

Chapter 132L-112

was given two
chapters - a new

assignment of
members will be
given - letter

requested - called college
1/29/72

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

FROM: Community College District No. 12, Centralia Community College
(Name of Institution)

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

The enclosed Permanent rules
Emergency rules , being order No. _____

- relating to (Name of rules or description of subject matter)
- (1) Student attendance requirements for classes in which they have enrolled.
 - (2) Full-time faculty workload requirements, including scheduled hours of instructional and non-instructional duties and office hours.
 - (3) Policies and procedures relating to the granting of leaves (both with and without compensation) to the certificated employees of the district.
 - (4) Policies relating to smoking on campus and in classrooms.

(ALTERNATIVE A. Use only for adoption of permanent rules)
3185 (9/24/71), 3214 (10/22/71), and 3289 (12/9/71)

pursuant to Notice No. ^{See} above ① filed with the code reviser on _____ ② were regularly adopted as permanent rules of this (date) institution at Centralia, Washington on 12/9/71 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 February 18, 1972 . 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 _____ 19th day of January 1972.

STATE OF WASHINGTON
FILED
JAN 10 1972
CODE REVISER'S OFFICE
KET # 3876 FILE # 1

Centralia Community College District No. 12
Centralia Community College
(AGENCY)

By Wesley W. Hanson
President

Title _____

(Suggested form of order by institution having single head)

STATE OF WASHINGTON

Community College District No. 12,
Centralia Community College

ADMINISTRATIVE ORDER NO. _____

(1) I, Nels W. Hanson, _____

President of Centralia Community College of the state
of Washington, by virtue of the authority vested in me under
chapter 28B.19 RCW (1971 1st ex.s. c 57) and _____,

do promulgate and adopt the annexed rules and regulations, to wit:

- (1) Student attendance requirements for classes in which they have enrolled.
- (2) Full-time faculty workload requirements, including scheduled hours of instructional and non-instructional duties and office hours.
- (3) Policies and procedures relating to the granting of leaves (both with and without compensation) to the certificated employees of the district.
- (4) Policies relating to smoking on campus and in classrooms.

as permanent emergency rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex. s. c 57) 1-13 WAC.

APPROVED AND ADOPTED December 9, 1971 19. 71.

By Nels W. Hanson

President

Title

Chapter 132L-120

RULES AND PROCEDURES FOR STUDENT ATTENDANCE POLICY AT CENTRALIA COLLEGE

WAC 132L-120-010 STUDENT ATTENDANCE POLICY. Students are expected to attend all classes for which they enroll during the particular quarter. Nonattendance by a student may cause him to forfeit his right to continue in any class. He may be subject to withdrawal from the class roll and be assigned a grade of "W" by his instructor should he, without prior arrangement or without early report to the college, be absent the first four calendar days after his class begins, be absent during the quarter for four consecutive class days in a course of 3 credits or more, or for two consecutive days in a course of 2 credits or less, or be absent in a consistent manner during the quarter.

Integral components of this policy which faculty members should give consideration are:

(1) Unavoidable absence due to emergencies, such as illness or bereavement. These should be reported, by the student, to the Registrar by letter or telephone so that arrangements with the student's instructors for the necessary extension of absence can be made.

(2) Hardships beyond the student's control which cause him to miss class. The instructor may approve alternative methods for the student to satisfy the attendance requirements of the course.

(3) Courses oriented more toward student proficiency and achieved competency than they are toward exposing subject matter to the students. Prior to or during the first week of the quarter the instructor shall set forth the conditions under which competency or proficiency may be considered in lieu of student class attendance.

(4) The student who has received eight hours or one-half of his class load or more of "W" in his preceding quarter. The administration will request his instructors to keep an account of his attendance pursuant to Academic Standards more fully described under that heading in the Handbook.

(5) Students whose tuition fees are paid by a state or federal agency. These students may have their attendance records reported at the request of their benefactor.

WAC 132L-120-020 IMPLEMENTATION. The success in implementing both this policy and its exceptions rests heavily on communications between the instructor and his students. As the student has fewer instructors than the instructor has students, the burden of initiating the communication relating to exceptions in reality becomes that of the student.

Chapter 132L-112

RULES AND PROCEDURES CONCERNING WORK LOAD REQUIREMENTS OF FULL-TIME FACULTY

WAC 132L-112-010 DEFINITION. The work load of a full-time contracted faculty member whose activities are covered by the Board policies on tenure, leave, salary, and fringe benefits (in contrast to a faculty member employed on an hourly basis) consists of (1) scheduled hours of instruction in classroom and laboratory situations and (2) those duties and obligations related to the instructional program of the college which shall include student advisement, divisional meetings, faculty meetings, curriculum committee meetings, and such other professionally related activities as may be administratively endorsed for inclusion within the contracted period of employment.

