

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

BOARD OF TRUSTEES

FROM: COMMUNITY COLLEGE DISTRICT NO. 18  
(Name of Institution)

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

The enclosed Permanent rules  , being order No. 71-9  
Emergency rules

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

Reduction in Force of Classified Employees, WAC 132R-08, in  
Community College District No. 18 (Big Bend Community College).

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

pursuant to Notice No. 3122 ① filed with the code reviser  
on 8/12/71 ② were regularly adopted as permanent rules of this  
(date)  
institution at Moses Lake, Washington on 9/7/71 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 \_\_\_\_\_ . 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 \_\_\_\_\_ 14th \_\_\_\_\_ day of September, 1971.

STATE OF WASHINGTON  
**FILED**  
SEP 16 1971  
CODE REVISER'S OFFICE  
KET #3666 FILE # 1

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

*D. Roger Reed*  
By D. ROGER REED, Sr. AAG  
Attorney for CC District No. 18  
Title (1305 ONB Bldg, Spokane, Wash.)  
[Form CR-5]

Effective 9/7/71

- 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 28B.19.050(2) (1971 1st ex.s. c 57 §5 (2)). Leave this space blank except in such special cases.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 18  
STATE OF WASHINGTON

RESOLUTION NO. 71 - 9

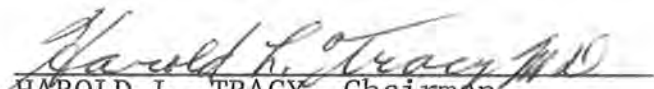
WHEREAS, on July 13, 1971, the Board of Trustees for Washington State Community College District No. 18 did adopt a resolution establishing emergency rules and regulations for Reduction in Force for Classified Employees, WAC 132R-08; and

WHEREAS, the Board expressly finds that it desires to make these emergency rules permanent;

NOW, THEREFORE, BE IT RESOLVED that the Board permanently adopt as rules and regulations the emergency rules of WAC 132R-08 adopted at its July 13, 1971 Board meeting and hereby permanently adopts WAC 132R-08 as adopted by such emergency resolution No. 71-7 as permanent rules on Reduction in Force for Classified Employees.

ADOPTED at this September 7, 1971 regular meeting of the Board of Trustees of Community College District No. 18, State of Washington, 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, Chairman

ATTEST:

  
Secretary

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.