



Oregon Coast Community College
Newport, OR 97366
USA

DATE

Congratulations NAME

Below are the details of your appointment at Oregon Coast Community College. Please review this information. Contact Human Resources at (541) 867-8515 with questions on your appointment.

Appointment Information

Title: Position Title

Supervisor: Supervisor Name – Supervisor Title

Operational Unit: Position Area

Grade/Step: X-0

Pay Rate: \$0,000 per month (\$00.00 per hour)

Hours Per Week: XX hours Appointment Percent: XX%

Start Date: 00/00/0000 Anticipated End Date: at will employment FLSA Status: Exempt/Non-Exempt

An exempt position is not entitled to overtime pay, for hours worked over 40 per workweek.

If non-exempt:

A non-exempt position is entitled to overtime pay, for hours worked over 40 per workweek.

Appointment Details

- **Probationary period:** This position requires you to serve a 90-day probationary period.
- During your probationary period your performance will be evaluated. Your supervisor will share the results of the evaluation with you. Your probation end date: (90 Days from Start Date)
- **General position responsibilities:** The duties and responsibilities, as outlined in the attached position description, will be reviewed with you, by your supervisor.
- **Vacation:** Hours are front loaded for a calendar year at XXX hours for a full time (100% appointment) annually.
- **SEPC(Separation- Classified)** accrual has a maximum balance of 160 hours.
- **Sick leave:** Sick leave accrues at a rate of eight (8) hours per month, prorated to appointment percentage.
- **Personal leave:** Sixteen (16) hours of personal leave per fiscal year, prorated to appointment percentage and start date. Personal days must be used prior to the end of the fiscal year and may not be carried forward. You will receive this allocation on (90 days from start date), as provided in the CBA.
- **Holidays:** Thirteen (13) institutional recognized holidays.
- **Insurances:** Medical, Dental and Vision insurance premium support is provided by the College. Optional insurances are available.

- **Review:** You are required to participate in a review of performance.
- **Union Representation:** This position is represented by AFT-Oregon Coast United Employees, Local 6020, AFT, AFL-CIO
- Additional information regarding employment at Oregon Coast Community College can be viewed at the links below
 - Office of the President -Governance, Mission & Policies, Community - <https://oregoncoast.edu/president/> Human Resources Information - <https://oregoncoast.edu/employee-resources/>
 - Classified Unit Bargaining Agreement - <https://oregoncoast.edu/wp-content/uploads/2024/08/2023-2028- Classssified-Final-with-Signatures.pdf>
- Sign this document within five (5) business days to accept this position.

☒ I understand that by checking this box I am consenting to electronically sign this document, and that the electronic signature created has the same legal effect as a traditional pen and ink signature.

x *electronic signature*

- Classified Unit Bargaining Agreement - <https://oregoncoast.edu/wp-content/uploads/2024/08/2023-2028-Classified-Final-with-Signatures.pdf>

Sign this document within five (5) business days to accept this position.

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electronic signature



Oregon Coast Community College
Newport, OR 97366
USA

FIRST NAME,

DATE

Congratulations on your appointment at Oregon Coast Community College (OCCC). Below are the details of this appointment. Review this information and contact Human Resources at (541) 867-8515 with questions.

Appointment Information- 0000-0000 Academic Year

Assignment: Faculty Position

FLSA Status: Exempt

Supervisor: Supervisor Name - Title

Grade/Step: XX

Overload/fourth term summer Grade/Step *: XX (Summer 20XX)

*If Overload or fourth-term (summer) employment is offered and accepted, the instructor shall be compensated at the applicable rate from the part-time faculty pay.

Pay Rate: \$ 00,000 for the 0000-0000 academic year. Payment distribution can be made over 9 or 12 months - details below

\$ 0,000 monthly for 9 months OR \$ 0,000 monthly for 12 months

Academic year begins: Month Date, Year **Academic year ends:** Month Date, Year

Pay Dates: Pay days are the 5th of the month, if the 5th falls on a weekend, payday will be the previous Friday.

Probationary Period Details: Newly hired full-time faculty have a three (3) year probationary period.

- Probationary appointment faculty may be reappointed annually based upon satisfactory performance.
- Probationary Faculty will earn continuous appointment status with three (3) years of successful performance.

