

TRANSMITTAL OF RULES ADOPTED

FROM: Columbia Basin College
(Name of Agency)

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

The enclosed Permanent rules , being order No. 2057 (duplicate)
Emergency rules
relating to (Name of rules or description of subject matter)

COLUMBIA BASIN COLLEGE POLICIES RELATING TO BUSINESS,
PERSONNEL, STUDENT AFFAIRS, CURRICULUM AND INSTRUCTION

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

pursuant to Notice No. _____ ① filed with the code reviser
on 9-25-68 ② were regularly adopted as permanent rules of this
(date)
agency at CBC, pasco on 7/1/68 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 8/1/68 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
_____ on _____ and are herewith filed in
(place) (date)
the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this 12th day of November 1968.

Columbia Basin College
(AGENCY)
[Signature]
By _____
President
Title

*Duplicate with
booked 2-2-68
9-25-68*

- ① NOTICE NUMBER AS APPEARS ON THE COPY OF NOTICE RETURNED TO YOU BY RE-VISER'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 REVIS-ER'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.

Chapter 132S-16

COLUMBIA BASIN COLLEGE POLICIES RELATING
TO BUSINESS, PERSONNEL, STUDENT AFFAIRS,
CURRICULUM AND INSTRUCTION

WAC 132S-16-010 RENTAL OF FACILITIES. No charge will be made for any group connected with education, provided the space used does not interfere with ongoing programs and that no extra custodial or supervisory assistance is necessary.

Any groups other than those directly connected with education will be charged a fee in the amount necessary to cover all out-of-pocket expenses. Because of the limited facilities of Columbia Basin College outside groups are to be discouraged in the use of these facilities.

WAC 132S-16-020 LOCATION OF ACTIVITIES. Because of Columbia Basin College's very limited facilities it is necessary that most athletic and many other special events be held off campus.

Student groups are encouraged to hold these special events in all three of the Tri-Cities to reinforce the concept of being truly a community college.

Any formal student held activities off the campus require the permission of the dean of students office and arrangements for the off-campus facilities must be made by the business office.

WAC 132S-16-030 CONTROL OF TRANSCRIPT AND GRADES

The business office will furnish the registrar's office a list of students who have outstanding obligations in the form of student loans, auto bills, unpaid tuition and fees, etc. The registrar shall not release the grades or transcript until these obligations are satisfied.

WAC 132S-16-040 SCHEDULE OF REFUNDS. No refund will be made unless the student completely withdraws from Columbia Basin College.

Upon completion of withdrawal procedure through the registrar's office the following schedule of tuition refunds will be followed:

0	-	5 days	80% refund
6	-	11 days	60 % refund
11	-	20 days	40% refund
		over 20 days	no refund

In case of a student being drafted into military service the percent of refund will be subject to administrative review. Refunds for withdrawals demanded by serious illness will be subject to administrative review.

WAC 132S-16-050 TUITION AND FEES. Tuition and fees are regulated by statutes of the State of Washington and are listed as follows:

Tuition	\$50.00	
Incidental fees	20.00	
Total		\$70.00
Out-of-state Tuition	\$150.00	
Incidental fees	20.00	
Total		\$170.00

WAC 132S-16-060 INTERNAL POLICY. All requisitions for purchase of supplies or equipment must be signed by the division chairman and the dean of instruction or the director of technical vocational education, before being submitted to the business office.

Any requisition of items which total an estimated cost of \$200.00 up to \$500.00 must be accompanied by signed quotes from the prospective supplier before it can be processed. All requisitions for capital expenditures must be approved by the president. Any purchases over \$500.00 will be subject to formal bid procedures and handled by the business office.

WAC 132S-16-070 TRAVEL REQUESTS. All personnel traveling on authorized Columbia Basin College business, regardless of mode of travel, must submit a written "Travel Request" to the business office for administrative approval. This request must be routed through the division chairman or supervisor enroute to the business office. Reimbursement for authorized travel will be granted within the allowances as defined by the regulations pertaining to the State of Washington employees.

WAC 132S-16-080 USE OF VEHICLES. A written request is necessary for the use of any Columbia Basin College vehicle. Transportation requests will be honored in the following priority order -- student groups, faculty, and administration. In the event there are more requests than vehicles available the greatest number of students traveling the greatest distance will generally be given first priority. The business office reserves the right to make all dispositions of priority assignments.

WAC 132S-16-090 PAYROLL OFFICE. Pay day will be the last working less than 12 months will have their annual salary divided by the number of working months. Part-time or supplemental time worked will be paid on the 15th of each month.

All overtime must be approved in advance.

It is the responsibility of each individual to notify the payroll officer of any additions or changes in his payroll deductions. This must be done by the 15th of the month in which it is to become effective.

WAC 132S-16-100 RECRUITING PERSONNEL. It shall be the policy of Columbia Basin College that the recruiting of candidates for positions on the instructional faculty of the community college be conducted by the chief administrative officer through a program of announcing vacancies through placement agencies in colleges and universities and other agencies that may provide sources of candidates offering a wide variety of professional competencies.

It is the responsibility of the chief administrative officer and professional staff to (1) identify vacancies and recommend the creation of new positions, (2) develop descriptions of qualifications and duties relating to such positions, (3) make appropriate announcements of such vacancies, and (4) prescribe a method of application and an appropriate application form.

WAC 132S-16-110 SELECTION OF PERSONNEL. It shall be the policy of Columbia Basin College that the selection of candidates for positions on the instructional staff shall be directed by the chief administrative officer.

It is the responsibility of the chief administrative officer, in agreement with the dean of instruction and the chairman of the division, if available, in which the vacancy occurs to (1) conduct personal interviews with candidates, (2) examine the credentials of the candidates, (3) make recommendations for employing candidates, (4) notify the elected candidates of their selection.

WAC 132S-16-120 EMPLOYMENT. It shall be the policy of Columbia Basin College that employment of members of the instructional faculty be performed by the chief administrative officer of the college.

It is the responsibility of the chief administrative officer to (1) receive acceptances of employment (2) make initial assignments of duties (3) issue letters of appointment (4) collect and administer fees attendant to the employment and (5) secure appropriate forms from new employees.

WAC 132S-16-130 NON-DISCRIMINATION. It shall be the policy of Columbia Basin College that the administration of all matters concerning personnel shall be conducted without discrimination with regard to age (within existing policies of retirement), race, creed, color, national origin, or sex, when the individual shall have met all other criteria for employment or change of employment.

WAC 132S-16-140 CONTRACTS. It shall be the policy of Columbia Basin College to issue a contract consistent with the laws of the State of Washington to all new and continuing full-time certificated personnel specifying remuneration and length of service. Part-time certificated personnel will be issued an agreement specifying remuneration and length of service relating to the specific part-time assignment. In the implementation of this policy, it shall be the responsibility of the

chief administrative officer to prepare and provide an appropriate agreement for part-time personnel.

WAC 132S-16-150 SALARY SCHEDULE. The current year salary schedule as approved by the Board of Trustees will be considered as part of this personnel policy.

WAC 132S-16-160 ORIENTATION. It shall be the policy of Columbia Basin College that a program of orientation and in-service education be provided for all new and continuing certificated personnel.

