

normally accepted standards for an institution offering the same level of instruction.

(iii) The financial aid officer and library director shall possess at least the baccalaureate degree and experience in their assigned areas, unless the institution can demonstrate that these are not the normally accepted standards for an institution offering the same level of instruction.

(c) The institution shall specify an individual who will serve as the principal contact person for each educational site or academic center in Washington. This institutional representative shall be responsible for instructional program coordination and student services.

(d) The institution shall have policies and provisions for the involvement of faculty in the academic affairs, curriculum development, and governance of the institution. The institution also shall have policies and provisions for faculty selection, orientation, teaching load, supervision, evaluation, and professional development.

(4) The following conditions shall disqualify individuals as an administrator of a degree-granting institution:

(a) Conviction of a felony within the past ten years;

(b) Involuntary surrender of a license to operate a school in Washington;

(c) Having been served with a cease and desist order for activities in violation of the current *Washington Administrative Code*; or

(d) Denial of renewal of a license because of violation of the current *Washington Administrative Code*.

[Statutory Authority: Chapter 28B.85 RCW. 99-06-021, § 250-61-090, filed 2/22/99, effective 3/25/99. Statutory Authority: RCW 28B.80.370. 95-01-003, § 250-61-090, filed 12/8/94, effective 1/8/95; 86-24-003 (Order 7/86, Resolution No. 87-34), § 250-61-090, filed 11/20/86.]

**Chapter 250-79 WAC  
RUNNING START PROGRAM**

**WAC**  
250-79-030 Adoption by reference.

**WAC 250-79-030 Adoption by reference.** Adopting running start rule revisions by reference to amended sections WAC 392-169-025; 392-169-030; 392-169-055; 392-169-057; and 392-169-060, filed by the office of the superintendent of public instruction by WSR 99-13-124, filed 6/16/99.

[Statutory Authority: RCW 28A.600.390. 99-19-147, § 250-79-030, filed 9/22/99, effective 10/23/99.]

**Title 251 WAC  
DEPARTMENT OF  
PERSONNEL (HIGHER  
EDUCATION)**

<b>Chapters</b>	
251-01	<b>Definitions.</b>
251-11	<b>Discipline.</b>
251-17	<b>Recruitment—Examination.</b>
251-19	<b>Appointment.</b>

**251-23 Affirmative action.**  
**251-24 Employee development and training.**

**Chapter 251-01 WAC  
DEFINITIONS**

<b>WAC</b>	
251-01-014	Affected groups.
251-01-015	Affirmative action.
251-01-040	Availability.
251-01-190	Goals.
251-01-330	Repealed.
251-01-400	Supplemental certification.
251-01-420	Repealed.
251-01-435	Trial service.
251-01-440	Underutilization.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

251-01-330	Protected groups. [Statutory Authority: RCW 28B.16.100. 86-09-078 (Order 147), § 251-01-330, filed 4/22/86.] Repealed by 99-05-042, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 41.06.150.
251-01-420	Timetables. [Statutory Authority: RCW 28B.16.100. 86-09-078 (Order 147), § 251-01-420, filed 4/22/86.] Repealed by 99-05-042, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 41.06.150.

**WAC 251-01-014 Affected groups.** For affirmative action purposes means racial/ethnic minorities (Black, Asian/Pacific Islander, Hispanic, Native American Indian), women, persons age 40 and over, persons with disabilities, Vietnam Era veterans and disabled veterans.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-01-014, filed 2/12/99, effective 4/1/99.]

**WAC 251-01-015 Affirmative action.** A procedure by which racial/ethnic minorities, women, persons of disability, persons age 40 and over, Vietnam Era veterans, and disabled veterans are provided with employment opportunities designed to correct underutilization. It shall not mean any sort of quota system.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-01-015, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 86-09-078 (Order 147), § 251-01-015, filed 4/22/86.]

