

	Exempt Personnel Contracts		Adopted 07/86 Revised 07/98 March 2006
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1.0 Exempt Personnel Contracts Objective and Responsibilities

Columbia Basin College (CBC) exempt staff shall be employed under the terms and conditions of an individual personnel contract (the “Contract”). Contracts for employment shall specify the dates of employment, salary for the employment period and any other details related to the applicable terms and conditions of employment specific to that individual’s employment.

- 1.1 Contracts shall be executed by the signatures of the employee and the President or his/her designee. An employee’s failure to sign the Contract offer by the date specified shall be considered a rejection of the offer and resignation.
- 1.2 The Vice President for Human Resources & Legal Affairs is responsible for issuing Contracts and notices by the date(s) specified in this procedure and for generally administering this procedure.
- 1.3 The President or his/her designee is responsible for all Contract and renewal decisions and for providing timely notice of those decisions to the Vice President of Human Resources & Legal Affairs.

2.0 Definitions

The following definitions are specific to the terms of this Procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Exempt Employee: inclusive of confidential-exempt, professional-exempt and administrator employees.
- 2.2 Non-Renewal: decision not to offer a Contract for the next contractual term and thereby separating employment at the end of the current Contract’s term.
- 2.3 Personnel Contract: a document outlining the salary and terms/conditions of employment between CBC and the exempt employee.
- 2.4 Resignation: Voluntary separation of employment, including retirement, during the term of a Contract.
- 2.5 Interim Appointment: an appointment made for less than a full contractual term for temporary assignment to a vacancy or other position of need.

3.0 Contractual Terms and Dates

- 3.1 Contracts shall be for a period of one (1) year for the first year of employment in the position, commencing July 1 and ending on the following June 30, or lesser period depending upon the initial date of employment.
- 3.2 Thereafter, CBC may renew the individual employee’s Contract for a period not to exceed one (1) year commencing July 1 and ending the following June 30th.

- 3.3 Renewed Contracts shall be reviewed, revised and reissued annually by May 30th. Salary level may be revised after this date based upon receipt of state allocation for cost-of-living adjustments.

4.0 Non-Renewal Notice

- 4.1 Written notice of non-renewal shall be issued no later than May 30th of the last year of the employee's current Contract preceding the June 30th ending date. Non-renewal notice is given without the right to review, appeal or hearing.
- 4.2 If the Board of Trustees declares a financial emergency, or if the State Board for Community and Technical Colleges declares a financial emergency, lay-offs may be initiated for exempt positions. In such instances, employees whose positions are being eliminated will be given thirty (30) calendar day's notice.
- 4.3 The President reserves the right to terminate administrative programs and/or change administrative assignments. Under ordinary circumstances such changes will be made effective on July 1 of each year. In such instances employees will be given thirty (30) calendar day's notice.

5.0 Termination of Contract

The College reserves the right to terminate an employee's employment with CBC and/or their Contract on an at-will basis (without the right to review, appeal, or hearing) upon thirty (30) calendar day's written notice.

6.0 Interim and Other Temporary Contracts

Nothing herein shall preclude the College from entering into a Contract with an administrator or professional exempt employee for less than twelve (12) month's duration for interim or acting or other temporary position.