It is the responsibility of the chief administrative officer and professional staff to (1) develop and schedule appropriate orientation sessions for new faculty members during the first year of employment (2) provide an annual orientation program for all continuing faculty members and (3) arrange for the establishment of in-service education programs available to all faculty members.

WAC 132S-16-170 LEAVES OF ABSENCE. It shall be the policy of Columbia Basin College to grant leaves of absence to members of the instructional faculty of the community college in the following instances: professional leave, military leave, personal illness or injury, or other leaves as approved.

It shall be the responsibility of the administration, utilizing appropriate channels of communication, to: (1) receive and process applications for leave, and (2) recommend action on leave requests.

The following conditions shall apply to the request and approval of leaves of absence:

Duration: This policy shall apply to all leaves of absence for periods in excess of one day. In no instance shall a leave of absence be granted for a period in excess of one calendar year except for military service during a period of national emergency. Leave of absence for a period of one day or less shall be granted at the discretion of the chief administrative officer.

Application for Leave: Application for leave of absence shall be made on an appropriate form provided by the college.

Continuation of Employee Benefits: All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy.

Employee Obligations: Employees on leave of absence may be required to meet certain obligations relating to their leave status as specifically provided by regulations implementing this policy.

Reimbursement of Expenses: The college shall reimburse employees on leave of absence for all travel and related living expenses only when such travel and expenses are at the convenience of the college and approved by the chief administrative officer.

The following types of leave of absence shall be granted under the conditions specified for each:

1. Professional - all full-time, instructional faculty members shall be eligible to apply for professional leave of absence in the following instances:

- a. Attendance at professional meetings related to the employees teaching or administrative assignment.
- b. Professional improvement through advanced study without employee benefits except as authorized by the Board of Trustees.
- c. Professional consulting, adjudicating, or research activities without employee benefits except as authorized by the Board of Trustees.
- d. Foreign exchange teaching without employed benefits except for positions in nations where reciprocal salary arrangements exist, providing that such teaching experience may be used as service credit for salary advancement on the approved salary structure.
- e. Professional improvement through study of actual conditions in business or industry as an employee or intern. The leave is to be granted without employee benefits except as authorized by the Board of Trustees.

2. Leaves, Maternity: All female employees are urged not to sign a regular teaching contract prior to the anticipated birth of a child. It will be the policy of Columbia Basin College to grant maternity leave without pay. Ordinarily, this leave will begin and end at the quarter. Since circumstances vary the duration of each leave will be determined by mutual agreement of the administration and the teacher. Such leave may not extend beyond one year.

3. Leaves, Military: Pursuant to State statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.

4. Leaves, Personal: A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president.

All personal leaves of absence are without pay with the exception of personal catastrophe or as specifically outlined by Board policy. The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so without loss of pay. The college shall guarantee the salary difference between the jurors pay and that which would be received.

5. Leaves, Bereavement: A bereavement leave, not to exceed five (5) days with pay will be allowed all certified employees for each death in the immediate family. "Immediate family" means mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.

6. Sabbatical Leave: All full-time instructional faculty members shall be eligible after having completed four years of full-time contract service in the community college of which the immediate past two years shall have been consecutive except for absences

of less than one quarter. The following conditions shall apply to sabbatical leaves of absence:

- a. Staff members awarded sabbatical leave shall receive a stipend of an amount of 1/12 of the annual salary for each year of service to the college not to exceed one/half of annual salary.
 - b. Employees receiving sabbatical leave shall, by accepting such leave, agree to return to the community college for a period of at least one academic year or shall refund to the community college the full amount of the stipend within a period of one calendar year following the termination of the leave.
 - c. Employees on sabbatical leave of absence shall retain all rights and privileges relating to seniority which they would have enjoyed had they maintained normal service in the community college.
 - d. Sabbatical leave of absence may be granted for professional improvement through advanced study as a full-time student, for educational travel, or for employment which is undertaken to improve the employee's worth to the college or for exchange teaching.
 - e. Any other additional income will not affect sabbatical leave pay.
7. Leaves, Sick: The key to the development of a sound sick leave policy lies in a clear understanding that sick leave is in the form of insurance and not a form of compensation. The purpose shall be to protect the employee and students when an employee becomes ill.

An employee is encouraged to make an accurate determination of his condition with an understanding of his professional code of ethics and a mutual spirit of confidence with the Board of Trustees. Washington law provides each certificated employee ten days sick leave per year, accumulative to 180 days, transferrable from another educational institution.

8. Other Leaves: Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the Board of Trustees shall not be regarded as an absence, provided such business has been cleared through the president's office.

Examples:

1. Visitation to other schools
2. Speaking engagements involving education
3. Research or preparation involved in presenting professional projects
4. Professional meetings

WAC 132S-16-180 FRINGE BENEFITS. The community college district shall make available to all employees such special services and benefits that will make employment conditions more attractive and comparable to industry.

WAC 132S-16-190 ASSIGNMENT OR PLACEMENT. It shall be the policy of Columbia Basin College to assign all professional faculty

members in such a manner to best utilize the individuals appropriate skills, training, and experience within limits of the recognized teaching load and course enrollment. In the event members of the same family are employed by the college it shall be the policy to ensure that no two members shall be assigned to the same department or division of the college. Specific assignments are to be made for the duration of the contract year and may be changed at the discretion of the college president.

WAC 132S-16-200 CHANGE OF STATUS. It shall be the policy of Columbia Basin College to periodically review the professional faculty in relation to the individuals changing competencies. Changes in status will be considered for those faculty members who have demonstrated professional interests and competencies.

1. New faculty members are to be aided by means of orientation, in-service training, conference with supervisors, or other means to achieve satisfactory performance in teaching.
2. Periodic reviews and evaluations shall be made.
3. Satisfactory performance shall result in receiving annual increment in salary.
4. Unsatisfactory performance may constitute cause for placing the individual on probation.
5. Employees with seniority shall be the least affected should a uniform policy be effected as a result of financial or enrollment decrease.

WAC 132S-16-210 DISMISSAL PROCEDURES. Columbia Basin College will adhere to the procedures outlined in the statutes of the State of Washington whenever it becomes necessary to dismiss a certified employee for just cause.

WAC 132S-16-220 EXCHANGE TEACHING. It shall be the policy of Columbia Basin College to encourage a program of exchange teaching wherein members of the professional staff may be provided the opportunity to professionally upgrade their performance. Staff members engaged in such exchange teaching shall not sacrifice tenure, seniority, or other benefits. Upon his return the staff member shall have such assignments and responsibilities as would have prevailed to the individual if he had stayed on campus during the same interim period.

WAC 132S-16-230 GRIEVANCE PROCEDURE Columbia Basin College will operate under the following procedures involving a grievance by an individual staff member:

1. Complaints or grievances by a faculty member shall be taken to his division chairman or supervisor.

2. Inability to settle the difference with his immediate supervisor shall be cause for presenting it to the dean of instruction for further adjudication by the administration.

3. Dissatisfaction at this point will permit the Professional Rights and Responsibilities committee to become involved in the dispute. Further interaction of the grievance shall be handled through the Professional Rights and Responsibilities Committee acting on behalf of the Board.

4. Should an agreement not be reached between the Professional Rights and Responsibilities Committee and the college president, the items of disagreement shall be presented in written form as a part of the formal request to meet with the Board of Trustees within 10 days of the date of the request, all as more specifically outlined in the negotiations agreement as provided in the statutes of the State of Washington.

