Administrative/Administrative Professional Snapshot

Employees classified as Administrative provide essential supervision and recommendation for hiring and dismissal of our faculty, staff, and student workers. Administrative Professionals provide the same support, but are not involved in supervision. The roles are non-union, exempt positions. New hires or transferred employees in these classifications are subject to a two-year probationary period. Please review the Administrative Employee Handbook for more information.

Compensation and Benefits

Administrative and Administrative Professional employees follow a Salary Schedule. Salary progression is typically completed on July 1st of each year. Increases may include a cost of living adjustment and step movement. A new Salary Schedule is posted each year when these increases occur.

Administrative and Administrative Professionals employees are benefits eligible. Benefits for new hires will be effective the 1st of the month, with 31 days from date of hire to make elections. Please visit our CCC Compensation or Benefits page or OEBB New Hire Enrollment page for more information.

Payroll

Our Pay Periods start on the 20th of the current month and ends on the 19th of next month. Pay day is the last bank day of the month the College is open. Administrative and Administrative Professionals only report leave time utilized, and do not submit a formal timecard. Administrative and Administrative Professionals do not record partial day absences. Leave requests are only used for full-day absences. Leave taken within the last pay period must be requested and approved by the 19th of each month. The following documents outline the processes applicable to Administrative and Administrative Professionals.

- Requesting Leave on Employee Self-Service
- Approving Leave Requests in Employee Self-Service
- Adding a Proxy for Leave Approval
- Approving Leave Requests as a Proxy Approver

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You are able to review your Pay Advice if you are enrolled in Direct Deposit with CCC.

- [How to Access Your Earnings Statement via Self-Service](#)

If you are not enrolled in Direct Deposit, you will receive a physical Pay Advice with your paycheck each payroll.

Leave Banks

Type	Accrual	Availability	Limitation/Cap
Vacation Leave	16 Hours per Month	Upon Hire	384 Hours
Sick Leave	8 Hours per Month	Upon Hire	None
Personal Leave	32 Hours per Year	Upon Hire	32 Hours per Year

Paid Holidays

Holiday	Calendar Day
Independence Day	July 4th
Labor Day	First Monday in September
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
The Working day Before or After Christmas	Varies
Christmas Day	December 25th
New Year's Day	January 1st
Martin Luther King Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th

If a holiday falls on Saturday, Friday will be observed as the paid holiday; if a holiday falls on Sunday, Monday will be observed as the paid holiday. In the event that New Year's Day or Independence Day occurs on a Sunday, the College may schedule the holiday on the preceding Friday.

Summer Schedule

CCC operates on a Summer Schedule from the start of the summer term through Labor Day. Under this schedule, staff work a four-day week, with nine-hour days, totaling 36 hours per week. The College is closed on Fridays. Administrative employees will continue to receive their regular compensation during this period. Leave taken during Summer Schedule should be reported as nine-hour days.

Professional Development

CCC recognizes and values the professional development and growth of its employees. Professional development funds are set aside for employees to enhance knowledge, skills, job performance and professional competencies. Examples of professional development include:

- Classes, trainings, and workshops
- Conferences and professional association events
- Dues or subscriptions to professional memberships
- Skill development applications (such as language-learning apps)

To access professional development funds, review the guidelines for your association/employee group and submit all required documentation to the appropriate approval group.

- [Admin Professional Development Guidelines](#)
- [Admin Professional Development Plan](#)
- [Request for Payment (RFP)](#)
- [Travel Voucher](#)

Performance Management

Performance Evaluations are assigned to Administrative and Administrative Professional employees through CCC's NEOGOV system. Evaluations are created automatically based on the employee's position start date, and email notifications will be sent when an evaluation is created.

Safety Alerts

Rave will notify employees of any campus emergencies or closures via text message, phone call, and/or email. If the College closes for any portion of a regular business day, employees are not required to use paid leave unless it was previously scheduled. However, if the College remains open and an employee chooses not to attend due to hazardous conditions, they will need to use vacation or personal leave.

Internal Resources

The College has a number of resources for employees to find information and support in their work. The following is an overview of the main resource "hubs" that apply to all employees at the college. Employees will have additional systems and information within their department.

myClackamas

myClackamas is the College's internal, employee-facing landing page. This page is specialized based on an employee's classification. You can access myClackamas from the top navigation bar on the public College website. Within myClackamas, you can find links to many resources, including:

- Microsoft Outlook365 Email (through your web browser)
- Payroll system (Self-Service) - includes timecards, leaves, and earnings statements
- Internal College Applications (e.g., 25Live Pro, Colleague, Prophix, and other administrative tools)
- Internal and External Resources (e.g., Service Desk, Intranet)

Clackamas Community College Public Website

The College website is our external-facing information hub. The website is designed with students and prospective employees in mind and has some information for current employees. Some notable, frequently used areas of the website include:

- College Directory
- Academic Calendar
- Employee and Supervisor Information
- Jobs at CCC
- News

Intranet

The College intranet is an internal website accessible to current employees. The intranet is organized by department and contains process and policy information relevant to the work of employees at the college.

Service Desk (Team Dynamix)

The Service Desk is a ticketing system used across the college for support, information, and troubleshooting requests. Employees are encouraged to utilize the service desk as a first point of contact for support with internal departments.

NEOGOV (Human Resources System)

NEOGOV is the main system that employees use to interface with Human Resources processes and actions. The system includes several "modules" for various tasks, including:

- **Learn:** Completing required trainings and signing up for optional training opportunities.
- **Perform:** Completing Performance Reviews.
- **eForms:** Submitting forms to HR for processing (e.g., W-4, Direct Deposit, Protected Leave)