Appointment Details

- This position is represented by AFT-Oregon United Employees, Local 6020 - Faculty Unit.
- Full-time faculty are employed for 174 days. The contract year includes Fall (55 days), Winter (55 days) and Spring (55 days) terms plus four (4) non-instructional contract days (twenty-eight hours (28) hours), twenty (20) hours of which will be institutionally assigned, during the week immediately prior to Fall term and five (5) days (thirty five (35) hours) that are determined as part of the faculty's annual workload.

Faculty Offer Letter 2024-2025
Office of Human Resources

- The instructional work week for full-time faculty is thirty-five (35) hours, which is typically seven (7) hours per day for five (5) consecutive days per week. The thirty-five (35) hour work week shall include a minimum of thirty (30) hours on campus.
- The College provides premium support toward the monthly cost for medical, dental and vision insurances. The level of support is determined by the health insurance coverage level.

- Employees that opt out of medical, dental and vision insurance, will receive \$100 per month into a 403-b account. The College will continue to contribute into the 403-b account you have identified.
- Sick leave is earned at the rate of 7 hours per month. The maximum accrual is 84 hours per year. Sick leave balances are cumulative. Sick leave earned and not used in the 0000-0000 academic year, will carry forward into 0000 - 0000.
- This position is part of PERS, Oregon's retirement system. The required employee contribution of 6% is paid by the College.
- Verification of eligibility for employment, Oregon state residence and a criminal background screen are conditions of employment.

Additional information regarding employment at the Oregon Coast Community College can be viewed at the links below:

- Office of the President Governance, Mission & Policies, Community- <https://oregoncoast.edu/mission/>
- Faculty -Collective Bargaining Agreement: <https://oregoncoast.edu/wp-content/uploads/2024/08/2023-2028-Faculty-Final-with-Signatures.pdf>

To accept this offer, sign this document within five (5) business days.

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X *Electronic Signature*

Date

X



Oregon Coast Community College
Newport, OR 97366
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Month Date, Year

Congratulations First Name!

Below are the details of your appointment at Oregon Coast Community College. Please review this information. Contact Human Resources at (541) 867-8515 with questions on your appointment.

Appointment Information

Title: Position Title

Unit and operational area: Position Area

Supervisor: First Name Last Name, Title

Start Date: 00/00/0000 Anticipated End Date: at will employment

Grade/Step: X-0

Pay Rate: \$00,000 annually (\$0,000 monthly)

Appointment Percent: XX% Hours Per Week: XX hours FLSA Status: Exempt

An exempt position is not entitled to overtime pay, for hours worked over 40 per workweek.

Pay Dates: Pay days are the 5th of month, if the 5th falls on a weekend, payday will be the previous Friday.

Appointment Details

This offer is contingent upon verification of identity and work authorization as required by the Immigration Reform and Control Act of 1986. Federal law prohibits the College from employing an individual who has not provided documentation for verification **by the third day** of employment.

- **Criminal History Background Check (CHBC):** A positive result is a condition of employment.
- **Probationary period:** This position requires you to serve a 90-day probationary period. During your probationary period your performance will be evaluated. Your supervisor will share the results of your evaluation with you. Your probation end date is: **90 Days from Start Date**
- **General position responsibilities:** The duties and responsibilities, as outlined in the attached position description, will be reviewed with you by your supervisor.
- **Vacation:** vacation hours are front-loaded at the start of each calendar year at the rate of 192 hours . New hires will have their vacation hours prorated from their start date to the end of the calendar year
- **Personal leave:** eight (8) hours of personal leave per fiscal year. Personal days must be used prior to the end of the fiscal year and may not be carried forward.
- **Insurance Benefits:** The College provides premium support toward the monthly cost for medical, dental and vision insurances. The level of support is determined by the health insurance coverage level. Employees that opt out of medical, dental and vision insurance, will receive \$100 per month into a 403-b/457 account.
- This position is part of PERS, Oregon's retirement system. The required employee contribution of 6% is paid

Management Offer Letter 2024-2025
Office of Human Resources

by the College.

- **Transcripts:** Original transcripts to Human Resources with 3 weeks

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- Office of the President -Governance, Mission & Policies, Community - <https://oregoncoast.edu/president/>
- Human Resources Information - <https://oregoncoast.edu/employee-resources/>

Sign and return this document to the Office of Human Resources within five (5) business days.

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