

TRANSMITTAL OF RULES ADOPTED

FROM: Community College District #12 (Centralia College and O.V.T.I.)  
(Name of Agency)

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

The enclosed Permanent rules  , being order No. 74-43  
Emergency rules

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

District Leave Procedures (pursuant to RCW 28B.50.551)  
for Faculty and Administrative Employees exempt from Civil  
Service, amending WAC Chapter 132L-112

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

pursuant to Notice No. \_\_\_\_\_ ① filed with the code reviser  
on \_\_\_\_\_ ② 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 \_\_\_\_\_ 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 agency at  
Centralia College on Aug. 8, 1974 and are herewith filed in  
(place) (date)  
the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this 9th day of August 1974.

Community College District #12  
(AGENCY)

By Rodney Eura  
Assistant to the President  
Title

STATE OF WASHINGTON  
**FILED**  
AUG - 9 1974  
CODE REVISER'S OFFICE

- 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.

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

FROM: Community College District # 12 ( Centralia College and O.V.T.I.)  
(Name of Institution)

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

The enclosed Permanent rules   
Emergency rules  , being order No. 74-43

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

District Leave Procedures (pursuant to RCW 28B.50.551) for  
Faculty and Administrative Employees exempt from Civil Service,  
amending WAC Chapter 132L-112.

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

pursuant to Notice No. \_\_\_\_\_ ① filed with the code reviser  
on \_\_\_\_\_ ② were regularly adopted as permanent rules of this  
(date)  
institution at \_\_\_\_\_ on \_\_\_\_\_ 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  
Centralia College on Aug. 8, 1974 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 9th day of August 1974.

Community College District #12  
(INSTITUTION)

By Rodney Eason

Assistant to the President  
Title

*Received 11/23/74*  
*SECRET*  
*4070*

Effective 9/7/71

[Form CR-5]

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT NO. 12  
Board of Trustees

RESOLUTION NO. 74-43

Administrative Order No. -

A RESOLUTION Relating to ~~Permanent~~<sup>emergency</sup> rules of the Community College District No. 12

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT NO. 12, STATE OF WASHINGTON:

Section 1. The annexed regulations, to-wit:

District Leave Procedures (pursuant to RCW 28B.50.551) for Faculty and Administrative Employees exempt from Civil Service, amending WAC Chapter 132L-112

The immediate adoption of the annexed emergency rules is necessary for the preservation of the public health, safety and general welfare. The reason for the foregoing finding is that the adoption of District Leave Procedure is necessary due to changes agreed upon between the Board of Trustees and the Faculty affecting the leave procedures for Faculty and Administrative Employees in a two (2) campus District. The agreement affects employees presently under contract.

are hereby approved and adopted as ~~permanent~~<sup>emergency</sup> rules of the Community College District No. 12.

Sec. 2. This resolution and annexed regulations, after being first recorded as an administrative order in the Order Register of the Community College District No. 12, shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57) and WAC 1-13-050.

APPROVED and ADOPTED August 8, 1974.

Attest: Wesley W. Hanson  
Secretary of the Board of Trustees

## CHAPTER 132L-112

### LEAVE POLICIES FOR PROFESSIONAL EMPLOYEES

WAC

- |              |   |
|--------------|---|
| 132L-112-100 | GRANTED LEAVE FOR INSTITUTIONS AND CONFERENCES                                      |
| 132L-112-110 | EARNED LEAVE FOR DISABILITY, FAMILY EMERGENCY, AND BEREAVEMENT                      |
| 132L-112-120 | PROCEDURES FOR OBTAINING DISABILITY, FAMILY EMERGENCY, BEREAVEMENT, OR OTHER LEAVES |
| 132L-112-130 | LEAVE WITHOUT PAY   |
| 132L-112-140 | PART-TIME FACULTY LEAVE   |
| 132L-112-150 | ATTENDANCE AT INSTITUTIONS OF HIGHER LEARNING                                       |
| 132L-112-160 | JURY DUTY   |
| 132L-112-170 | OTHER LEAVE   |
| 132L-112-180 | NOTIFICATION OF LEAVE ENTITLEMENT   |

LEAVE POLICIES FOR PROFESSIONAL EMPLOYEES

AMD

WAC 132L-112-100 GRANTED LEAVE FOR INSTITUTIONS AND CONFERENCES. In compliance with RCW 28B.50.551 the following leave policies are adopted.

Faculty members and administrators 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 inproportionately to the benefits expected from his leave activities.

(3) The 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 appropriate Dean or Director.

(c) Upon endorsement of the conditions of the proposed leave, the appropriate Dean or Director 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.

AMD

WAC 132L-112-110 EARNED LEAVE FOR DISABILITY, FAMILY EMERGENCY, AND BEREAVEMENT. The following excerpt is from RCW 28B.50.551.

"(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;..."

AMD

WAC 132L-112-120 PROCEDURES FOR OBTAINING DISABILITY, FAMILY EMERGENCY, BEREAVEMENT, OR OTHER LEAVES. 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 appropriate Dean or Director 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, an employee may earn annual leave, with full compensation for disability, family emergency and bereavement as follows:

(a) Disability - Absence during contracted time caused by any disabling illness or injury which prevents a full-time 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.

(i) 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.

(ii) 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.

(b) Family Emergency - In the event the spouse, child, or immediate family of a full-time 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.

(c) Bereavement - Leave with full pay not to exceed five (5) days per bereavement may be granted a full-time 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.

(d) 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 or Director, and the President under the following guidelines:

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

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

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

(iv) No additional expense shall accrue to the District because of such leave.

Accurate records on all accumulated and used leave are maintained by the District and are a part of the permanent

record of each instructor.

NEW            WAC 132L-112-130    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 the District. 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. (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).

(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 District President, Instructors, Division Chairman, and the appropriate Dean or Director.

NEW            WAC 132L-112-140    PART-TIME FACULTY LEAVE. Part-time faculty employees shall be granted one day sick leave per quarter, nonaccumulative. For purposes of this section a day shall be defined as the number of hours required to instruct one class session.

NEW            WAC 132L-112-150    ATTENDANCE AT INSTITUTIONS OF HIGHER LEARNING. Upon approval of the Board, leave of absence without pay may be granted any full-time faculty member upon application to the Board for the purpose of attending an institution of higher learning. The application for leave shall contain a statement of the plan of study and the institution the faculty member plans to attend. Such applications must be filed by April 1 for leaves scheduled to start the next academic year. Such leaves shall not count as service for purposes of salary advancement or the accrual of benefits or seniority.

NEW            WAC 132L-112-160    JURY DUTY. Faculty members may be excused from duties for jury duty or to reply to a subpoena. Such faculty member shall be paid his regular pay less the fee

received for acting as juror or witness. Such leave shall not be deducted from any other leave to which the member might be entitled.

NEW

WAC 132L-112-170 OTHER LEAVE. A leave for compelling personal reasons may be granted to a full-time faculty member upon mutual consent for up to one year.

NEW

WAC 132L-112-180 NOTIFICATION OF LEAVE ENTITLEMENT. At the end of each school year each full-time faculty member shall be notified of the amount of leave charged against him in each applicable category and his remaining accumulation.