

Payroll Authorizations

Each employee of the College who is not covered by a collective bargaining agreement will be issued a payroll authorization. Such payroll authorization will specify the duties, funding sources, if appropriate, and salary. Payroll authorizations will be issued prior to May 30 of each year.

Additionally, payroll authorization of professional staff members will include the date by which the payroll authorization shall be renewed for the following academic year.

Payroll authorization decisions will be based on current duties, ability of a given employee to assume additional duties, based upon job skills and abilities and the employee's evaluation.

Written notice of reasonable assurance of continued employment to all employees who are to perform services in the same or similar capacity during a subsequent academic year or term, or in the period immediately following a recess period will be given to employees by May 30.¹

Employees hired subsequent to May 30 will be given notice as of the date of hire.

END OF POLICY

Legal Reference(s):

[ORS 341.290](#)

[ORS 341.547](#)

[OAR 589-008-0100\(1\)\(e\)](#)

¹Pursuant to ORS 341.547, faculty members on annual or indefinite tenure, classified staff members on regular status and management service employees are considered to have been given notice for the purpose of this policy.