

TRANSMITTAL OF RULES ADOPTED

FROM: BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18  
(Name of Agency)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98501

The enclosed Permanent rules  , being order No. 71-7  
Emergency rules   
relating to (Name of rules or description of subject matter)  
Reduction in Force of Classified Employees, WAC 132R-08, at  
Big Bend Community College.

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

pursuant to Notice No. \_\_\_\_\_<sup>①</sup> filed with the code reviser  
on \_\_\_\_\_<sup>②</sup> were regularly adopted as permanent rules of this  
(date)  
agency at \_\_\_\_\_ on \_\_\_\_\_ and are herewith  
(place) (date)  
filed in the office of the code reviser pursuant to chapter 34.04  
RCW. The effective date of such rules shall be \_\_\_\_\_<sup>③</sup>

(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 agency at  
Moses Lake, Washington 7/13/71 and are herewith filed in  
(place) (date)  
the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this 14th day of July 1971.

STATE OF WASHINGTON  
**FILED**  
JUL 15 1971  
CODE REVISER'S OFFICE  
KET.# 3520 FILE # 1

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18  
(AGENCY)

*D. Roger Reed*  
By D. ROGER REED, Sr. Asst Atty General  
(1305 ONB Bldg, Spokane 99201)  
Attorney for Board of Trustees,  
Title CC DISTRICT NO. 18.

- ① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE NO. OF LAST NOTICE)
- ② STAMPED DATE AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY REVISER'S OFFICE (IF PROCEEDINGS WERE CONTINUED, USE DATE OF LAST NOTICE)
- ③ UNLESS A LATER DATE IS SPECIFIED IN THIS ORDER OR IS PRESCRIBED IN ANOTHER STATUTE, RULES ARE EFFECTIVE 30 DAYS AFTER FILING: RCW 34.04.040. LEAVE THIS SPACE BLANK EXCEPT IN SUCH SPECIAL CASES.

COMMUNITY COLLEGE DISTRICT NO. 18

STATE OF WASHINGTON

BOARD OF TRUSTEES

RESOLUTION NO. 71-7

WHEREAS, pursuant to the powers vested in us by RCW 28B.50.140, we, the Board of Trustees for Washington State Community College District No. 18, do hereby expressly find that the preservation of the general welfare of the community college within Washington State Community College District No. 18 requires the immediate adoption of rules governing layoff procedures for the classified employees of Community College District No. 18;

NOW, THEREFORE, BE IT RESOLVED that the attached rules for Reduction in Force for Classified Employees, WAC 132R-08, are now hereby adopted as the rules for reduction in force for classified employees of Community College District No. 18.

BE IT FURTHER RESOLVED that this Resolution and the herein attached rules, being necessary for the immediate preservation of the public peace, health, safety, and the support of Community College District No. 18, shall take effect immediately.

ADOPTED at a regular meeting of the Board of Trustees of Community College District No. 18, State of Washington, on July 13, 1971, with a quorum of such Board members duly present after notice of such meeting had been duly given as required by law.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18

*Harold L. Tracy MD*  
~~ALMA CALBREATH~~, Chairman  
*Harold L. Tracy*

ATTEST:

*Robert J. Wallentien*  
Secretary

*Walter J. [unclear]*  
*Alma L. Calbreath*

COMMUNITY COLLEGE DISTRICT NO. 18

STATE OF WASHINGTON

WAC 132R-08

REDUCTION IN FORCE OF CLASSIFIED EMPLOYEES

NEW

WAC 132R-08-010 PURPOSE OF RULES. Pursuant to the direction of the Higher Education Personnel Board of the State of Washington, the Board of Trustees for Washington State Community College District No. 18 hereby establishes the procedures for reduction in force for the layoff of classified employees when such reductions or layoffs are required by lack of funds or curtailment of programs.

NEW

WAC 132R-08-020 DEFINITIONS. As used in this chapter, 132R-08, the following words and phrases are defined:

(1) "Appointing authority" shall mean the president of Big Bend Community College.

(2) All of the terms and phrases which describe any legal status a classified employee may have under the layoff procedures herein adopted shall have the meaning defined in WAC 251-04-020 and WAC chapter 251-10.