**WAC 251-01-040 Availability.** An estimate, based on the best data available, of the number of women, racial/ethnic minorities, persons age 40 and over, Vietnam Era veterans and disabled veterans, and persons with disabilities who have the skills and abilities required for employment in a particular job group as determined from an analysis of relevant data. The determination of the availability of affected group members shall be based on consideration of the following factors:

- (1) The affected group population of the relevant labor market.
- (2) The size of the affected group unemployment force in the relevant labor market.
- (3) The percentage of the affected group work force as compared with the total work force in the relevant labor market.
- (4) The general availability of affected group members having requisite skills in the relevant labor market.

(5) The availability of affected group members having requisite skills in an area in which the institution can reasonably recruit.

(6) The availability of promotable and transferable affected group members within the institution.

(7) The existence of training institutions capable of training persons in the requisite skills.

(8) The degree of training which the institution is reasonably able to undertake as a means of making all job classes available to affected group members.

The availability estimates shall be based upon an analysis of the factors determined to be relevant to the particular job class/category.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-01-040, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 87-16-045 (Order 158), § 251-01-040, filed 7/29/87, effective 9/1/87; 86-09-078 (Order 147), § 251-01-040, filed 4/22/86.]

**WAC 251-01-190 Goals.** Flexible targets where good faith efforts are used for hiring and promoting affected group members in job groups where underutilization exists.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-01-190, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 87-02-036 (Order 154), § 251-01-190, filed 1/2/87, effective 2/1/87; 86-09-078 (Order 147), § 251-01-190, filed 4/22/86.]

**WAC 251-01-330 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 251-01-400 Supplemental certification.** A process by which persons with disabilities, Vietnam Era veterans and disabled veterans, and persons age 40 and over can be referred to employing officials for the filling of position vacancies in job classes/categories where it has been determined that underutilization exists.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-01-400, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 87-02-036 (Order 154), § 251-01-400, filed 1/2/87, effective 2/1/87; 86-09-078 (Order 147), § 251-01-400, filed 4/22/86.]

**WAC 251-01-420 Repealed.** See Disposition Table at beginning of this chapter.

**WAC 251-01-435 Trial service.** The initial period of employment following promotion, transfer, demotion, or lateral movement into a class in which the employee has not held permanent status at the institution or related board, beginning with the effective date of the change and continuing for six months, unless interrupted as provided in these rules or extended as provided in WAC 251-19-060.

[Statutory Authority: RCW 41.06.150. 99-19-118, § 251-01-435, filed 9/21/99, effective 11/1/99. Statutory Authority: RCW 28B.16.100. 88-02-017 (Order 164), § 251-01-435, filed 12/30/87, effective 2/1/88; 86-09-078 (Order 147), § 251-01-435, filed 4/22/86.]

**WAC 251-01-440 Underutilization.** Having fewer racial/ethnic minorities, women, persons age 40 and over, Vietnam Era veterans and disabled veterans, or persons with disabilities in a particular job group than would reasonably be expected by their availability.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-01-440, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 86-09-078 (Order 147), § 251-01-440, filed 4/22/86.]

## Chapter 251-11 WAC DISCIPLINE

### WAC

251-11-130 Trial service reversion.

**WAC 251-11-130 Trial service reversion.** An employee, prior to completing a trial service period, may be reverted by an employing official for failure to perform satisfactorily in the class. When such reversion becomes necessary, the written notice and employee rights upon reversion will be as provided in WAC 251-19-060. Trial service reversion is not appealable to the personnel appeals board when the conditions of WAC 251-19-060 have been satisfied.

[Statutory Authority: RCW 41.06.150. 99-19-118, § 251-11-130, filed 9/21/99, effective 11/1/99; 98-19-035, § 251-11-130, filed 9/10/98, effective 10/12/98. Statutory Authority: RCW 28B.16.100. 88-22-057 (Order 174), § 251-11-130, filed 11/1/88.]

## Chapter 251-17 WAC RECRUITMENT—EXAMINATION

### WAC

251-17-090 Examination—Eligibility.

**WAC 251-17-090 Examination—Eligibility.** (1) Open-competitive examinations shall be open to all persons who apply according to the provisions of these rules and meet the minimum qualifications for the class.

