

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION
(Instruction for Completion of Back of Page)

FROM: Columbia Basin College, District 19
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98504

The enclosed Permanent rules
Emergency rules , being order No. 73-1

relating to (Name of rules or description of subject matter)

Equal Opportunity Policy (Affirmative Action Program)

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 3783 ① filed with the code reviser
on 12/12/72 ② were regularly adopted as permanent rules of this
(date)
institution at Columbia Basin College on 1/8/73 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be _____ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of
these rules is necessary for the preservation of the public
health, safety, or general welfare and that observance of the
requirements of notice and opportunity to present views on the
proposed action would be contrary to the public interest, were
regularly adopted as emergency rules of this institution at
_____ on _____ and are herewith filed in the office
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this _____ Ninth day of _____ January 1973.

STATE OF WASHINGTON
FILED
JAN 17 1973
CODE REVISER'S OFFICE
DOCKET # 4560 FILE # 1

Columbia Basin College, District #19

(AGENCY)
Fred L. Esvelt
By Fred L. Esvelt, President, Secretary,
Board of Trustees

Title _____ [Form CR-51
Board of Trustees

DOCKET # _____ FILE # _____

Effective 9/7/71

Title _____ [Form CR-51

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES

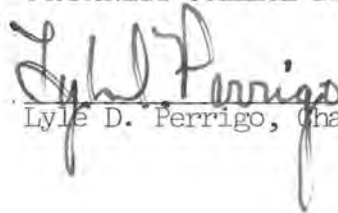
RESOLUTION NO. 73 - 1

BE IT RESOLVED By the Board of Trustees of Community College District No. 19, State of Washington, that:

The annexed regulations, to-wit: relating to Equal Opportunity Policy (Affirmative Action Program) are approved and adopted as permanent rules of Community College District No. 19, State of Washington, and that the same will immediately be forwarded to the Office of the Code Reviser for filing.

ADOPTED this January 8, 1973 meeting of the Board of Trustees of Washington State Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO.19


Lyle D. Ferrigo, Chairman

Attest:


Secretary

WAC 132S-16-131 EQUAL OPPORTUNITY POLICY. Columbia Basin College will direct its employment personnel practices in conformity with the requirements of the statutes of the State of Washington, chapter 49.60 RCW, and chapter 41.06 RCW.

Accordingly the college will continue to ensure equal opportunity for all position applicants so that all matters relating to recruiting, hiring, training, promotion, benefits, compensation, and treatment on the job will be free from discriminating practices.

All faculty, civil service, and exempt personnel employment shall conform to the college policies contained in the Faculty Handbook and Higher Education Personnel rules. It is the obligation of all members of the college community to assist in adhering to the intent of these policies.

WAC 132S-16-132 RECRUITMENT, SCREENING, AND SELECTION PROCEDURES:

Certificated Personnel: When vacancies occur within the certificated staff of the college, the following procedures are consistently applied. These procedures are a documented part of the hiring practices of the college and have been adopted by formal action of the Board of Trustees.

When vacancies occur, or when a new position is created, advertisement of the opening is sent to all agencies likely to have prospective candidates. The announcement contains a description of the competencies required, a description of the job to be performed, and information to aid an applicant in applying. The salary range for the position is also included, along with the name and address of the party to be contacted.

Applications are channeled to the involved Division Chairman and Associate Dean who prioritize the candidates on the basis of their credentials and past experience as these relate to the job description and criteria for selection.

At least three candidates are invited for personal interviews on the campus. Interviews are conducted by the Division Chairman and faculty members, as well as the Dean of Instruction. On the basis of the interview, credentials, and criteria, the Chairman recommends the candidates in rank order of preference. The Dean of Instruction then recommends the candidate to the President of the College who presents the request to employ to the Board of Trustees, the College appointing authority.

Columbia Basin College does not discriminate on the basis of race, religion, sex or marital status, but selects solely on the basis of qualification to perform the stipulated task.

