



**RULE-MAKING ORDER**  
(RCW 34.05.360)

**CR-103** (10/1/89)

Agency: Columbia Basin College

- Permanent Rule  
 Emergency Rule

(1) Date of adoption: 3/4/91

(2) Purpose: Change grievance procedure to comply with U.S. Office of Civil Rights request.

(3) Citation of existing rules affected by this order:

Repealed:

Amended: WAC 132S-30-036

Suspended:

(4) Authority for adoption:

Statute: RCW 28B.50.140

Other Authority:

(5.1) PERMANENT RULE ONLY

Pursuant to notice filed as WSR 91-02-101 on 1/2/91 (date).

Describe any changes other than editing from proposed to adopted version:

none

(5.2) EMERGENCY RULE ONLY

Pursuant to RCW 34.05.350 the agency for good cause finds:

- (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?

Yes  No If yes, explain:

(6) Effective date of rule:

**Permanent Rules**

**Emergency Rules**

31 days after filing

Immediately

Other (specify) \_\_\_\_\_ \*

Later (specify) \_\_\_\_\_

\* (If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON  
FILED

MAR 21 1991

TIME 1:20  
WSR 91-08-001

NAME (TYPE OR PRINT)

Marvin W. Weiss

SIGNATURE

*Marvin W. Weiss*

TITLE

President, CBC

DATE

3/18/91

WAC 132S-30-036 GRIEVANCE PROCEDURES--SEX DISCRIMINATION. Any applicant for admission, enrolled student, applicant for employment or employee of Columbia Basin College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by utilizing the following steps:

(1) Step 1. Informal meeting. Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern. It shall be at the option of the complaining party to determine whether the Title IX officer will meet separately or in a single meeting with the complaining party and the party allegedly responsible for the discrimination.

The period of time for attempting to resolve the concern at the informal stage of the grievance will be limited to thirty days from the time the complaint is lodged.

(2) Step 2. Title IX official hearing. If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating the specific grievance(s), a meeting with the college Title IX officer. Within thirty days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, that meeting shall be attended by the complainant, the person to whom the complaint is directed and the Title IX officer who will chair the meeting.

(3) Step 3. Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within ten days after receiving the written results of Title IX official hearing. Within fifteen days after receiving the written request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(a) The college president or designee, the Title IX officer, the complainant and the person to whom the complaint is directed shall attend the presidential appeal hearing. The college president or presidential designee shall preside.

(b) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(c) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to:

- Regional Director
- Office of Civil Rights, HEW
- or
- The Equal Opportunity Commission
- or
- Human Rights Commission