WAC 132S-16-240 PROMOTION. The Board of Trustees recognizes the importance of maintaining a professional staff, members of which have varied backgrounds of experience. To ensure such a balance the college will subscribe to a policy to give equal consideration to all applicants for selected positions.

It is the responsibility of the community college faculty members who desire promotions to administrative or supervisory positions on the college staff to make application through regular channels and involving normal procedures as requested of all applicants for faculty positions.

WAC 132S-16-250 SUBSTITUTE TEACHING. Columbia Basin College will adhere to the following procedure in relation to substitute teachers as employed by the college:

1. All policies governing the qualification, selection and assignment of certificated employees shall apply in an equal manner to individuals applying for substitute teaching at Columbia Basin College.

2. The rate of pay for substitute teachers will be on the basis of a minimum of \$10.00 per student contact hour.

3. After twenty consecutive days of substitute teaching said substitute will be placed on the appropriate step of the adopted salary schedule and shall receive all rights and benefits as would accrue to a regular faculty member other than the continuing contract law.

4. In the event of the absence of a faculty member for a period not to exceed five calendar days the division chairman may reassign faculty members within his division in order to cover the teachers class. Should the absence continue beyond the above 5 day period an effort shall be made to contract a substitute teacher.

If this is in addition to his normal load he will be paid at substitutes pay for the overload.

WAC 132S-16-260 TRANSFER AT THE REQUEST OF THE FACULTY MEMBER. It shall be the policy of Columbia Basin College to provide a means whereby an individual faculty member may be transferred from one assignment to a new assignment. Implementation of the policy shall require that a request for transfer shall be made through established administrative channels and in writing, such written request to be submitted at least one quarter before anticipated transfer would become effective.

WAC 132S-16-270 RESIGNATION. It shall be the policy of Columbia Basin College to consider resignations from the instructional staff on the following basis:

1. Each member of the instructional staff is expected to fulfill the terms of his contract of employment. The Board of Trustees may agree to release an employee only when such release is understood to be mutually beneficial to both the employee and the college. An employee is expected to submit a written resignation as soon as other employment opportunities and plans are formalized.

WAC 132S-16-280 PROFESSIONAL GROWTH. It shall be the policy of Columbia Basin College to encourage all members of the instructional staff to continually seek opportunities which will result in their professional betterment.

In order to provide guidelines for members of the faculty to achieve a more mature and professional background, proper rules and regulations shall be designed. Such procedures shall be developed through the efforts of the Faculty Senate or a sub-committee working in the area of professional growth. Once such procedures are designed and approved by the Board they shall become part of the policy statement.

WAC 132S-16-290 EVALUATION. All certified employees of the college shall be evaluated at least once a contract year. The evaluation and recommendations should be primarily concerned with but not limited to teaching effectiveness.

Once the evaluation instrument is established the administration shall maintain suitable procedures for adequate and periodic appraisal of the work of each employee and shall maintain suitable records of the facts and results of such appraisals.

Each employee shall be extended the courtesy of a conference with his immediate superior, during which time the conditions of his evaluation shall be recorded in written form in the college's personnel file, and a duplicate copy given and signed by both parties.

WAC 132S-16-300 ETHICS AND CONDUCT. A substantial area of behavior on the part of professional school employees must be governed by ethical standards rather than a singular dependence on compulsion of Board policy or state law.

The Board recognizes the professional employee's responsibility to adopt and adhere to the guiding principles of professional conduct as specifically listed in the teacher's professional Code of Ethics.

WAC 132S-16-310 IN-SERVICE WORK. Whenever deemed practical by the president, an in-service program will be established to promote and execute administrative policies through finding solutions to specific educational problems and needs that are common to an organizational component of the college. The ultimate results for such a program should be considered with a view toward equipping instructors to do a better job of teaching, and to promote policies and objectives of the Board of Trustees.

Employees and their associations should assume a fair measure of such responsibility by engaging in activities that will relate to improvement of their professional work.

WAC 132S-16-320 MEETINGS. Professional meetings are considered a primary source for new ideas, trends, and information that will help to solve many of the problems that face an instructional group or faculty.

All members of the certificated staff are expected to attend scheduled meetings or meetings as specifically requested by the president.

Teachers are encouraged to attend professional meetings outside the college that contribute to the improvement of an educational program. Any employee who desires to attend such conferences that may be held during a school day shall obtain prior authorization from the president.

WAC 132S-16-330 ORGANIZATIONS, MEMBERSHIP. All certificated employees of the college are encouraged to participate in professional activities of educational organizations which operate for the benefit of the colleges.

An employee's affiliation with community organizations is encouraged whenever the affiliation will be in the best interest of the college.

The administration is charged with making provisions for this participation or affiliation.

WAC 132S-16-340 SUPERVISION. Supervision of all teaching processes shall be for the fundamental purpose of improving the instructional program. Supervision should be accomplished in a positive, constructive manner, including instruction of an employee into the duties and responsibilities of his job, and should be designed to improve the employee's adjustment and competence in the position to which he is assigned. The process may include an adequate number of recorded conferences with instructors to provide a continuous background for curriculum evaluation and evaluation of teaching methods.

WAC 132S-16-350 OPEN DOOR POLICY, STUDENT. It is the policy of Columbia Basin College to offer an educational opportunity to every citizen, regardless of his academic background and experience at a cost within his economic means.

WAC 132S-16-360 COLLEGE MAY DENY ADMISSION. The administrative officers of Columbia Basin College may deny admission to a prospective student or attendance to an enrolled student, if in their judgment, by his presence or conduct, he creates a disruptive atmosphere within the community college not consistent with the purposes of the institution.

WAC 132S-16-370 ELIGIBILITY FOR ADMISSION. To be eligible for admission to Columbia Basin College, a student must be a graduate of an accredited high school or eighteen years of age and must have satisfied all entrance requirements established by the college. Students who are attending high school may take courses at Columbia Basin College with the permission of the college and the appropriate public school officials. (see non-high school graduate admittance policy.)

WAC 132S-16-380 MAXIMUM LOAD. Credits beyond eighteen hours may be taken only after consultation with guidance personnel and payment of additional fees. Vocational-technical students may take work beyond eighteen hours with no credit fee charge upon permission of the counselors.

WAC 132S-16-390 OUT-OF-STATE STUDENTS. Proof of a student's legal residence must rest with the student. Students who are not residents of the state of Washington must pay the non-resident fee rate.

WAC 132S-16-400 REGULAR ATTENDANCE. Regular attendance in classes is desirable for students to accomplish the work necessary to successfully complete all courses. A student may be suspended from a course for flagrant record of non-attendance and may be readmitted only after application to the office of the dean of students. The dean of students will consider the application under advisement with the appropriate instructor.

If an instructor finds it necessary to recommend suspension, he should submit the recommendation in writing to the dean of students, the division chairman and appropriate counselors.

WAC 132S-16-410 FOREIGN STUDENTS. Students who do not hold U.S. citizenship who have met admissions requirements and show high proficiency in English are accepted.

WAC 132S-16-420 PHYSICAL EXAMINATION. Students entering Columbia Basin College must have a completed physical examination form on file prior to registration. Part-time students may have this admission requirement waived by the Admissions Office. Provisional admission may be granted applicants without a completed health form at the end of registration.

