

160-470, filed 6/15/78; Order 15, § 132H-160-470, filed 4/18/73.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

#### WAC 132H-160-490 Withdrawal from the college.

A student who finds it necessary to withdraw completely from the college due to illness or other bona fide reasons must complete and submit a withdrawal form to the Registrar's Office. Failure to do so will constitute an unofficial withdrawal and forfeiture of any refund and will be indicated on the student's permanent record as "no credit" for each course for which the student is enrolled. The criteria used for determining grading and recording procedures for official withdrawal are as follows: (1) Through the tenth calendar day of fall, winter or spring quarter and the fifth calendar day of summer quarter, students should obtain a withdrawal petition form from the Registrar's Office. No grade will be entered on the student's permanent transcript record for course(s) dropped during the first ten calendar days of fall, winter or spring quarter or the first [six] calendar days of summer quarter.

(2) After the tenth calendar day and prior to the eleventh week of fall, winter or spring quarter and after the sixth calendar day and prior to the seventh week of summer quarter, students wishing to withdraw must complete and submit a withdrawal form to the Registrar's Office. The withdrawal grade of "W" will become a part of the student's permanent transcript record regardless of his grade status at this time.

(3) No official withdrawal will be permitted after the tenth calendar week of fall, winter or spring quarter or after the sixth calendar week of summer quarter.

(4) Students who have completely withdrawn from school may not reenroll or register for the same quarter without the approval of the registrar. [Statutory Authority: RCW 28B.50.140. 78-07-026 (Order 58, Resolution 112), § 132H-160-490, filed 6/15/78; Order 15, § 132H-160-490, filed 4/18/73.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

### Title 132J WAC

#### COMMUNITY COLLEGES--GREEN RIVER COMMUNITY COLLEGE

#### Chapters

- 132J-12** Uniform personnel rules for the classified staff service of Green River Community College.
- 132J-112** Procedures for administering the professional negotiations law.
- 132J-128** Tenure.

### Chapter 132J-12 WAC

#### UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF GREEN RIVER COMMUNITY COLLEGE

#### WAC

132J-12-003 through 132J-12-401 Repealed.

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

- 132J-12-003 Purpose. [Order 68-1, § 132J-12-003, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-006 Positions covered by the rules. [Order 68-1, § 132J-12-006, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-009 Adoption of rules. [Order 68-1, § 132J-12-009, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-012 Amendment of rules. [Order 68-1, § 132J-12-012, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-015 Definition of terms. [Order 68-1, § 132J-12-015, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-018 Organization. [Order 68-1, § 132J-12-018, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-021 Compensation. [Order 68-1, § 132J-12-021, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-024 Election of officers. [Order 68-1, § 132J-12-024, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-027 Meetings. [Order 68-1, § 132J-12-027, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-030 Powers and duties. [Order 68-1, § 132J-12-030, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-033 Appointment of personnel director. [Order 68-1, § 132J-12-033, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-036 Powers and duties. [Order 68-1, § 132J-12-036, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-039 Content. [Order 68-1, § 132J-12-039, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-042 Amendment. [Order 68-1, § 132J-12-042, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-045 Allocation. [Order 68-1, § 132J-12-045, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-048 Interpretation of specifications. [Order 68-1, § 132J-12-048, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