Classified Personnel: The announcement to fill vacancies specifies as a minimum, the title and salary range of the class, the general responsibilities, qualifications, and the time, place, and manner of making application. To allow transfer or promotion of on-campus employees the announcement is posted on the campus bulletin boards for a minimum of seven (7) calendar days. Recruitment to establish lists of employment eligibles from the public is done by public notice (if necessary) or any means necessary to attract an adequate number of qualified applicants. Persons who have applications on file are notified by telephone or letter of the vacancy.

The personnel officer screens and reviews all applications for acceptance. This is done by interviewing each applicant and contacting the references listed on the application. Applicants who meet the minimum requirements for the class are notified of the date, time and place of the examinations. After the personnel officer has established an eligible list the candidates for the position are interviewed by the position supervisor. The personnel officer then certifies in writing at least three (3) names to the employing official. Following receipt of the list and the interviews resulting therefrom, the employing official returns the list of names

certified indicating his action on the certification.

Examinations are developed by utilizing the class specification and a detailed job analysis, to the degree possible, and they may be assembled or unassembled and may include written, oral, physical or performance tests, evaluations of experience and training; or any combination of these.

Qualifications for each class are listed on the Class Specifications as approved by the Higher Education Personnel Board and are on file in the personnel office.

WAC 132S-16-133 GRIEVANCE PROCEDURE: Any member of the classified staff, the faculty, or one holding an exempt position who feels that he or she has been discriminated against may file a written complaint containing the specified charges of discrimination with the appropriate Affirmative Action Director (dual "directors"). It is especially urged, however, that all such complaints should be brought to the attention of the supervisor or other person charged with an act of discrimination within one (1) month after such act or actions occurred. The complaint must be first reviewed with the complainant's immediate supervisor, department chairman, or next immediate administrative superior, if the person of such authority is the person against whom the complaint is filed. If the complaint filed with such person of higher authority is not resolved to the satisfaction of the complainant within ten (10) business days after filing the complaint to the appropriate Affirmative Action Director.

(1) Upon receipt of such complaint by the Affirmative Action Director, the Director will then conduct an informal hearing as that term is defined in the Higher Education Administrative Procedures Act of 1971 or tenure policy as detailed in the Faculty Handbook, and will make a determination as to whether he will submit a written recommendation of corrective action on behalf of the complainant to the appropriate employing official.

(2) If the Director determines that corrective action has not been implemented by the appropriate employing official within ten (10) days after transmitting his recommendation to the appropriate employing official, the Director may transmit his recommendation to the appointing authority of the College.

WAC 132S-16-134 REFERRALS OF COMPLAINTS: Discrimination complaints which cannot be resolved within the College may be submitted by the complaining party to an appropriate state or federal agency such as one of the following:

(1) State Human Rights Commission. This agency investigates, hears, and acts upon individual employment complaints and other grievances as empowered by RCW 49.60, the State law against discrimination.

(2) Wage and Hour Division, Department of Labor. This office investigates complaints concerning equal pay for equal work and other grievances concerning work hours and compensation. The division is authorized to enforce the Fair Labor Standards Act.

(3) Contract compliance agencies (state and federal). Compliance officers having jurisdiction over state and federally funded projects also receive and act upon complaints of discrimination.

(4) Higher Education Personnel Board. Employees of the classified staff may appeal regarding application of the Higher Education Personnel Law and rules, including complaints of discrimination, per WAC 251-16-020 of the Higher Education Personnel Board rules.

WAC 132S-16-135 AFFIRMATIVE ACTION RESPONSIBILITY -- APPOINTING AUTHORITY OF THE COLLEGE: The appointing authority will enunciate and periodically reaffirm an explicit equal opportunity and equal employment policy in order to establish and maintain a climate of acceptance throughout the college. He will ensure that each dean, director, department chairman and supervisor having responsibility for hiring is fully cognizant of the president's support of the Affirmative Action program. The president will:

(1) Assign the responsibility for implementation of the Affirmative Action program to employing officials, deans, directors, or department chairmen who have the primary responsibility for employment decisions.

(2) Appoint a director for Affirmative Action for the college as required by WAC 172-148-030 hereof.

WAC 132S-16-136 CONTRACT COMPLIANCE REVIEW OFFICIALS: The Board of Trustees shall be the contract compliance review board responsible for monitoring surveillance over and compliance with equal employment provisions of state and federal contracts affecting the college.