

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. 75-1
relating to (Name of rules or description of subject matter)

Reduction in force for classified staff (civil service employees)

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

pursuant to Notice No. 5056 (1) filed with the code reviser
on 1/9/75 (2) were regularly adopted as permanent rules of
(date)
this institution at Col. Basin College on 2/3/75 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 fourth day of February 1975.

STATE OF WASHINGTON
FILED
FEB 11 1975
CODE REVISER'S OFFICE
DOCKET # 23 FILE # 1

Columbia Basin College
(INSTITUTION)
[Signature]
By Fred L. Esvelt
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

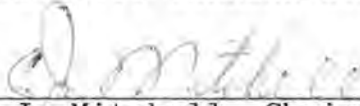
RESOLUTION 75 - 1

BE IT RECOLVED BY THE Board of Trustees of Community College District No. 19, State of Washington, that:

The annexed policy relating to Reduction in Force of classified employees, prepared at the direction of the Higher Education Personnel Board of the State of Washington, establishing procedures for reduction in force and layoff when such reductions or layoffs are required by lack of funds or curtailment of programs, is hereby adopted as permanent rules and regulations of Community College District No. 19.


ADOPTED this 3rd day of February, 1975 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



C.J. Mitchell, Chairman

Attest:



Fred L. Esvelt, Secretary
Board of Trustees

WAC 132S-11-010 PURPOSE OF RULES. Pursuant to the Direction of the Higher Education Personnel Board of the State of Washington, the Board of Trustees for Washington State Community College District No. 19 hereby establishes the procedures for reduction in force and the layoff of classified employees when such reductions or layoffs are required by lack of funds or curtailment of programs

WAC 132S-11-020 DEFINITIONS. As used in this chapter, WAC 132S-11, the following words and phrases are defined:

(1) "Appointing Authority" shall mean the president of Columbia Basin College.

(2) All other terms and phrases which describe any legal status a classified employee may have under the layoff procedures herein adopted shall have the meaning defined in WAC 251-04-020, chapter 251-10 as promulgated by the Washington State Higher Education Personnel Board.

WAC 132S-11-030 INITIAL PROCEDURES FOR REDUCTION IN FORCE

(1) When a reduction in force is required due to lack of funds or curtailment of programs, the appointing authority shall determine the number of positions, by classification, which shall be abolished.

(2) The order of layoff and optional retention rights of classified employees shall be determined on an institutional-wide basis. The entire classified staff of Columbia Basin College shall be considered as one layoff unit.

WAC 132S-11-040 INITIAL ORDER OF LAYOFF. The initial order of layoff shall be according to the appointment status of employees in the classifications of positions to be eliminated.

(1) Probationary, temporary and hourly employees shall be laid off before permanent status employees in the same classification.

(2) Emergency, temporary or intermittent employees shall be laid off before probationary and provisional status employees in the same classification. The order of layoff for probationary or provisional employees shall be inverse to their length of service. The employee having the least amount of such service shall be separated first and the employee having the greatest amount of service shall be separated last. Length of service shall include all periods of probationary, trial service and permanent status employment in the classification and other classifications except as broken by termination of employment.

(4) Service shall not be considered broken during military or approved leaves of absence. The retention of veterans shall be determined in accordance with WAC 251-04-020(33) and WAC 251-10-050.

WAC 132S-11-050 OPTIONS IN LIEU OF LAYOFF

(1) Options shall be offered in lieu of layoff to employees in accordance with the provisions of WAC 251-10-030.

(2) Permanent status employees, according to seniority, shall be offered employment options in classifications in which the employee has held permanent status; lower classification in same class series for which the employee is qualified provided that the employee being replaced is the least senior in that classification and has less layoff seniority than the employee replacing him.

(3) No permanent status employee shall be separated through layoff without being offered those positions in classes for which he meets the minimum requirements and passes the qualifying examination currently being held by temporary, provisional or probationary employees provided that all layoff option rights have been exhausted as provided in WAC 251-10-030(4).

(4) Eligible veterans and their unmarried widows as defined in WAC 251-10-050 shall be provided veterans preference.

WAC 132-11-060 PROCEDURES FOR ESTABLISHING ORDER OF LAYOFF AND NOTICE OF REQUIREMENTS.

(1) The appointing authority shall inform the personnel officer of the number of positions to be abolished, in writing.

(2) The personnel officer shall:

(a) Determine the employees to be laid off, determine their option rights, and notify the appointing authority in writing;

(b) Promptly discuss options with the employees concerned, who in turn, shall inform him in writing as quickly as possible but within three (3) working days, whether they wish to exercise their option rights;

(c) Promptly notify the appointing authority as to whether or not the employees have elected to use their option rights, and shall send a written notice of the reduction in force action to each employee to be laid off at least fifteen (15) calendar days prior to the effective date of the layoff.

(d) Advise each employee of his right to appeal his layoff per WAC 251-12-080.

WAC 132S-11-070 DISTRIBUTION OF LAYOFF NOTICE. Copies of all notices shall be distributed as follows:

The original to the employee,

One copy of the supervisor's department files,

One copy to the Personnel office.

WAC 132S-11-080 RE-EMPLOYMENT RIGHTS OF LAID OFF EMPLOYEES.

(1) Reduction in force lists are established by classification and maintained by the personnel officer. The name of an employee who has been laid off will appear on those employment lists for all classes in which he has held permanent status or in which he has held a probationary appointment or a trial service appointment; his name will also appear on those lists for all lower classifications in the same class series for which he is qualified.

(2) The personnel officer may extend or re-establish employment lists as long as these actions do not jeopardize the re-employment of any employee separated by a reduction in force. Employees separated by reason of reduction in force shall have their names maintained on applicable eligible lists for a period of not less than two (2) years from the date of their termination. Prior to the expiration date of the eligibility, he shall be notified of the expiration date and given the opportunity to extend his eligibility for one additional year by written request to the personnel officer.