

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

FROM: Columbia Basin College  
(Name of Institution)

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

The enclosed  Permanent rules  
 Emergency rules, being order No. 74-1

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

Leaves of Absence 132S-170

Grievance Procedures 132S-175

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

pursuant to Notice No. 4456 ① filed with the code reviser  
on 1/9/74 ② were regularly adopted as permanent rules of this  
(date)  
institution at Columbia Basin College on 2/4/74 and are herewith  
(place) (date)  
filed in the office of the code reviser pursuant to chapter  
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules  
shall be \_\_\_\_\_ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of  
these rules is necessary for the preservation of the public  
health, safety, or general welfare and that observance of the  
requirements of notice and opportunity to present views on the  
proposed action would be contrary to the public interest, were  
regularly adopted as emergency rules of this institution at  
\_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in the office  
(place) (date)  
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.  
c 57).

The undersigned hereby certifies that the requirements of chapter  
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings  
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been  
fulfilled.

Dated this 5th day of February 1974.

STATE OF WASHINGTON  
**FILED**  
FEB 14 1974  
CODE REVISER'S OFFICE  
DOCKET #5519 FILE # 1

Columbia Basin College, District No. 19  
(INSTITUTION)

*Fred L. Esvelt*  
BY Fred L. Esvelt

Secretary, Board of Trustees  
Title

Effective 9/7/71

[Form CR-5]

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES

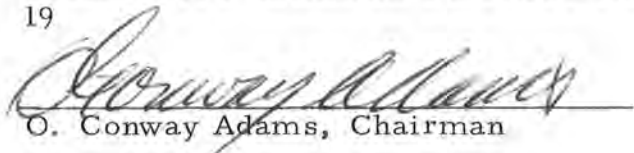
RESOLUTION NO. 74 - 1

BE IT RESOLVED by the Board of Trustees of Community College District No. 19, State of Washington, that:

The annexed policies relating to leaves of absence to full time academic and administrative employees of the College; and grievance procedures to ensure that adequate lines of communication are followed through established administrative channels in order that grievances be adequately considered at all levels, are hereby adopted and approved as permanent rules and regulations of Community College District No. 19, State of Washington, and that the same will immediately be forwarded to the Office of the Code Reviser of the State of Washington for filing.

ADOPTED this 4th day of February, 1974 at a meeting of the Board of Trustees of Washington State Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO.  
19

  
O. Conway Adams, Chairman

Attest:

  
Fred L. Esvelt, Secretary  
Board of Trustees

WAC 132s-170

POLICIES RELATING TO LEAVES OF ABSENCE

COMMUNITY COLLEGE DISTRICT NO. 19

WAC 132-170-010 INTRODUCTION. It shall be the policy of Columbia Basin College to grant leaves of absence to full time academic and administrative employees of the College for specific reasons.

WAC 132S-170-020 APPLICATIONS AND ACCOUNTING FOR ABSENCES AND BENEFITS, OBLIGATIONS, AND REIMBURSEMENT. All applications and accounting for absences will be the mutual responsibility of the individual employee and the administration, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record keeping.

This general policy shall apply to all leaves of absence for periods of one day or more. 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 less than one day shall be granted at the discretion of the chief administrative officer.

Application for leave of absence shall be made on an appropriate form provided by the College. Applications shall require approval one week in advance of the anticipated absence. Exceptions to this requirement shall be absences which are impossible to anticipate such as bereavement or personal illness or injury. In such cases, the employee shall notify the appropriate supervisor at least one hour prior to his or her first working assignment.

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

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.

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.

WAC 132S-170-030 TYPES OF LEAVES.

1. Bereavement Leaves - A bereavement leave, not to exceed five 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.

2. Educational Leaves - The purpose of a professional leave shall be to improve the professional skills of the faculty member through study, research, and creative work.

The Institution will receive direct benefit of such an experience through the increased effectiveness of those persons participating in a professional leave program.

Selection for professional leave shall be based on the worthiness of the project or plan as submitted by the faculty member. It is intended that each institution conduct a rigorous and thorough selection procedure in awarding of professional leave.

Projects or plans should be evaluated according to their value to the Institution based on the following criteria:

- a. Value of project or plan in relationship to teaching responsibilities.
- b. Ability of applicant to achieve goals of project or plan as based on past experience and academic background.
- c. Need for new or additional knowledge in subject field to be studied.
- d. Quality of replacement personnel designated to take the responsibility of the applicant.
- e. Evidence of support (in the form of recommendations and/or financial) from other institutions, foundations, or persons concerned with the proposed plan or project.

All other criteria, rules and regulations governing educational leave shall be in conformity with the professional leave guidelines as developed by the Council on Higher Education as amended May 5, 1972.

