

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  , being Order No. 76-2  
Emergency rules   
relating to (Name of rules or description of subject matter)

Sick leave for administrative and exempt personnel

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

pursuant to Notice No. 5906 ① filed with the code reviser  
on 5/10/76 ② were regularly adopted as permanent rules of  
(date)  
this institution at CBC on 6/7/76 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 15th day of June 1976.

STATE OF WASHINGTON  
**FILED**  
JUN 17 1976  
CODE REVISER'S OFFICE  
DOCKET # 2418 FILE # 1

Columbia Basin College  
(INSTITUTION)  
J. L. Esvelt,  
By  
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 - 2

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

Policy relating to Sick Leave for administrative and exempt personnel, WAC 132S-173

IS HEREBY ADOPTED this 7th day of June, 1976, 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.

BE IT FURTHER resolved that the same policy, along with a copy of this resolution, shall be forwarded to the office of the Code Reviser for filing.

  
Guy D. Adams, Chairman

  
F.L. Esvelt, Secretary  
Board of Trustees

WAC 132S-173-010 INTRODUCTION. It shall be the policy of Columbia Basin Community College District No. 19 to grant personal illness or injury leaves of absence to Administrative and Exempt Personnel. The policy is designed to protect the employee from losstt of pay or employment status in the event of temporary illness or injury.

WAC 132S-173-020 DEFINITIONS. (A) Administrative Employee means any contracted person employed by Community College District No. 19 and who performs administrative functions as at least fifty percent or more of his/her assignment, and/or has responsibility to hire, dismiss, or discipline other employees.

(B) Exempt Employee means any contracted person employed by Community College District No. 19 who is exempt from the application of Civil Service and Certified Staff Rules.

WAC 132S-173-030 PROCEDURES. An administrative employee of Columbia Basin Community College shall be entitled to fifteen (15) days per calendar year accumulative to a maximum of one hundred eighty (180) days for absence due to personal illness or injury.

Employees who, prior to their employment at Columbia Basin Community College, accrued personal illness leave from previous employment at another educational institution in the the State of Washington shall be entitled to transfer the accrued unused days to this Institution as authorized by RCW 28.58.100.

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.

All applications and accounting for absences will be the mutual responsibility of the individual employee and his/her immediate supervisor, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record-keeping.

This policy shall become effective on the beginning date of employment at Columbia Basin Community College.