WAC 132L-112-020 INSTRUCTIONAL WORK LOAD. The main criteria for full-time faculty work load is credit hours, contact hours, or a combination of both. Generally, a minimum instructional work load with classes of adequate enrollment is a minimum of 15 credit hours per quarter or a minimum of 20 instructor contact hours per week. In lieu of adequately researched and adopted local credit/contact hour equivalencies, the guidelines established by the State Board in preparation of state-wide course effort reporting are used and are as follows: One credit hour for an instructor during a quarter equals (a) one lecture hour per week, or (b) two continually supervised laboratory, shop, or studio hours per week, or (c) three intermittently supervised clinical hours per week, or (d) five more or less instructor structured hours of student work experience hours per week.

WAC 132L-112-030 OTHER THAN INSTRUCTIONAL WORK LOAD. Duties, in addition to instruction, are referred to in the lead paragraph above and also in the job description for an instructor. The instructional work load may be adjusted to compensate for assignments other than instruction in which the demands on time are significantly beyond contractual expectations and for which there is no extra pay. Extra assignments compensated with extra pay are listed in the salary schedule and are above and beyond a normal work load in instructional and related duties.

The Division Chairman has the first responsibility to distribute the work loads evenly within his division and within the intent of state legislation and District 12 policy or regulations.

The Dean of Instruction is responsible for assisting the Division Chairman in this responsibility and, in addition, assuring equity between divisions insofar as teaching load and student load can be placed on a comparable basis.

WAC 132L-112-040 THE HOURS OF DUTY. The instructor's basic contract is for 180 days. Only through the effective scheduling of daily time can the instructional staff meet the goals of the college. The instructor's daily time should be carefully scheduled to allow for classroom preparation, presentations, laboratory or related instructional activities, scheduled and kept office hours for student consultation or advisement, necessary work with library services, administrative services, student services, meetings, committee work, and all other assignments deemed necessary by the college for its improved effectiveness.

It is fully recognized that the professional instructor freely spends considerably more time on his duties; his posted schedule (see Office Hours and Schedules) shall identify a basic thirty-five class hours weekly of scheduled and available periods. He should so schedule his time that he will be available on campus or other instructional stations, when students, colleagues, or administrators are most likely to need him. If for specific reasons he must deviate from his schedule, he should first get approval from his division chairman, who should also be informed of where the instructor can be reached in case of an emergency and when he expects to return to the campus.

Chapter 132L-112

LEAVE POLICIES FOR PROFESSIONAL EMPLOYEES

WAC 132L-112-100 GRANTED LEAVE FOR INSTITUTIONS AND CONFERENCES. In compliance with Senate Bill No. 556, Education, New Section 7, the following leave policies are adopted.

Faculty members and administrators (certificated employees) may be granted leave for attendance at official institutions and conferences provided:

(1) The purpose of such leave shall be to add to the professional capabilities of the person in the field for which he is hired and in which he is working.

(2) The students or the employee's regular duties will not suffer unduly nor improporionately to the benefits expected from his leave activities.

(3) The certified employee adheres to the following procedures:

- (a) No less than 10 days before the desired leave time, the employee, together with his division chairman or other appropriate immediate supervisor, shall prepare a plan for the employee's transportation and for taking care of his duties during the intended absence.
- (b) Upon agreement of the value of the purpose of the leave, the appropriateness of the transportation arrangement, and the adequacy of the fulfilling of the employee's obligation during his leave, the division chairman shall recommend the conditions for granting the leave to the Dean of Instruction. Student Services personnel shall work through the Dean of Students.
- (c) Upon endorsement of the conditions of the proposed leave, the Dean of Instruction (or Dean of Students) shall approve the leave.
- (d) Current prior travel forms shall be the vehicle for carrying the recommendations through the proper channels. The Travel Committee rules, as accepted by the administration, shall prevail in setting and allocating travel reimbursement and in preventing inequalities among those wishing leaves for attendance at official institutions and conferences.

WAC 132L-112-110 EARNED LEAVE FOR DISABILITY, FAMILY EMERGENCY, AND BEREAVEMENT. The following excerpt is from Washington Laws, 1969 First Ex. Session:

"(1) For persons under contract to be employed, or otherwise employed, for at least three quarters, at least fifteen days, commencing with the first day on which work is to be performed;

"(2) Such leave entitlement may be accumulated after the first three-quarter period of employment at a minimum rate of five days per quarter for full-time employees up to a maximum of one hundred eighty days, and may be taken at any time;..."