(2) Promotional examinations shall be limited to those current permanent employees of the classified service at the institution, and those former permanent employees of the institution seeking to return from separation pursuant to WAC 251-10-080, who apply according to the provisions of these rules and meet the minimum qualifications for the class. The personnel officer may open promotional examinations on either an organizational unit or institution-wide basis, whichever the personnel officer determines to be in the interest of the service.

(3) When the number of qualified applicants for a class in the competitive service is expected to result in an eligible list in excess of the institution's current needs, the personnel officer may limit the applications to be admitted to the intermediate and/or final phase(s) of the examination to those most qualified, based on an assessment of qualifications in the initial and/or intermediate phase(s) of the examination. Such limitation must be specified in the recruitment notice. If no such limitation is specified, all applicants who pass the entire examination shall be placed on the eligible list for the class.

(4) The personnel officer may add persons with disabilities, Vietnam Era veterans and disabled veterans, and persons age 40 and over to all eligible lists, except layoff lists, at any time when underutilized in accordance with the institution's affirmative action program as provided in WAC 251-23-040 (7)(b), provided such persons pass the examination for the class. The personnel officer shall also add the names of those

former permanent employees of the institution seeking to return from separation pursuant to WAC 251-10-080 to all eligible lists at any time, provided such persons pass the examination for the class.

(5) The personnel officer may add employees who complete institution-approved training programs to the appropriate eligible list at any time, provided such employees meet the minimum qualifications and pass the examination for the class.

(6) The personnel officer may add to the institution-wide promotional list at any time:

(a) Current employees on layoff status or scheduled for layoff;

(b) Former employees laid off from the institution per WAC 251-10-030 who are on an institution-wide layoff list.

However, persons covered in (a) and (b) of this subsection meet the minimum qualifications and pass the examination for the class.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-17-090, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 41.06.040 and 41.06.150. 93-19-078, § 251-17-090, filed 9/14/93, effective 10/1/93. Statutory Authority: RCW 28B.16.100. 89-08-003 (Order 176), § 251-17-090, filed 3/23/89, effective 5/1/89; 88-02-018 (Order 165), § 251-17-090, filed 12/30/87, effective 2/1/88.]

## Chapter 251-19 WAC

### APPOINTMENT

#### WAC

251-19-050	Appointment—Probationary.
251-19-060	Trial service period.
251-19-180	Relocation compensation.

**WAC 251-19-050 Appointment—Probationary.** (1) Probationary appointment shall be made only upon appointment of eligibles from the:

(a) Open-competitive or noncompetitive list.

(b) Institution-wide layoff list - when the employee was in probationary status at the time of layoff.

(c) Combined eligible list as provided in WAC 251-18-180 and 251-18-240 when the person appointed is neither a permanent employee of the institution nor an employee moving pursuant to WAC 251-19-110.

(2) The probationary period will continue for the length of time as determined under WAC 251-06-090, unless interrupted as provided in these rules. All positions in a class shall require the same probationary period. In the event an employee is on leave without pay and/or shared leave for more than ten work days during the probationary period, the completion date of the probationary period shall be extended by an amount of time equal to the period of leave without pay and/or shared leave.

(3) Qualified probationary employees may be reappointed during the probationary period to other classes. Upon such reappointment the following shall apply:

(a) The employee shall begin a probationary period in the new class;

(b) The salary in the new class shall be established as provided in WAC 251-08-080;

(c) The former periodic increment date shall be abolished and a new periodic increment date established in the same manner as provided in WAC 251-08-100.

[Statutory Authority: RCW 41.06.150. 99-19-118, § 251-19-050, filed 9/21/99, effective 11/1/99; 97-01-065, § 251-19-050, filed 12/13/96, effective 1/13/97. Statutory Authority: RCW 28B.16.100. 88-02-018 (Order 165), § 251-19-050, filed 12/30/87, effective 2/1/88.]

