) for all eligible employees.

Employees who need military leave should contact Human Resources via [MyBenefits@cocc.edu](mailto:MyBenefits@cocc.edu) for specific application of protected leave.

**References:**

USERRA and the U.S. Department of Labor <https://www.dol.gov/agencies/vets/programs/userra>  
Family Medical Leave Act [Fact Sheet #28M: The Military Family Leave Provisions under the Family and Medical Leave Act | U.S. Department of Labor \(dol.gov\)](#)

Oregon Family Leave Act and Oregon Military Family Leave Act [BOLI : Oregon Family Leave Act \(OFLA\) :](#)  
[For Workers : State of Oregon](#)

G-32-12.5 Revision History  
Effective: November , 2022



### Presentation/Proposal Form

[Add Title Here]

New Policy under HR Policies, Leaves of Absence Policy,  
Safe Leave

Name: Rachel Knox

Date: 11/1/2022

Department: Human Resources

Contact Information: x7233 or rknox@cocc.edu

- ❖ Complete Items 1-8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

**1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)**

New policy. Addition of HR Leave of Absence Policy for Safe Leave.

**2. TYPE OF PRESENTATION/PROPOSAL**

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
  - Identify suggested location in *General Procedures Manual*: G-32-12.6

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: G-32-12.6
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

none

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

### 5. OPERATIONAL IMPACT

none

**6. STUDENT IMPACT**

none

**7. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2022

**8. MOTION TO BE RECOMMENDED**

Move to add policy G-32-12.6, Safe Leave, to the GPM.

Proposed GPM Policy location: G-32-12.6 Safe Leave

Proposed Policy Language:

### **Safe Leave**

COCC will provide reasonable safety accommodations to any COCC employee who is a victim of or at risk of domestic violence, sexual assault, or stalking. Reports of sexual harassment, sexual assault, domestic violence, dating violence, and stalking should follow [COCC Policies G-28](#), Title IX and Sexual Harassment Policy. Provided it does not cause undue hardship for the College, COCC will allow an employee to take reasonable unpaid leave from employment for the following purposes:

- 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, harassment, sexual assault or stalking.
- To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment 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, harassment, sexual assault or stalking.
- To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.
- 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.

Paid Leave Oregon (PLO), Family Medical Leave Act (FMLA), or Oregon Family Leave Act (OFLA) may run concurrently with Safe Leave. COCC will allow an employee to use accrued Oregon Sick Time or accrued COCC sick and vacation leave, in that order, while on Safe Leave. The College may ask for certification that an employee is a victim.

Contact [MyBenefits@cocc.edu](mailto:MyBenefits@cocc.edu) for Safe Leave procedures.

G-32-12.6 Revision History

Effective: November , 2022