WAC 132L-112-120 PROCEDURES FOR OBTAINING EITHER DISABILITY OR FAMILY EMERGENCY OR BEREAVEMENT LEAVE. The employee shall:

(1) Notify his division chairman or immediate supervisor at the earliest appropriate time after he knows of the necessity of his leave. If he is unable to contact his supervisor at that time, he shall arrange for the next best appropriate means of communicating to his supervisor the following:

- (a) The nature of the emergency
- (b) The most appropriate coverage of his assigned duties
- (c) The estimated leave time
- (d) Where, when feasible, he can be reached during such leave

(2) The supervisor will immediately notify the Dean of Instruction, or if more appropriate, the Dean of Students, so that arrangements may be made to cause the leave time to be the least disruptive or inconvenient to the employee and to his students.

In accordance with law, the following shall govern the use of leave for disability, family emergency, and bereavement.

Not to exceed his accumulated number of leave entitlement days, a certificated employee may earn annual leave, with full compensation for disability, family emergency and bereavement as follows:

Disability

Absence during contracted time caused by any disabling illness or injury which prevents a certificated employee from performing the duties of his regular job without undue discomfort or without jeopardizing his health or the health of others with whom he would be in close association may be considered as disability leave.

(1) Full compensation during the leave for disabling illness or injury shall be computed beginning with the first working day of the employee's absence until the total accumulated leave credit, as described in (2) above, shall have been used by such absences.

(2) No leave compensation shall be allowed for absence due to drug addiction or intoxication, and the results of either shall not be considered as illness or injury; neither shall the results of violations of criminal laws be considered as illness or injury nor shall any such resulting loss of time be compensated.

Family Emergency

In the event the spouse, child, or immediate family of a full-time certificated employee is seriously ill or injured and the presence of the employee is required at the place of emergency as a direct result, the employee may be granted leave with full pay for not more than three (3) days per contract year.

Bereavement

Leave with full pay not to exceed three (3) days per bereavement may be granted a full-time certificated employee in the event of the death of a member of his immediate family. Leave time to pay last respects to very close deceased friends will be granted for part-day without loss of pay. The criteria for bereavement leave shall be personal closeness to the deceased rather than any other kinds of obligations.

Other

Leave not to exceed two days of accumulated leave time per year for extraordinary purposes may be granted upon request of the employee and following approval by the Division Chairman, the appropriate Dean, and the President under the following guidelines:

(1) The purpose of the leave is significantly beneficial to the certified employee requesting it, and

(2) The employee cannot otherwise accomplish his purpose without conflicting with his contracted employment with the College, and

(3) The employee's duties can be carried out in a way that does not cause disbenefit or undue inconvenience to his students, and

(4) No additional expense shall accrue to the College because of such leave.

Accurate records on all accumulated and used leave are maintained by the College and are a part of the permanent record of each instructor.

Other Leave (Without Pay)

The professional dedication of the great majority of instructors will cause each to make himself more than adequately available to students and colleagues for improved student learning and the betterment of Centralia College. However, for the instructors needing more specific directions as to minimum expectations, the following is provided. Because of the community college's particular emphasis on causing students to learn (rather than screening them out), the need for careful student advising, and availability for scheduled meetings or consultation, the expected on-campus (or other instructional locations) time for a full-time instructor is a minimum of seven hours daily. Obligations beyond classroom time (described under "Work Load" and "Job Description of an Instructor") are the rationale for the pay differential between full- and part-time instructors.

Therefore, if a person is absent for reasons not covered by the preceding policy, or leave is taken without following the procedures described therein, salary reductions will be made on one of the following bases:*

(1) 1/180 of the instructor's basic nine-month contract for each full day of absence, or

(2) 1/7 of a day's pay for each hour when leave is taken for a fraction of a day.

(3) Extenuating circumstances will be considered as a basis for modifying above items 1 and 2 by joint action of the President of the College, instructors, Division Chairman, and the Dean of Instruction.

*For these purposes "absence" or "leave" shall be defined as absence from the campus during scheduled hours of instruction or related services to students, or absence from regularly scheduled meetings of organizations or groups which the individual is expected to attend.

Chapter 132-L -136-010

SMOKING POLICY

WAC 132L-136-010 DEFINITION. Because of the fire hazard and as a courtesy to nonsmokers, smoking is prohibited in classrooms and laboratories during scheduled classes and in other areas where posted.

(Suggested form of order by institution having single head)

STATE OF WASHINGTON

Community College District No. 12,
Centralia Community College

ADMINISTRATIVE ORDER NO. _____

(1) I, Nels W. Hanson, _____

President of Centralia Community College of the state
of Washington, by virtue of the authority vested in me under
chapter 28B.19 RCW (1971 1st ex.s. c 57) and _____,
do promulgate and adopt the annexed rules and regulations, to wit:

- (1) Student attendance requirements for classes in which they have enrolled.
- (2) Full-time faculty workload requirements, including scheduled hours of instructional and non-instructional duties and office hours.
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as permanent emergency rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex. s. c 57) 1-13 WAC.

APPROVED AND ADOPTED December 9, 1971 19. 71.

By Nels W. Hanson

President

Title