3. Maternity Leaves - Maternity leave will be granted to a pregnant employee, married or unmarried, if the leave is requested in advance by the employee. The employee shall inform her immediate supervisor, in advance, and in writing, of her intention to take leave and the approximate time she expects to return to work. Within thirty (30) calendar days after termination of her pregnancy, the employee shall inform her immediate supervisor of the specific date she expects to return to work. The leave shall begin no sooner than one hundred twenty (120) calendar days before the expected date of delivery, and shall continue no later than sixty (60) calendar days after the actual termination of the pregnancy. However, the one hundred twenty (120) day pretermination period will be extended to a longer period if a physician's statement indicates a different period is necessary to protect the health of the employee or the unborn child. The post-termination period of sixty (60) days may be extended for a period not to exceed the extent of the current contract year if a physician's statement indicates that complications resulting from the pregnancy or its termination necessitate a longer period of time in order to protect the health of the employee. In the event that the employee's supervisor or the Community College administration in good faith questions the statement of the employee's physician, the employee may be required to obtain a statement of verification from a different physician. The verifying physician shall be selected by the Community College administration and the costs for an examination and statement shall be paid for by the Community College.

The leave shall be without pay; except that the employee may, in conjunction with the unpaid maternity leave, take advantage of whatever paid sick-leave she has accrued, up to a maximum of 30 days.

An employee may, if she so desires, elect to take at her own risk, no maternity leave or paid sick-leave whatsoever.

An employee who temporarily vacates a position due to pregnancy is on official leave status. The vacated position can be filled temporarily, but cannot be filled permanently.

4. Military Leaves - 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.

5. Personal Leaves - 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 to a maximum of 3 days per year, non-accumulative.

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 juror's pay and that which would be received.

6. Personal Illness or Injury Leaves - This leave is to be considered in the form of an insurance which will protect the employee from loss of pay or employment status in the event of temporary illness or injury. The employee is responsible to provide, for recording purposes, a determination of the condition which caused the absence. A written excuse from a licensed physician may be required for verification of the absence.

Fifteen days per calendar year, accumulative to a maximum of 180 days for each full time employee is allowed for absences due to personal illness or injury. No salary deduction shall be made for such absences taken within the number of total days accrued by the employee for such purposes.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy. The Institution shall not continue such entitlements, including salary, beyond the total number of days accrued for an employee's personal illness or injury.

7. Professional Leaves - Professional leaves of absence without deduction of pay and with reimbursement of certain expenses may be granted to attend professional meetings upon request to the President. When necessary, the College shall provide a substitute academic employee to perform the duties of the academic employee who has been granted leave to attend a professional meeting. When a substitute cannot be obtained or other activity arranged, the class may be cancelled upon the approval of the Division Chairman.

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. For example:

- a. Visitation to other schools
- b. Speaking engagements involving education
- c. Research or preparation involved in presenting professional projects
- d. Instructionally related field trips
- e. College related activity supervision.

WAC 132S-175

POLICIES RELATING TO GRIEVANCES

COMMUNITY COLLEGE DISTRICT NO. 19

WAC 132S-175-010 INTRODUCTION. It is the policy of Columbia Basin College to provide an orderly process by/through which an individual employee, or group of employees, may seek a decision relative to a perceived condition which adversely affects his employment under any policy contained in the Faculty Handbook. Columbia Basin College operated under the following Grievance Procedure to ensure that all parties have an active voice in the academic affairs of the College. The central intent of this grievance procedure is to ensure that adequate lines of communication are followed through established administrative channels in order that grievances be adequately considered at all levels.

WAC 132S-175-020 DEFINITIONS.

Grievant: an academic employee, or group of academic employees, holding a valid contract with Columbia Basin Community College District No. 19.

Grievance: a written statement setting forth, in specific terms, the nature of a disagreement arising out of an interpretation of written policies as applied by the employer.

Employer: the Board of Trustees of Columbia Basin Community College District No. 19, or its administration.

WAC 132S-175-030 PROCEDURES: All grievances must be filed with the immediate supervisory position, and if the grievance is not resolved at this point, shall follow established administrative channels to the office of the President.

1. The aggrieved shall write the exact nature of the grievance listing times, dates and parties to the grievance where appropriate, the aggrieved shall further stipulate the course of action desired to rectify the grievance.

2. The aggrieved party shall consult with his Division Chairman to determine if the situation in question can be alleviated at the Divisional Level. If it cannot or if differences of opinion occur, the Division Chairman shall forward the grievance, along with a written document detailing any action taken, to the Dean of Instruction, in the case of instructional personnel, or to the Dean of Students in the case of student service personnel. Such forwarding shall take place within five (5) days of the filing of the grievance.

3. The Dean shall consult with the grievant and such other personnel as he shall deem necessary and shall prepare a written recommendation. A copy of the recommendation relative to the grievance shall be forwarded to the grievant, the Division Chairman, and the President of the College.

4. If the grievant experiences dissatisfaction with the written recommendation of the Dean, he shall notify the President of the College within ten (10) days and request adjudication of the grievance. Such request for adjudication shall be accompanied by a reason or reasons for continued dissatisfaction.

5. The President shall call any parties he deems necessary to aid him in adjudicating the grievance and shall render a decision within five days of notification of request for adjudication.



WAC 132S-175-040 APPEAL. If the grievant is not satisfied with the decision rendered by any of the supervisory or administrative levels, he may appeal in writing to the Board of Trustees. Such an appeal will be placed on the agenda of the earliest possible regular Board meeting scheduled subsequent to the decision of the President. The decision of the Board shall be final and binding.