WAC 132S-16-430 PARKING FEES. In order to improve campus parking facilities a fee should be established for a parking permit, said fees and parking fines to be deposited toward a parking facilities account. The Board of Trustees shall review the parking fee schedule periodically to determine if it is adequate.

WAC 132S-16-440 SUPERIOR ACHIEVEMENT. Superior academic achievement should be encouraged by the publication of appropriate honor rolls after the completion of each quarter.

WAC 132S-16-440⁵ STUDENT HOUSING. Upon request the college will make an effort to assist students in obtaining satisfactory housing and will cooperate with landlords if students do not live up to their obligations as tenants. The college requires that all people who list facilities in the housing files must sign a non-discrimination statement.

WAC 132S-16-450 PROBATION, SUSPENSION AND EXPULSION. Students who fail to achieve a grade point average of 1.50 are to be placed on probation. Students on probation for two or more consecutive quarters are subject to suspension.

Students who transfer to Columbia Basin College while on academic probation or suspension will be permitted to enter on probationary status only.

A student who is expelled loses his rights and privileges as a student and forfeits all fees which he has paid to the college. Expulsion may be effected only through action by the Board of Trustees.

Suspension is defined as a situation whereby a student is temporarily not allowed to attend classes.

Expulsion is defined as a situation where a student is removed from the rolls of the college and is no longer allowed to attend classes for the duration of that period for which he is enrolled.

WAC 132S-16-450⁵ STUDENT ACTIVITIES. Columbia Basin College believes that a variety of activities should be available to students so there is opportunity for students to develop extracurricular interests. It is the policy of the college to foster and promote responsible student government and a wholesome program of activities.

WAC 132S-16-460 WITHDRAWAL IN GOOD STANDING. A student who leaves the college will receive a withdrawal in good standing and be entitled to a transcript of credit if he has satisfactorily accounted for all college property issued to him and settled all obligations to the college which he has incurred. A student who fails to withdraw in good standing will not be recommended to another institution.

WAC 132S-16-470 INCIDENTAL FEES. Student incidental fees are established by state law at a maximum of twenty dollars per quarter. These fees shall be apportioned to various accounts established by action of the Board of Trustees.

WAC 132S-16-480 CAMPUS PROGRAMS. No program of any type from off campus may be given on campus unless invited to do so and sponsored by some recognized campus group.

So that student may have the opportunity to consider questions from varying points of view, it is the policy of Columbia Basin College to allow speakers who may hold conflicting viewpoints on issues. However, sponsorship of speakers by the college or organizations within the college in no way implies endorsement of the speaker's position on issues.

WAC 132S-16-490 CLUBS AND ORGANIZATIONS. All clubs and organizations must have a faculty adviser. Associated Student Body funds are intended for support of organizations which contribute to the welfare of the campus as a whole. Associated Student Body funds shall not be used for the support of organizations which are politically partisan or religious in nature.

WAC 132S-16-500 FACULTY PARTICIPATION. All student activities conducted by Columbia Basin College organizations under the auspices of Columbia Basin College must have a faculty member present. All faculty members are encouraged to give a reasonable share of their time toward student events.

WAC 132S-16-510 LONG-RANGE CURRICULUM PLANS. It shall be the policy of Columbia Basin College that long-range plans for curriculum development be evolved. It shall be the responsibility of the administration and the faculty to work out such plans and to recommend them to the Board of Trustees.

These long-range plans will include

1. projected expansion and relationships among occupational, transfer, community service, and college preparatory curriculums.
2. projected expansion and relationships between vocational and technical elements of the occupational curriculums.
3. projected expansion and relationships between day and evening division elements of the college curriculum.
4. provisions for review and modification of long-range plans.

WAC 132S-16-520 THE CURRICULUM COMMITTEE. There shall be established at Columbia Basin College a Curriculum Committee whose functions it will be to study and make recommendations concerning all proposed new courses and programs at the college as well as all programs and courses now being offered.

The Curriculum Committee will be a college committee representing various instructional areas of the college. Membership will consist of two Division Chairmen, one representing Voc-Tech, one representing the transfer area; four instructors with broad representations of the various divisions; one Library representative; the Registrar; the Director of Guidance; and the Dean of Instruction.

The Committee will be chaired by the Dean of Instruction. Committee recommendations on individual courses will be submitted to the President. Recommendations on programs will be submitted to the Board of Trustees through the President.

WAC 132S-16-530 ANNUAL EXAMINATION OF CURRICULUM

It shall be the policy of Columbia Basin College that annual examinations of the total curriculum be implemented. It will be the responsibility of the administration and professional staff functioning through the Curriculum Committee to

1. determine when the examination will occur.
2. determine the means by which the examinations will be made.
3. make recommendations to the Board of Trustees consequent upon the examinations.

WAC 132S-16-540 EVENING SCHOOL. It shall be the policy of Columbia Basin College that the Evening Division programs be regarded as an integral part of the total curriculum.

It will be the responsibility of the administration to

1. establish curriculum priorities for the Evening Division.
2. establish relationships between day and evening school classroom schedules.

WAC 132S-16-550 ACADEMIC YEAR CALENDAR. It shall be the policy of Columbia Basin College each year to produce an Academic Year Calendar. It will be the responsibility of the administration and faculty to establish the calendar, to inform the staff of its details and to recommend it to the Board of Trustees.

The Academic Year Calendar will include the following information:

1. Beginning and terminal dates of the academic year.
2. Beginning and terminal dates for each quarter.
3. Total number of professional days for each quarter.
4. Total number of professional days for the academic year.
5. Professional days devoted to the faculty in-service and workshops.
6. Vacations and holidays.

WAC 132S-16-560 EVALUATION OF INSTRUCTION. It shall be the policy of Columbia Basin College that formal means of evaluation of the instructional programs be implemented. It will be the responsibility of the administration working together with the professional staff to establish practices designed for this implementation.

Information to be employed in the evaluative process will include:

1. Follow-up studies on student in transfer, occupational, and college preparatory curricula.
2. Grade-point averaged by programs
3. Student-teacher ratio by programs
4. Assessment of the total learning environment at the college.
5. Assessment of each instructor's classroom performance.

WAC 132S-16-570 STUDENT ACHIEVEMENT CRITERIA. The major objective of the instructional program at Columbia Basin College is adequate or superior student achievement on acceptable criteria.

It is the responsibility of the administration and the faculty to engage in continuous assessments of the achievement criteria employed in all programs of the College and to insure that these criteria are clear, up-to-date, and realistic.

WAC 132S-16-580 THE LEARNING ENVIRONMENT. The administration and faculty of Columbia Basin College recognize that the total learning environment or "climate" on this campus can either be a help or a hindrance to an effective instructional program. It shall be the responsibility of the administration and faculty to design, so far as is feasible, a learning environment which will foster the best in student achievement.

Environmental factors to be considered in this design are

1. Social responsibility
2. Social and interpersonal skills
3. Intellectual inquiry
4. Occupational training
5. Leisure time interests
6. Aesthetic development

WAC 132S-16-590 INSTRUCTIONAL INNOVATION AND RESEARCH. It shall be the policy of Columbia Basin College that classroom innovation and research on instruction become an integral part of the instructional program.

It shall be the responsibility of the administration and the faculty to establish regulations by which the policy will be implemented.