**WAC 251-19-060 Trial service period.** (1) A trial service period of six months shall be required upon appointment of a permanent employee to a new class at the institution, unless

(a) During the current period of employment at the institution, permanent status has been held in the class to which the employee is moving, or

(b) The class is lower in that same class series, or

(c) The employee is being reallocated per the provisions of WAC 251-06-080, or

(d) The employee is moving to the class as part of a recognized apprenticeship program as provided in WAC 251-19-140.

(2) A trial service period of six months shall be required upon employee movement as specified in WAC 251-19-110.

(3) A trial service period shall be required upon appointment from an institution-wide promotional list as provided in WAC 251-18-180.

(4) A trial service period shall be required upon appointment from a statewide layoff list as provided in WAC 251-10-060.

(5) The trial service period provides the employing official an opportunity to observe and evaluate the new employee's work. Employees who do not perform satisfactorily during the trial service period may be reverted as follows:

(a) With preemptive rights to the former position in which permanent status was last held, or to a vacant position in that class (except when reversion is from a position the appointment to which was a result of disciplinary demotion or employee movement as specified in WAC 251-19-110). The personnel officer shall determine which position to preempt. However, if the employee was in a trial service appointment in another class prior to the current trial service period, the personnel officer may provide the employee the opportunity to complete the first interrupted trial service period.

(b) Reversion must be preceded by written notice at least one work day (eight hours), before the effective date.

(c) If the former position to which the employee has preemptive rights has been abolished and a vacant position in the class is not available, or if there is no class to which the reverted employee has preemptive rights, the affected employee shall be accorded such bumping rights and placement on layoff lists as would be provided in layoff from his/her former class.

(6) Reversion from trial service must be preceded by:

(a) Written notice detailing deficiencies in performance, which shall include the specific changes required; and

(b) A reasonable opportunity to overcome identified deficiencies.

(7) An employee who is reverted may appeal to the personnel appeals board regarding:

(a) Whether the employer complied with the requirements of subsection (6) of this section; and

(b) Whether the claimed deficiencies existed at the time of reversion.

(8) In the event an employee is on leave without pay status and/or shared leave for more than ten work days during the trial service period, the completion date of the trial service period shall be extended by an amount of time equal to the period of leave without pay and/or shared leave.

(9) Successful completion of the trial service period shall result in permanent status in the class.

(10) Salary and periodic increment date shall be determined as follows:

(a) Upon promotional trial service appointment, the salary shall be established as provided in WAC 251-08-110; and the existing periodic increment date shall be eliminated and a new date established to be effective the date of completion of trial service;

(b) Upon trial service reversion the salary shall be established as provided in WAC 251-08-115 and the former periodic increment date shall be reestablished;

(c) Upon trial service appointment to a class at the same salary level, the salary and periodic increment date shall remain unchanged.

[Statutory Authority: RCW 41.06.150. 99-19-118, § 251-19-060, filed 9/21/99, effective 11/1/99; 98-19-035, § 251-19-060, filed 9/10/98, effective 10/12/98; 97-01-065, § 251-19-060, filed 12/13/96, effective 1/13/97. Statutory Authority: RCW 41.06.040 and 41.06.150. 93-19-078, § 251-19-060, filed 9/14/93, effective 10/1/93. Statutory Authority: RCW 28B.16.100. 88-02-018 (Order 165), § 251-19-060, filed 12/30/87, effective 2/1/88.]

**WAC 251-19-180 Relocation compensation.** (1) An institution of higher education's president may authorize lump sum relocation compensation, within existing resources, whenever

(a) It is reasonably necessary that a person make a domiciliary move in accepting a transfer or appointment; or

(b) It is necessary to successfully recruit or retain a qualified candidate or employee who will have to make a domiciliary move in order to accept the position.

(2) If the person receiving the relocation payment terminates or causes termination with the state within one year of the date of the appointment or transfer, the higher education institution is entitled to reimbursement of the lump sum compensation from the person. Termination as a result of layoff, disability separation, or other good cause as determined by the higher education institution's president will not require the person to repay the relocation compensation.

