

OLYMPIC COLLEGE POLICY

TITLE: Employment Appointment Letter: Administrative

Staff POLICY NUMBER: OCP 400-13

APPLICABLE PROCEDURE: OCPR 400-13-01

Offers of employment for administrative positions are valid and binding only upon written approval of the College President or designee. Oral commitments shall not be binding on the College. Provisions or terms of employment must be specified in writing in the administrative appointment letter.

Recommended by
Submitted to President's Executive Team for Review
Approved by President
Submitted to Board of Trustees
Approved by Board of Trustees
Published in Washington Administrative Code

E. Lee Felder, Jr.
June 9, 2020
June 9, 2020
June 16, 2020
June 16, 2020
n/a

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Guiding Principles

Appointment letters for administrative staff shall be in writing, signed by the President and the incumbent. All appointment letters shall include the starting salary for the appointment.

The President shall have the option of reassignment to allow for the flexibility of staff of the College administration and a new appointment letter will be provided.

The President in their sole discretion reserves the right to end the appointment for convenience. In this event, the College will provide the employee with a five (5) day written notice prior to separation and two month's salary as liquidated damages.

In the event of lack of funds or insufficient work as determined by the President, the appointment may be ended with thirty (30) days written notice to the employee.

The President may terminate employees for cause with five (5) days written notice.

Each administrator agrees to fulfill all the responsibilities of the position and to enforce all policies, procedures, and guidelines prescribed by the College.

Definitions

Lack of Funds shall include, but not be limited to, reduction in state allocations of funds or exhaustion of grants or soft money.

Cause shall include, but shall not be limited to, gross misconduct; willful, frequent and intransigent violation of College rules, policies, procedures, or duty; sexual harassment; or failure to comply with the terms of this appointment.