NEW

WAC 132R-08-030 INITIAL PROCEDURES FOR REDUCTION IN FORCE.

(1) When a reduction in force is required due to lack of funds or curtailment of programs, the appointing authority shall determine the number of positions, by classification, to be abolished.

(2) The order of layoff and optional retention rights of classified employees shall be determined on an institution-wide basis. The entire classified staff of the Big Bend Community College shall be considered as one layoff unit.

NEW

WAC 132R-08-040 INITIAL ORDER OF LAYOFF. The initial order of layoff shall be according to the appointment status of employees in the classifications of positions to be eliminated.

(1) Probationary, temporary, and hourly employees shall be laid off before permanent status employees in the same classification.

(2) Emergency, temporary, or intermittent employees shall be laid off before probationary and provisional status employees in the same classification. The order of layoff for probationary or provisional employees shall be inverse to their length of service. The employee having the least amount of such service shall be separated first and the employee having the greatest amount of service separated last.

(3) Permanent status employees shall be laid off in inverse order of the period of service in the classification. The employee having the least amount of such service shall be separated first and the employee having the greatest amount of service shall be separated last. Length of service shall include all periods of probationary and permanent status employment in the classification and other classifications except as broken by termination of employment.

(4) Service shall not be considered broken during military or approved leaves of absence. The retention rights of veterans shall be determined in accordance with WAC 251-04-020(33) and WAC 251-10-050.

NEW

WAC 132R-08-050 OPTIONS IN LIEU OF LAYOFF.

(1) Options shall be offered in lieu of layoff to employees in accordance with the provisions of WAC 251-10-030. Permanent status employees who are qualified shall, according to length of service, be offered positions in other classifications, which are being filled by probationary, temporary, and hourly employees.

(2) An employee with permanent status in the next lower classification and with a greater total amount of service than

another permanent employee in the lower classification, shall be offered a position filled by the employee with the least amount of service in that classification. If a position cannot be offered at this level, the procedure shall be repeated in the next lower classification.

NEW WAC 132R-08-060 PROCEDURE FOR ESTABLISHING ORDER OF LAYOFF AND NOTICE REQUIREMENTS.

- (1) The appointing authority shall inform the personnel officer of the number of positions to be abolished, in writing.
- (2) The personnel officer shall:
  - (a) Determine the employees to be laid off, determine their option rights, and notify the appointing authority in writing;
  - (b) Promptly discuss options with the employees concerned, who, in turn, shall inform him in writing as quickly as possible and within three working days, whether they wish to exercise their option rights;
  - (c) Promptly notify the appointing authority as to whether or not the employees have elected to use their option rights, and shall send a written notice of the reduction in force action to each employee to be laid off. This written notice shall be served on the person who is to be laid off at least 15 days prior to the effective date of the layoff.

NEW WAC 132R-08-070 DISTRIBUTION OF LAYOFF NOTICE. Copies of all layoff notices shall be distributed as follows:

- The original to the employee,
- One copy to the supervisor's department files,
- One copy to the personnel office,
- One copy to the employee's bargaining agent.

NEW WAC 132R-08-080 RE-EMPLOYMENT RIGHTS OF LAID OFF EMPLOYEES.

- (1) Reduction of force registers will be established by classification and maintained by the personnel office. The names of permanent and probationary employees who have been laid off shall be placed on the eligible list for those classes in which they have held permanent status or probationary or trial service appointments, and in addition, those lists for all lower classifications in the same class series for which the employee is qualified. Layoff lists shall be institution-wide with eligibles ranked according to layoff seniority as defined in WAC 251-04-020(33) of the Higher Education Personnel Board Rules. Eligibles certified from such lists shall be re-employed in preference to all other eligibles.
- (2) The personnel officer may reduce, extend, or re-establish registers as long as it does not jeopardize the re-employment of the employees separated by reduction in force. Institution-wide layoff lists shall have a duration of two (2) years. Prior to the expiration date of the eligible, he shall be notified of the expiration date and given the opportunity to extend his eligibility for one (1) additional year by written request to the personnel officer.
- (3) Institution-wide layoff lists shall be made in accordance with WAC 251-10-040 and WAC 251-18-180.