(3) Prior to authorizing lump sum relocation compensation, each institution shall develop written criteria which includes:

(a) Defining the circumstances in which relocation compensation will be granted; and

(b) The method used in determining the amount of compensation.

[Statutory Authority: RCW 41.06.150. 99-19-119, § 251-19-180, filed 9/21/99, effective 11/1/99.]

## Chapter 251-23 WAC

### AFFIRMATIVE ACTION

#### WAC

251-23-010

251-23-030

251-23-040

251-23-050

251-23-060

Affirmative action—Authority.

Affirmative action plans—Monitoring progress—Reporting.

Affirmative action plans—Content.

Affirmative action—Goals.

Affirmative action—Supplemental certification.

#### WAC 251-23-010 Affirmative action—Authority.

The rules contained in this chapter follow from the authority of RCW 41.06.150, which provides in part, "... The board shall adopt rules, consistent with the purposes and provisions of this chapter ... regarding the basis and procedures to be followed for ..."; RCW 41.06.150, which provides in part, "... Affirmative action in appointment, promotion, transfer, recruitment, training, and career development; development and implementation of affirmative action goals; and monitoring of progress against those goals ..."

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-23-010, filed 2/12/99, effective 4/1/99; 98-19-035, § 251-23-010, filed 9/10/98, effective 10/12/98. Statutory Authority: RCW 28B.16.100. 86-06-034 (Order 145), § 251-23-010, filed 2/28/86, effective 4/1/86.]

#### WAC 251-23-030 Affirmative action plans—Monitoring progress—Reporting.

Each higher education institution/related board shall monitor progress under its affirmative action plan/program and, when requested, shall submit a report to the director reflecting progress against goals and containing such other information as required by the director.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-23-030, filed 2/12/99, effective 4/1/99; 98-19-035, § 251-23-030, filed 9/10/98, effective 10/12/98. Statutory Authority: RCW 28B.16.100. 86-06-034 (Order 145), § 251-23-030, filed 2/28/86, effective 4/1/86.]

**WAC 251-23-040 Affirmative action plans—Content.** Each higher education institution/related board shall apply affirmative action plans/programs to increase the representation of affected group members in their workforce when it is determined that a particular group is underutilized. Affirmative action plans/programs shall address recruitment, appointment, promotion, transfer, training and career development, and shall include but not be limited to the following:

(1) An equal employment opportunity/affirmative action policy statement.

(2) An identification of the individual responsible for implementing the affirmative action plan/program and the specific responsibilities of that individual.

(3) Provisions for internal and external communication of the affirmative action plan/program.

(4) A workforce profile by race/ethnic origin, sex, age, disability, Vietnam Era veteran and disabled veteran status and job class/category and provisions for ascertaining the same.

(5) The development and implementation of utilization analyses and goals based on availability.

(6) An identification of the causes of underutilization and/or problem areas related to underutilization.

(7) The development and implementation of specific programs for correcting the identified causes of underutilization and/or problem areas, in order to achieve goals, such as:

(a) Provision for supplemental certification of underutilized persons with disabilities, Vietnam Era veterans and disabled veterans, and persons age 40 and over from all eligible lists, except institution-wide layoff lists, in accordance with WAC 251-23-060;

(b) Provision that, when goals exist for a class and when it is determined by the personnel officer that an eligible list does not contain sufficient numbers of persons with disabilities, Vietnam Era veterans and disabled veterans, and persons age 40 and over, applicants who are members of such groups and who meet the minimum qualifications for the class may be admitted to the examination at any time. Those who pass the examination for the class shall be placed on the appropriate eligible list;

(c) Provision for members of protected groups to enter the employment process, but not to exclude others from it;

(d) Provision for special employee training and development programs, in accordance with WAC 251-24-030(8).

(8) A system for monitoring and evaluating progress under the affirmative action plan/program including reports to the president/chief executive officer of the institution/related board.

(9) Supportive programs, internally and externally, which will enhance the achievement of affirmative action goals.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-23-040, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 87-02-036 (Order 154), § 251-23-040, filed 1/2/87, effective 2/1/87; 86-06-034 (Order 145), § 251-23-040, filed 2/28/86, effective 4/1/86.]