WAC 132S-16-600 ACADEMIC ADVISEMENT. It shall be the policy of Columbia Basin College that academic advisement be regarded as an essential segment of the instructional program.

The administration and faculty will develop guidelines and practices designed to improve the program of academic advisement. Among the factors to be considered in the improvement of the program are

1. Selection and training of advisors.
2. Maintenance of pertinent records.
3. Time allotments during the year specifically devoted to advisement.

WAC 132S-16-610 IN-SERVICE PROGRAMS. The faculty and administration of Columbia Basin College recognize that a major responsibility of the professional educator is continuing improvement in organizational strategies and teaching skills. Hence, it shall be the policy that faculty and administrative in-service training be accepted as an essential part of the instructional program.

The administration and the Faculty Senate will be responsible for instituting in-service programs throughout the academic year.

NOTICE OF DEFECT IN FILING OF NOTICE OR RULES
UNDER ADMINISTRATIVE PROCEDURES ACT
(Chapter 34.04 RCW)

TO: F. L. Esvelt, President
Columbia Basin College
2600 North Chase
Pasco, Washington 99301

DATE: 9/26/68

Dear Sir(s):

The following defect has been noted in the notice
or rules filed on September 25, 1968 relating to:
(date)

Policies regarding Personnel
Business
Student Affairs
Curriculum and Instruction

- (1) [] Purports to be emergency adoption, but lacks statement of nature of emergency.
- (2) [] Purports to be regular adoption, but notice of intention to adopt not timely filed.
- (3) [] Purports to be regular adoption, but no notice of intention filed.
- (4) [x] *Not filed according to Chapter 1-12 WAC. Please refile using the form set forth in WAC 1-12-080 through 1-12-180.

We are holding this proposed filing in suspense, pending further instructions from you. Please address communications to Code Reviser's Office, Legislative Building, Olympia 98501 or call Mrs. Barmore at Area Code 206 753-6804, SCAN 234-6804.

See overleaf for pertinent provisions of Administrative Procedure Act.

Yours very truly,

RICHARD O. WHITE
Code Reviser

See Original file for copy of book

*Please state that the refiling of Order 2057 is a duplicate filed in this office on September 25, 1968. This order will be in suspense until we hear from you. If you have any questions please call. For your information chapter 132S-04 has already been used so you may use any other chapter number. May we suggest WAC 132S-16. Upon further search of the files I note that Notice #2147 filed September 13, 1968 sets forth Chapter 132S-12 UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF COLUMBIA BASIN COLLEGE. This of course will need to be considered when assigning new numbers.

TRANSMITTAL OF RULES ADOPTED

FROM: Columbia Basin College
(Name of Agency)

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

The enclosed Permanent rules , being order No. 2057
Emergency rules
relating to (Name of rules or description of subject matter)

Policies regarding Personnel
Business
Student Affairs
Curriculum and Instruction

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

pursuant to Notice No. 2057 ① filed with the code reviser
on 5/14/68 ② were regularly adopted as permanent rules of this
(date)
agency at CBC, Pasco on 7/1/68 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 8/1/68 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
_____ on _____ and are herewith filed in
(place) (date)
the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this 20th day of September 1968.

STATE OF WASHINGTON
FILED
SEP 25 1968
CODE REVISER'S OFFICE
KET #2206 FILE # /

Columbia Basin College
(AGENCY)
F. L. Esvelt
By F. L. Esvelt
President
Title

- 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.

BUSINESS POLICIES

RENTAL OF FACILITIES

No charge will be made for any group connected with education, provided the space used does not interfere with ongoing programs and that no extra custodial or supervisory assistance is necessary.

Any groups other than those directly connected with education will be charged a fee in the amount necessary to cover all out-of-pocket expenses. Because of the limited facilities of Columbia Basin College outside groups are to be discouraged in the use of these facilities.

LOCATION OF ACTIVITIES

Because of Columbia Basin College's very limited facilities it is necessary that most athletic and many other special events be held off campus.

Student groups are encouraged to hold these special events in all three of the Tri-Cities to reinforce the concept of being truly a community college.

Any formal student held activities off the campus require the permission of the dean of students office and arrangements for the off campus facilities must be made by the business office.

CONTROL OF TRANSCRIPT AND GRADES

The business office will furnish to the registrar's office a list of students who have outstanding obligations in the form of student loans, auto bills, unpaid tuition and fees, etc. The registrar shall not release the grades or transcript until these obligations are satisfied.

SCHEDULE OF REFUNDS

No refund will be made unless the student completely withdraws from Columbia Basin College.

Upon completion of withdrawal procedure through the registrar's office the following schedule of tuition refunds will be followed:

0	-	5 days	80% refund
6	-	11 days	60% refund
11	-	20 days	40% refund
		over 20 days	no refund

In case of a student being drafted into military service the percent of refund will be subject to administrative review. Refunds for withdrawals demanded by serious illness will be subject to administrative review.

TUITION AND FEES

Tuition and fees are regulated by statutes of the State of Washington and are listed as follows:

Tuition	\$50.00	
Incidental fee	20.00	
Total		\$70.00
Out-of-state tuition	\$150.00	
Incidental fee	20.00	
Total		\$170.00

INTERNAL POLICY

All requisitions for purchase of supplies or equipment must be signed by the division chairman and the dean of instruction or the director of technical vocational education, before being submitted to the business office.

Any requisition of items which total an estimated cost of \$200.00 up to \$500.00 must be accompanied by signed quotes from the prospective supplier before it can be processed. All requisitions for capital expenditures must be approved by the president. Any purchases over \$500.00 will be subject to formal bid procedures and handled by the business office.

TRAVEL REQUESTS

All personnel traveling on authorized Columbia Basin College business, regardless of mode of travel, must submit a written "Travel Request" to the business office for administrative approval. This request must be routed through the division chairman or supervisor enroute to the business office. Reimbursement for authorized travel will be granted within the allowances as defined by the regulations pertaining to the State of Washington employees.

USE OF VEHICLES

A written request is necessary for the use of any Columbia Basin College vehicle. Transportation requests will be honored in the following priority order -- student groups, faculty, and administration. In the event there are more requests than vehicles available the greatest number of students traveling the greatest distance will generally be given first priority. The business office reserves the right to make all dispositions of priority assignments.

PAYROLL OFFICE

Payday will be the last working day of each month. Employees working less than 12 months will have their annual salary divided by the number of working months. Part-time or supplemental time worked will be paid on the 15th of each month.

All overtime must be approved in advance.

It is the responsibility of each individual to notify the payroll officer of any additions or changes in his payroll deductions. This must be done by the 15th of the month in which it is to become effective.

CURRICULUM POLICIES

LONG-RANGE CURRICULUM PLANS

It shall be the policy of Columbia Basin College that long-range plans for curriculum development be evolved. It shall be the responsibility of the administration and the faculty to work out such plans and to recommend them to the Board of Trustees.

These long-range plans will include

1. projected expansion and relationships among occupational, transfer, community service, and college preparatory curriculums.
2. projected expansion and relationships between vocational and technical elements of the occupational curriculums.
3. projected expansion and relationships between day and evening division elements of the college curriculum.
4. provisions for review and modification of long-range plans.

