

OLYMPIC COLLEGE POLICY

TITLE: Employment Contract: Administrative Staff

POLICY NUMBER: OCP 400-02

APPLICABLE PROCEDURE: OCPR 400-02-01

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 employment agreement.

<i>Recommended by</i>	<i>Linda Yerger</i>
<i>Submitted to President's Cabinet for Review</i>	<i>April 13, 2004</i>
<i>Approved by President</i>	<i>April 20, 2004</i>
<i>Submitted to Board of Trustees</i>	<i>April 27, 2004</i>
<i>Approved by Board of Trustees</i>	<i>April 27, 2004</i>
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OLYMPIC COLLEGE PROCEDURE

PROCEDURE NUMBER: OCPR 400-02-01

Guiding Principles

Employment agreements for administrative staff shall be in writing and shall not exceed a period of one year. All employment agreements shall include the duration of the agreement and the salary for the appointment. The contract may be renewed annually by action of the College President.

The President shall have the option of reassignment to allow for the flexibility of staff of the College administration.

All contracts terminate at their stated term and carry no promise or guarantee of renewal. The College in its sole discretion reserves the right to reduce the terms of the contract for convenience prior to the expiration date. In the event that the duration of the contract needs to be reduced, the College will provide the employee with a six-month (6-month) written notice prior to separation. The salary and benefits shall be reduced on a pro-rata basis.

In the event of lack of funds or insufficient work as determined by the College President, the duration of the contract may be reduced with 60 days written notice to the employee. The President may terminate employees for cause with 30 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.