**WAC 251-23-050 Affirmative action—Goals.** Each higher education institution/related board shall develop and implement goals for hiring and/or promoting members of affected groups into job classes/categories where it has been determined that underutilization exists.

Goals shall be established based on the relevant availability statistics and in direct relationship to the institution's/related board's workforce profile and utilization analysis.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-23-050, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 87-02-036 (Order 154), § 251-23-050, filed 1/2/87, effective 2/1/87; 86-06-034 (Order 145), § 251-23-050, filed 2/28/86, effective 4/1/86.]

**WAC 251-23-060 Affirmative action—Supplemental certification.** The personnel officer shall certify from the eligible list up to a total of three additional eligibles who are persons with disabilities, Vietnam Era veterans and disabled veterans, and persons age 40 and over who meet the applicable affirmative action criteria when:

(a) An institution/related board is utilizing an approved affirmative action program in accordance with WAC 251-23-020 and 251-23-040 (7)(a), and

(b) The initial certification process does not provide the names of at least three eligibles who are members of the specific underutilized categories.

Such additional certification shall be made in order of standing on the eligible list. Certification of additional eligibles shall not result in more than a total of three eligibles from the specific underutilized categories.

[Statutory Authority: RCW 41.06.150. 99-05-042, § 251-23-060, filed 2/12/99, effective 4/1/99. Statutory Authority: RCW 28B.16.100. 87-02-036 (Order 154), § 251-23-060, filed 1/2/87, effective 2/1/87; 86-06-034 (Order 145), § 251-23-060, filed 2/28/86, effective 4/1/86.]

## Chapter 251-24 WAC

### EMPLOYEE DEVELOPMENT AND TRAINING

#### WAC

251-24-030 Training and development programs—Contents.

**WAC 251-24-030 Training and development programs—Contents.** Each institution shall develop an employee training and development plan, which is subject to approval by the director, that provides as a minimum:

- (1) The policy and objectives of the institution concerning training and development programs;
- (2) The institution's policy regarding training program expenses;
- (3) Identification of the person(s) responsible for employee training and development programs;
- (4) Provision for the identification and appraisal of training and development needs;
- (5) The identification of proposed training activities in the following areas:
  - (a) New employee orientation;
  - (b) Functional training, such as in accounting, data processing, office administration and job skills;
  - (c) System training, such as affirmative action, labor relations and safety;
  - (d) Professional/technical training;
  - (e) Management and organizational development;
  - (f) The institution's off-hour training or continuing education program;
  - (g) Specific training in the prevention, transmission, and treatment of HIV and AIDS for those employees who have a substantial likelihood of on-the-job exposure to the human immunodeficiency virus or acquired immunodeficiency syndrome virus;
  - (h) Training of supervisors on implementation of the institution return-to-work policy, including but not limited to assessment of the appropriateness of the return-to-work job for the employee;
- (6) Provision specifying the manner of selecting employees for training or development programs;
- (7) Provision for training records of employee participation;
- (8) Provision for training employees as part of the institution's affirmative action program;
- (9) Involvement of a representative group of employees in the development of the institution's training policy and plans;
- (10) Provision for evaluation of training and development programs;

(11) The criteria by which the institution may provide employees the opportunity to attend class instruction in academic session during regular working hours;

(12) The institution's policy regarding release time during work hours for training course attendance;

(13) Provision for access to in-house training and development programs for former permanent employees returning from separation as set forth in WAC 251-10-070.

[Statutory Authority: RCW 41.06.150. 99-19-115, § 251-24-030, filed 9/21/99, effective 11/1/99; 99-05-042, § 251-24-030, filed 2/12/99, effective 4/1/99; 98-19-035, § 251-24-030, filed 9/10/98, effective 10/12/98. Statutory Authority: RCW 28B.16.100. 91-10-001, § 251-24-030, filed 4/18/91, effective 6/1/91; 89-13-075 (Order 180), § 251-24-030, filed 6/21/89, effective 8/1/89; 89-08-003 (Order 176), § 251-24-030, filed 3/23/89, effective 5/1/89; Order 61, § 251-24-030, filed 8/30/77, effective 10/1/77; Order 29, § 251-24-030, filed 1/22/74.]