THE CURRICULUM COMMITTEE

There shall be established at Columbia Basin College a Curriculum Committee whose functions it will be to study and make recommendations concerning all proposed new courses and programs at the college as well as all programs and courses now being offered.

The Curriculum Committee will be a college committee representing various instructional areas of the college. Membership will consist of two Division Chairmen, one representing Voc-Tech, one representing the transfer area; four instructors with broad representations of the various divisions; one Library representative; the Registrar; the Director of Guidance; and the Dean of Instruction.

The Committee will be chaired by the Dean of Instruction. Committee recommendations on individual courses will be submitted to the President. Recommendations on programs will be submitted to the Board of Trustees through the President.

ANNUAL EXAMINATION OF CURRICULUM

It shall be the policy of Columbia Basin College that annual examinations of the total curriculum be implemented. It will be the responsibility of the administration and professional staff functioning through the Curriculum Committee to

1. determine when the examination will occur.
2. determine the means by which the examinations will be made.
3. make recommendations to the Board of Trustees consequent upon the examinations.

EVENING SCHOOL

It shall be the policy of Columbia Basin College that the Evening Division programs be regarded as an integral part of the total curriculum. It will be the responsibility of the administration to

1. establish curriculum priorities for the Evening Division.
2. establish relationships between day and evening school classroom schedules.
3. provide for evening school professional staff.

ACADEMIC YEAR CALENDAR

It shall be the policy of Columbia Basin College each year to produce an Academic Year Calendar. It will be the responsibility of the administration and faculty to establish the calendar, to inform the staff of its details and to recommend it to the Board of Trustees.

The Academic Year Calendar will include the following information:

1. Beginning and terminal dates of the academic year.
2. Beginning and terminal dates for each quarter.
3. Total number of professional days for each quarter.
4. Total number of professional days for the academic year.
5. Professional days devoted to the faculty in-service and workshops.
6. Vacations and holidays.

INSTRUCTIONAL PROGRAMS POLICIES

EVALUATION OF INSTRUCTION

It shall be the policy of Columbia Basin College that formal means of evaluation of the instructional programs be implemented. It will be the responsibility of the administration working together with the professional staff to establish practices designed for this implementation.

Information to be employed in the evaluative process will include:

1. Follow-up studies on students in transfer, occupational, and college preparatory curricula.
2. Grade-point averaged by programs
3. Student-teacher ratio by programs
4. Assessment of the total learning environment at the College.
5. Assessment of each instructor's classroom performance.

STUDENT ACHIEVEMENT CRITERIA

The major objective of the instructional program at Columbia Basin College is adequate or superior student achievement on acceptable criteria.

It is the responsibility of the administration and the faculty to engage in continuous assessments of the achievement criteria employed in all programs of the College and to insure that these criteria are clear, up-to-date, and realistic.

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The administration and the Faculty Senate will be responsible for instituting in-service programs throughout the academic year.

PERSONNEL POLICIES

RECRUITING

It shall be the policy of Columbia Basin College that the recruiting of candidates for positions on the instructional faculty of the community college be conducted by the chief administrative officer through a program of announcing vacancies through placement agencies in colleges and universities and other agencies that may provide sources of candidates offering a wide variety of professional competencies.

It is the responsibility of the chief administrative officer and professional staff to (1) identify vacancies and recommend the creation of new positions, (2) develop descriptions of qualifications and duties relating to such positions, (3) make appropriate announcements of such vacancies, and (4) prescribe a method of application and an appropriate application form.

SELECTION

It shall be the policy of Columbia Basin College that the selection of candidates for positions on the instructional staff shall be directed by the chief administrative officer.

It is the responsibility of the chief administrative officer, in agreement with the dean of instruction and the chairman of the division, if available, in which the vacancy occurs to (1) conduct personal interviews with candidates, (2) examine the credentials of the candidates, (3) make recommendations for employing candidates, (4) notify the elected candidates of their selection.

EMPLOYMENT

It shall be the policy of Columbia Basin College that employment of members of the instructional faculty be performed by the chief administrative officer of the college.

It is the responsibility of the chief administrative officer to (1) receive acceptances of employment (2) make initial assignments of duties (3) issue letters of appointment (4) collect and administer fees attendant to the employment and (5) secure appropriate forms from new employees.

NON-DISCRIMINATION

It shall be the policy of Columbia Basin College that the administration of all matters concerning personnel shall be conducted without discrimination with regard to age (within existing policies of retirement), race, creed, color, national origin, or sex, when the individual shall have met all other criteria for employment or change of employment.

CONTRACTS

It shall be the policy of Columbia Basin College to issue a contract consistent with the laws of the State of Washington to all new and continuing full-time certificated personnel specifying remuneration and length of service. Part-time certificated personnel will be issued an agreement specifying remuneration and length of service relating to the specific part-time assignment. In the implementation of this policy, it shall be the responsibility of the chief administrative officer to prepare and provide an appropriate agreement for part-time personnel.

SALARY SCHEDULE

The current year salary schedule as approved by the Board of Trustees will be considered as part of this personnel policy.

ORIENTATION

It shall be the policy of Columbia Basin College that a program of orientation and in-service education be provided for all new and continuing certificated personnel.

It is the responsibility of the chief administrative officer and professional staff to (1) develop and schedule appropriate orientation sessions for new faculty members during the first year of employment (2) provide an annual orientation program for all continuing faculty members and (3) arrange for the establishment of in-service education programs available to all faculty members.

LEAVES OF ABSENCE

It shall be the policy of Columbia Basin College to grant leaves of absence to members of the instructional faculty of the community college in the following instances: professional leave, military leave, personal illness or injury, or other leaves as approved.

It shall be the responsibility of the administration, utilizing appropriate channels of communication, to: (1) receive and process applications for leave, and (2) recommend action on leave requests.

The following conditions shall apply to the request and approval of leaves of absence:

Duration: This policy shall apply to all leaves of absence for periods in excess of one day. In no instance shall a leave of absence be granted for a period in excess of one calendar year except for military service during a period of national emergency. Leave of absence for a period of one day or less shall be granted at the discretion of the chief administrative officer.

Application for Leave: Application for leave of absence shall be made on an appropriate form provided by the College.

Continuation of Employee Benefits: All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy.

Employee Obligations: Employees on leave of absence may be required to meet certain obligations relating to their leave status as specifically provided by regulations implementing this policy.

Reimbursement of Expenses: The college shall reimburse employees on leave of absence for all travel and related living expenses only when such travel and expenses are at the convenience of the college and approved by the chief administrative officer.

The following types of leave of absence shall be granted under the conditions specified for each:

1. **Professional** - all full-time, instructional faculty members shall be eligible to apply for professional leave of absence in the following instances:
 - a. Attendance at professional meetings related to the employees teaching or administrative assignment.
 - b. Professional improvement through advanced study without employee benefits except as authorized by the Board of Trustees.
 - c. Professional consulting, adjudicating, or research activities without employee benefits except as authorized by the Board of Trustees.
 - d. Foreign exchange teaching without employee benefits except for positions in nations where reciprocal salary arrangements exist, providing that such teaching experience may be used as service credit for salary advancement on the approved salary structure.
 - e. Professional improvement through study of actual conditions in business or industry as an employee or intern. The leave is to be granted without employee benefits except as authorized by the Board of Trustees.

2. **Leaves, Maternity:**

All female employees are urged not to sign a regular teaching contract prior to the anticipated birth of a child.

