Associate Faculty Snapshot

Employees classified as Associate Faculty include term-by-term contracted employees who serve as instructors, librarians, counselors, and health sciences faculty. These roles are union, exempt positions. New hires or transferred employees in these classifications are not subject to a probationary period. Please review the Employee Handbook and the Associate Faculty Bargaining Agreement for more information.

Compensation and Benefits

Associate Faculty 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.

Associate Faculty members are eligible for benefits if they rank among the Top 120 in hours worked during the previous academic year. Benefits for newly eligible Associate Faculty become effective on the 1st of the following month, with a 31-day period to make benefit elections. Open Enrollment for incumbent Associate Faculty on the list runs annually from August 15th to September 15th. 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 and end on the 19th of each month. Pay day is the last banking day of the month the College is open. Associate Faculty only report leave time utilized, and do not submit a formal timecard. Leave taken within the last pay period must be requested and approved by the 19th of each month. Instructions on requesting leave can be found here. Faculty Assignment Contracts (FACs) are completed each month by their respective department and provided to Payroll to process pay with a deadline of the 15th of the month.

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.

Leaves

Type	Accrual	Availability	Limitation/Cap
Sick Leave	24 Hours per Term Worked	5th Week of the Term	440 Hours

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.

****Associate Faculty are paid for holidays on days that they are scheduled to work. Refer to Associate Faculty Bargaining Agreement for more information.**

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. Associate Faculty 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.

These funds are managed by the Associate Faculty Professional Development Committee. If you have any questions or would like to apply for these funds, please contact Mary Jean Williams directly at maryjean.williams@clackamas.edu.

- Associate Faculty Application Packet

Performance Management

Instructors in their first three terms of employment in a department will have student evaluations completed in at least one class per term and results submitted each term to their dean or department chair. Instructors will have an administrative evaluation upon reaching Level 2. Thereafter, instructors will have an administrative evaluation at least every three years. For additional information, refer to Article 11 of the Associate Faculty Bargaining Agreement.

- Self-Evaluation Form: Option 1
- Self-Evaluation Form: Option 2
- Self-Evaluation Form: Option 3
- Peer Observation Form: Option A
- Peer Observation Form: Option B
- Peer Observation Form: Option C
- Peer Lab Observation Form
- Peer Online Observation Form

After the self and peer evaluation information is gathered, the associate dean/department chair will summarize your performance feedback using the below rubric and form. The summative form will then be placed in your personnel file with Human Resources.

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)