## Title 260 WAC

# HORSE RACING COMMISSION

### Chapters

<b>260-24</b>	<b>Association officials and employees.</b>
<b>260-44</b>	<b>Weights and equipment.</b>
<b>260-48</b>	<b>Mutuels.</b>
<b>260-52</b>	<b>The race—Paddock to finish.</b>

### Chapter 260-24 WAC

#### ASSOCIATION OFFICIALS AND EMPLOYEES

#### WAC

260-24-560 Horse identifier.

**WAC 260-24-560 Horse identifier.** The horse identifier shall:

(1) When required, ensure the safekeeping of registration certificates and racing permits for horses stabled and/or racing on association grounds;

(2) Inspect documents of ownership, eligibility, registration or breeding necessary to ensure the proper identification of each horse scheduled to compete at a race meeting;

(3) Examine every starter in the paddock, or other designated location approved by the commission, for sex, color, markings and lip tattoo or other identification method approved by the appropriate breed registry and the commission for comparison with its registration certificate to verify the horse's identity; and

(4) Supervise the tattooing, branding or other method of identification approved by the appropriate breed registry and the commission for identification of any horse located on association grounds.

(5) The horse identifier shall report to the stewards any horse not properly identified or whose registration certificate is not in conformity with these rules.

[Statutory Authority: RCW 67.16.040. 99-05-048, § 260-24-560, filed 2/12/99, effective 3/15/99; 98-01-145, § 260-24-560, filed 12/19/97, effective 1/19/98.]

### Chapter 260-44 WAC

#### WEIGHTS AND EQUIPMENT

#### WAC

260-44-110

260-44-120

Weighing in—Procedure.

Weighing in—Weigh in/weigh out—Tolerances—Penalties.

**WAC 260-44-110 Weighing in—Procedure.** (1) After a race has been run and after the jockey has pulled up the horse he or she has ridden, the jockey shall ride promptly to the winner's circle and there dismount, after obtaining permission from the judges and present himself to the clerk of the scales to be weighed in accordance with a method approved by the commission. If a jockey is prevented from riding his mount to the judge's stand because of an accident or of illness either to himself or his horse, he may walk or be carried to the scales, or he may be excused by the stewards from weighing.

(2) Except by permission of the stewards, every jockey must, upon returning to the placing judge's stand, unsaddle the horse he has ridden, and no person shall touch the jockey or the horse except by his bridle, nor cover the horse in any manner until the jockey has removed the equipment to be weighed.

(3) No person shall assist a jockey in removing from his horse the equipment that is to be included in the jockey weight, except by permission of the stewards.

(4) Each jockey shall, in weighing in, carry over to the scales all pieces of equipment with which he weighed out. Thereafter he may hand it to his attendant.

[Statutory Authority: RCW 67.16.040. 99-05-049, § 260-44-110, filed 2/12/99, effective 3/15/99; Rules of racing, §§ 309 through 312, filed 4/21/61.]

**WAC 260-44-120 Weighing in—Weigh in/weigh out—Tolerances—Penalties.** (1) Each jockey shall weigh in at the same weight as that at which he weighed out, and if short of it by more than two pounds his mount shall be disqualified. Should a weight discrepancy arise after a race has been declared official, a change in the order of finish will not affect the parimutuel payoffs.

(2) If any jockey weighs in at more than two pounds over his proper or declared weight, he shall be fined or suspended or ruled off at the discretion of the stewards, who shall have regard for any excess weight caused by rain or mud, and the case shall be reported to the commission for such action as it may deem proper to take.

[Statutory Authority: RCW 67.16.040. 99-05-049, § 260-44-120, filed 2/12/99, effective 3/15/99; Rules of racing, §§ 313, 314, filed 4/21/61.]

### Chapter 260-48 WAC

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