It will be the policy of Columbia Basin College to grant maternity leave without pay. Ordinarily, this leave will begin and end at the quarter. Since circumstances vary the duration of each leave will be determined by mutual agreement of the administration and the teacher.

Such leave may not extend beyond one year.

3. **Leaves, Military:**

Pursuant to State statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract

status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.

4. Leaves, Personal

A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president. All personal leaves of absence are without pay with the exception of personal catastrophe or as specifically outlined by Board policy.

The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so without loss of pay. The college shall guarantee the salary difference between the jurors pay and that which would be received.

5. Leaves, Bereavement

A bereavement leave, not to exceed five (5) days with pay will be allowed all certified employees for each death in the immediate family. "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.

6. Sabbatical Leave

All full-time instructional faculty members shall be eligible after having completed four years of full-time contract service in the community college of which the immediate past two years shall have been consecutive except for absences of less than one quarter. The following conditions shall apply to sabbatical leaves of absence:

- a. Staff members awarded sabbatical leave shall receive a stipend of an amount of 1/12 of the annual salary for each year of service to the college not to exceed one/half of annual salary.
- b. Employees receiving sabbatical leave shall, by accepting such leave, agree to return to the community college for a period of at least one academic year or shall refund to the community college the full amount of the stipend within a period of one calendar year following the termination of the leave.
- c. Employees on sabbatical leave of absence shall retain all rights and privileges relating to seniority which they would have enjoyed had they maintained normal service in the community college.

- d. Sabbatical leave of absence may be granted for professional improvement through advanced study as a full-time student, for educational travel, or for employment which is undertaken to improve the employee's worth to the college or for exchange teaching.
- e. Any other additional income will not affect sabbatical leave pay.

7. Leaves, Sick

The key to the development of a sound sick leave policy lies in a clear understanding that sick leave is in the form of insurance and not a form of compensation. The purpose shall be to protect the employee and students when an employee becomes ill.

An employee is encouraged to make an accurate determination of his condition with an understanding of his professional code of ethics and a mutual spirit of confidence with the Board of Trustees.

Washington law provides each certificated employee ten days sick leave per year, accumulative to 180 days, transferrable from another educational institution.

8. Other Leaves

Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the Board of Trustees shall not be regarded as an absence, provided such business has been cleared through the president's office.

Examples:

1. Visitation to other schools
2. Speaking engagements involving education
3. Research or preparation involved in presenting professional projects
4. Professional meetings

FRINGE BENEFITS

The community college district shall make available to all employees such special services and benefits that will make employment conditions more attractive and comparable to industry.

ASSIGNMENT OR PLACEMENT

It shall be the policy of Columbia Basin College to assign all professional faculty members in such a manner to best utilize the individuals appropriate skills, training, and experience within limits of the recognized teaching load and course enrollment. In the event members of the same family are employed by the college it shall be the policy to ensure that no two members shall be assigned to the same department or division of the college. Specific assignments are to be made for the duration of the contract year and may be changed at the discretion of the college president.

CHANGE OF STATUS

It shall be the policy of Columbia Basin College to periodically review the professional faculty in relation to the individuals changing competencies. Changes in status will be considered for those faculty members who have demonstrated professional interests and competencies.

1. New faculty members are to be aided by means of orientation, in-service training, conference with supervisors, or other means to achieve satisfactory performance in teaching.
2. Periodic reviews and evaluations shall be made.
3. Satisfactory performance shall result in receiving annual increment in salary.
4. Unsatisfactory performance may constitute cause for placing the individual on probation.
5. Employees with seniority shall be the least affected should a uniform policy be effected as a result of financial or enrollment decrease.

DISMISSAL PROCEDURES

Columbia Basin College will adhere to the procedures outlined in the statutes of the State of Washington whenever it becomes necessary to dismiss a certified employee for just cause.

EXCHANGE TEACHING

It shall be the policy of Columbia Basin College to encourage a program of exchange teaching wherein members of the professional staff may be provided the opportunity to professionally upgrade their performance. Staff members engaged in such exchange teaching shall not sacrifice tenure, seniority, or other benefits. Upon his return the staff member shall have such assignments and responsibilities as would have prevailed to the individual if he had stayed on campus during the same interim period.

GRIEVANCE PROCEDURE

Columbia Basin College will operate under the following procedures involving a grievance by an individual staff member:

1. Complaints or grievances by a faculty member shall be taken to his division chairman or supervisor.
2. Inability to settle the difference with his immediate supervisor shall be cause for presenting it to the dean of instruction for further adjudication by the administration.
3. Dissatisfaction at this point will permit the Professional Rights and Responsibilities committee to become involved in the dispute. Further interaction of the grievance shall be handled through the Professional Rights and Responsibilities Committee acting on behalf of the Board.
4. Should an agreement not be reached between the Professional Rights and Responsibilities Committee and the college president, the items of disagreement shall be presented in written form as

a part of the formal request to meet with the Board of Trustees within 10 days of the date of the request, all as more specifically outlined in the negotiations agreement as provided in the statutes of the State of Washington.

PROMOTION

The Board of Trustees recognizes the importance of maintaining a professional staff, members of which have varied backgrounds of experience. To ensure such a balance the college will subscribe to a policy to give equal consideration to all applicants for selected positions.

It is the responsibility of the community college faculty members who desire promotions to administrative or supervisory positions on the college staff to make application through regular channels and involving normal procedures as requested of all applicants for faculty positions.

SUBSTITUTE TEACHING

Columbia Basin College will adhere to the following procedure in relation to substitute teachers as employed by the college:

1. All policies governing the qualification, selection and assignment of certificated employees shall apply in an equal manner to individuals applying for substitute teaching at Columbia Basin College.
2. The rate of pay for substitute teachers will be on the basis of a minimum of \$10.00 per student contact hour.
3. After twenty consecutive days of substitute teaching said substitute will be placed on the appropriate step of the adopted salary schedule and shall receive all rights and benefits as would accrue to a regular faculty member other than the continuing contract law.

In the event of the absence of a faculty member for a period not to exceed five calendar days the division chairman may reassign faculty members within his division in order to cover the teachers class. Should the absence continue beyond the above 5 day period an effort shall be made to contract a substitute teacher.

If this is in addition to his normal load he will be paid at substitutes pay for the overload.

TRANSFER AT THE REQUEST OF THE FACULTY MEMBER

It shall be the policy of Columbia Basin College to provide a means whereby an individual faculty member may be transferred from one assignment to a new assignment. Implementation of the policy shall require that a request for transfer shall be made through established administrative channels and in writing, such written request to be submitted at least one quarter before anticipated transfer would become effective.

RESIGNATION

It shall be the policy of Columbia Basin College to consider resignations from the instructional staff on the following basis:

1. Each member of the instructional staff is expected to fulfill the terms of his contract of employment. The Board of Trustees may agree to release an employee only when such release is understood to be mutually beneficial to both the employee and the college. An employee is expected to submit a written resignation as soon as other employment opportunities and plans are formalized.

PROFESSIONAL GROWTH

It shall be the policy of Columbia Basin College to encourage all members of the instructional staff to continually seek opportunities which will result in their professional betterment.

