

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Columbia Basin College
(Name of Institution)

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

The enclosed rules Permanent rules Emergency rules, being Order No. 76-6
relating to (Name of rules or description of subject matter)

Amend Affirmative Action Employment Procedures WAC 132S-16-132

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

pursuant to Notice No. 7271 (1) filed with the code reviser
on 11/16/76 (2) were regularly adopted as permanent rules of
(date)
this institution at CBC Conf. Room on 12/13/76 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be _____ (3)

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

pursuant to its finding in the attached administrative order,
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
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter
42.30 RCW have been fulfilled.

Dated this 14th day of December 1976.

STATE OF WASHINGTON

FILED

DEC 22 1976

CODE REVISER'S OFFICE

DOCKET # 2821 FILE # 1

Columbia Basin College, Community

(INSTITUTION)
College District No. 19

By [Signature]

Secretary, Board of Trustees
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 28B.19.050(2). Leave this space blank except in such special cases.

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES

RESOLUTION 76 - 6

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

The annexed policy statement relative to fee waiver for disadvantaged students (GED, ABE, specific classes needed to obtain high school diploma, within the 3% State mandated waiver) WAC 132S-16-052

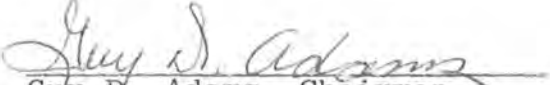
and

the amendment to the affirmative action employment procedures, WAC 132S-16-132, also annexed

are

ADOPTED this 13th day of December, 1976, at a meeting of the Board of Trustees of 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.

FURTHER, the above policy statements shall be forwarded to the State Code Reviser for filing.


Guy D. Adams, Chairman
Board of Trustees


F.L. Esvelt, Secretary
Board of Trustees

WAC 132S-16-132 RECRUITMENT, SCREENING AND SELECTION PROCEDURES.

Certificated Personnel: When vacancies occur within the certificated staff of the college, the following procedures are consistently applied. These procedures are a documented part of the hiring practices of the college and have been adopted by formal action by the Board of Trustees.

When vacancies occur, or when a new position is created, advertisement of the opening is sent to all agencies likely to have prospective candidates. The announcement contains a description of the competencies required, a description of the job to be performed, and information to aid an applicant in applying. The salary range for the position is also included, along with the name and address of the party to be contacted.

All openings shall be advertised for a minimum of thirty days and no position shall close prior to the 30th day except when an emergency exists which requires the College to hire qualified individuals to insure the continuance of educational services.

Emergencies are defined as openings occurring during the ongoing academic year when such openings result from resignations, deaths, or other causes which create an immediate need for teaching continuity.

Applications are channeled to the involved Division Chairman and Associate Dean who prioritize the candidates on the basis of their credentials and past experience as these relate to the job description for criteria for selection.

At least three candidates are invited for personal interviews on the campus. Interviews are conducted by Division Chairman and faculty members, as well as the Dean of Instruction. On the basis of the interview, credentials, and criteria, the Chairman recommends the candidates in rank order of preference. The Dean of Instruction then recommends the candidate to the President of the College who presents the request to employ to the Board of Trustees, the College appointing authority.

Columbia Basin College does not discriminate on the basis of race, religion, sex or marital status, but selects solely on the basis of qualification to perform the stipulated task.

Classified Personnel: The announcement to fill vacancies specifies as a minimum, the title and salary range of the class, the general responsibilities, qualifications, and the time, place, and manner of making application. To allow transfer or promotion of on-campus employees the announcement is posted on the campus bulletin boards for a minimum of seven (7) calendar days. Recruitment to establish lists of employment eligibles from the public is done by public notice (if necessary) or any means necessary to attract an adequate number of qualified applicants. Persons who have applications on file are notified of the date, time and place of the examinations. After the personnel officer has established an eligible list the candidates for the position are interviewed by the position supervisor. The personnel officer then certifies in writing at least three (3) names to the employing official. Following receipt of the list and the interviews resulting therefrom, the employing official returns the list of names certified indicating his action on the certification.

Examinations are developed by utilizing the class specification and a detailed job analysis, to the degree possible, and they may be assembled or unassembled and may include written, oral, physical or performance tests, evaluations of experience and training; or any combinations of these.

Qualifications for each class are listed on the Class Specifications as approved by the Higher Education Personnel Board and are on file in the personnel office.