In order to provide guidelines for members of the faculty to achieve a more mature and professional background, proper rules and regulations shall be designed. Such procedures shall be developed through the efforts of the Faculty Senate or a sub-committee working in the area of professional growth. Once such procedures are designed and approved by the Board they shall become part of the policy statement.

EVALUATION

All certified employees of the college shall be evaluated at least once a contract year. The evaluation and recommendations should be primarily concerned with but not limited to teaching effectiveness.

Once the evaluation instrument is established the administration shall maintain suitable procedures for adequate and periodic appraisal of the work of each employee and shall maintain suitable records of the facts and results of such appraisals.

Each employee shall be extended the courtesy of a conference with his immediate superior, during which time the conditions of his evaluation shall be recorded in written form in the college's personnel file, and a duplicate copy given and signed by both parties.

ETHICS AND CONDUCT

A substantial area of behavior on the part of professional school employees must be governed by ethical standards rather than a singular dependence on compulsion of board policy or state law.

The Board recognizes the professional employee's responsibility to adopt and adhere to the guiding principles of professional conduct as specifically listed in the teacher's professional Code of Ethics.

IN-SERVICE WORK

Whenever deemed practical by the president, an in-service program will be established to promote and execute administrative policies through finding solutions to specific educational problems and needs that are common to an organizational component of the college. The ultimate results for such a program should be considered with a view toward equipping instructors to do a better job of teaching, and to promote policies and objectives of the Board of Trustees.

Employees and their associations should assume a fair measure of such responsibility by engaging in activities that will relate to improvement of their professional work.

MEETINGS

Professional meetings are considered a primary source for new ideas, trends, and information that will help to solve many of the problems that face an instructional group or faculty.

All members of the certificated staff are expected to attend scheduled meetings or meetings as specifically requested by the president.

Teachers are encouraged to attend professional meetings outside the college that contribute to the improvement of an educational program. Any employee who desires to attend such conferences that may be held during a school day shall obtain prior authorization from the president.

ORGANIZATIONS, MEMBERSHIP

All certified employees of the college are encouraged to participate in professional activities of educational organizations which operate for the benefit of the colleges.

An employee's affiliation with community organizations is encouraged whenever the affiliation will be in the best interest of the college.

The administration is charged with making provisions for this participation or affiliation.

SUPERVISION

Supervision of all teaching processes shall be for the fundamental purpose of improving the instructional program. Supervision should be accomplished in a positive, constructive manner, including instruction of an employee into the duties and responsibilities of his job, and should be designed to improve the employee's adjustment and competence in the position to which he is assigned. The process may include an adequate number of recorded conferences with instructors to provide a continuous background for curriculum evaluation and evaluation of teaching methods.

STUDENT POLICY

OPEN DOOR POLICY

It is the policy of Columbia Basin College to offer an educational opportunity to every citizen, regardless of his academic background or experience at a cost within his economic means.

COLLEGE MAY DENY ADMISSION

The administrative officers of Columbia Basin College may deny admission to a prospective student or attendance to an enrolled student if, in their judgment, by his presence or conduct, he creates a disruptive atmosphere within the community college not consistent with the purposes of the institution.

ELIGIBILITY FOR ADMISSION

To be eligible for admission to Columbia Basin College, a student must be a graduate of an accredited high school or eighteen years of age and must have satisfied all entrance requirements established by the college. Students who are attending high school may take courses at Columbia Basin College with the permission of the college and the appropriate public school officials. (see non-high school graduate admittance policy.)

MAXIMUM LOAD

Credits beyond eighteen hours may be taken only after consultation with guidance personnel and payment of additional fees. Vocational-technical students may take work beyond eighteen hours with no credit fee charge upon permission of the counselors.

OUT-OF-STATE STUDENTS

Proof of a student's legal residence must rest with the student. Students who are not residents of the state of Washington must pay the non-resident fee rate.

REGULAR ATTENDANCE

Regular attendance in classes is desirable for students to accomplish the work necessary to successfully complete all courses. A student may be suspended from a course for flagrant record of non-attendance and may be readmitted only after application to the office of the dean of students. The dean of students will consider the application under advisement with the appropriate instructor.

If an instructor finds it necessary to recommend suspension, he should submit the recommendation in writing to the dean of students, the division chairman and appropriate counselors.

FOREIGN STUDENTS

Students who do not hold U.S. citizenship who have met admissions requirements and show high proficiency in English are accepted.

PHYSICAL EXAMINATION

Students entering Columbia Basin College must have a completed physical examination form on file prior to registration. Part-time students may have this admission requirement waived by the Admissions Office. Provisional admission may be granted applicants without a completed health form at the end of registration.

PARKING FEES

In order to improve campus parking facilities a fee should be established for a parking permit, said fees and parking fines to be deposited toward a parking facilities account. The Board of Trustees shall review the parking fee schedule periodically to determine if it is adequate.

SUPERIOR ACHIEVEMENT

Superior academic achievement should be encouraged by the publication of appropriate honor rolls after the completion of each quarter.

STUDENT HOUSING

Upon request the college will make an effort to assist students in obtaining satisfactory housing and will cooperate with landlords if students do not live up to their obligations as tenants. The college requires that all people who list facilities in the housing files must sign a non-discrimination statement.

PROBATION, SUSPENSION AND EXPULSION

Students who fail to achieve a grade point average of 1.50 are to be placed on probation. Students on probation for two or more consecutive quarters are subject to suspension.

Students who transfer to Columbia Basin College while on academic probation or suspension will be permitted to enter on probationary status only.

A student who is expelled loses his rights and privileges as a student and forfeits all fees which he has paid to the college. Expulsion may be effected only through action by the Board of Trustees.

Suspension is defined as a situation whereby a student is temporarily not allowed to attend classes.

Expulsion is defined as a situation where a student is removed from the rolls of the college and is no longer allowed to attend classes for the duration of that period for which he is enrolled.

STUDENT ACTIVITIES

Columbia Basin College believes that a variety of activities should be available to students so there is opportunity for students to develop extracurricular interests. It is the policy of the college to foster and promote responsible student government and a wholesome program of activities.

WITHDRAWAL IN GOOD STANDING

A student who leaves the college will receive a withdrawal in good standing and be entitled to a transcript of credit if he has satisfactorily accounted for all college property issued to him and settled all obligations to the college which he has incurred. A student who fails to withdraw in good standing will not be recommended to another institution.

INCIDENTAL FEES

Student incidental fees are established by state law at a maximum of twenty dollars per quarter. These fees shall be apportioned to various accounts established by action of the Board of Trustees.

CAMPUS PROGRAMS

No program of any type from off campus may be given on campus unless invited to do so and sponsored by some recognized campus group.

So that students may have the opportunity to consider questions from varying points of view, it is the policy of Columbia Basin College to allow speakers who may hold conflicting viewpoints on issues. However, sponsorship of speakers by the college or organizations within the college in no way implies endorsement of the speaker's position on issues.

CLUBS AND ORGANIZATIONS

All clubs and organizations must have a faculty adviser. Associated Student Body funds are intended for support of organizations which contribute to the welfare of the campus as a whole. Associated Student Body funds shall not be used for the support of organizations which are politically partisan or religious in nature.

FACULTY PARTICIPATION

All student activities conducted by Columbia Basin College organizations under the auspices of Columbia Basin College must have a faculty member present. All faculty members are encouraged to give a reasonable share of their time toward student events.