- 132J-12-051 Use in allocation. [Order 68-1, § 132J-12-051, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-054 Use in examination. [Order 68-1, § 132J-12-054, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-057 Statements of general qualifications. [Order 68-1, § 132J-12-057, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-060 Authority. [Order 68-1, § 132J-12-060, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-063 Use of class titles. [Order 68-1, § 132J-12-063, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-066 General policies. [Order 68-1, § 132J-12-066, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-069 Content. [Order 68-1, § 132J-12-069, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-072 Amendment. [Order 68-1, § 132J-12-072, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-075 Payroll certification. [Order 68-1, § 132J-12-075, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-078 Overtime payment. [Order 68-1, § 132J-12-078, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-081 Hours of work. [Order 68-1, § 132J-12-081, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-084 Rest periods. [Order 68-1, § 132J-12-084, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-087 Holidays. [Order 68-1, § 132J-12-087, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-096 Annual leave. [Order 68-1, § 132J-12-096, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-120 Sick leave. [Order 68-1, § 132J-12-120, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-123 Prior annual and sick leave credits. [Order 68-1, § 132J-12-123, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-144 Military training leave with pay. [Order 68-1, § 132J-12-144, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-147 Military leave without pay. [Order 68-1, § 132J-12-147, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-150 Leave for civil duty. [Order 68-1, § 132J-12-150, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-153 Leave of absence without pay. [Order 68-1, § 132J-12-153, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-165 Absence without authorized leave. [Order 68-1, § 132J-12-165, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-168 Selection by examination. [Order 68-1, § 132J-12-168, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-171 Announcement of examinations. [Order 68-1, § 132J-12-171, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-175 Distribution of announcements. [Order 68-1, § 132J-12-175, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-177 Open competitive examinations. [Order 68-1, § 132J-12-177, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-180 Promotional examinations. [Order 68-1, § 132J-12-180, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-183 Forms of application. [Order 68-1, § 132J-12-183, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-186 Freedom from bias. [Order 68-1, § 132J-12-186, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-189 Admission to examination. [Order 68-1, § 132J-12-189, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-192 Disqualification of applicants. [Order 68-1, § 132J-12-192, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-195 Original examinations. [Order 68-1, § 132J-12-195, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-198 Promotional examinations. [Order 68-1, § 132J-12-198, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-201 Noncompetitive examinations. [Order 68-1, § 132J-12-201, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-204 Open-continuous examinations. [Order 68-1, § 132J-12-204, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-207 Conduct of examinations. [Order 68-1, § 132J-12-207, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-210 Anonymity of applicants. [Order 68-1, § 132J-12-210, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-213 Rating of examinations. [Order 68-1, § 132J-12-213, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-216 Veteran's preference. [Order 68-1, § 132J-12-216, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

- 132J-12-219 Noncompetitive examinations. [Order 68-1, § 132J-12-219, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-222 Definition of veteran. [Order 68-1, § 132J-12-222, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-223 Limitations on preference. [Order 68-1, § 132J-12-223, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-226 Proof of eligibility. [Order 68-1, § 132J-12-226, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-229 Notification of examination results. [Order 68-1, § 132J-12-229, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-231 Notification of cancellation. [Order 68-1, § 132J-12-231, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-232 Medical examination. [Order 68-1, § 132J-12-232, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-235 Establishment and maintenance. [Order 68-1, § 132J-12-235, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-238 Organizational units. [Order 68-1, § 132J-12-238, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-241 Merit lists. [Order 68-1, § 132J-12-241, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-245 Layoff lists. [Order 68-1, § 132J-12-245, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-248 Unranked lists. [Order 68-1, § 132J-12-248, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-251 Duration of eligible lists. [Order 68-1, § 132J-12-251, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-253 Layoff and re-employment lists. [Order 68-1, § 132J-12-253, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-261 Removal of names from eligible lists. [Order 68-1, § 132J-12-261, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-264 Comparable lists. [Order 68-1, § 132J-12-264, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-267 Availability of eligibles. [Order 68-1, § 132J-12-267, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-270 Request for employees. [Order 68-1, § 132J-12-270, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-273 Method of certification. [Order 68-1, § 132J-12-273, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-276 Ranked lists. [Order 68-1, § 132J-12-276, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-277 Urgency certification. [Order 68-1, § 132J-12-277, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-279 Related lists. [Order 68-1, § 132J-12-279, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-281 Selection. [Order 68-1, § 132J-12-281, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-284 Probationary appointments. [Order 68-1, § 132J-12-284, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-287 Provisional appointments. [Order 68-1, § 132J-12-287, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-290 In-training appointments. [Order 68-1, § 132J-12-290, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-293 Promotion—Trial service period. [Order 68-1, § 132J-12-293, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-296 Transfer. [Order 68-1, § 132J-12-296, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-299 Demotion. [Order 68-1, § 132J-12-299, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-302 Purpose for probationary period. [Order 68-1, § 132J-12-302, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-305 Duration. [Order 68-1, § 132J-12-305, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-308 Removal during probationary period. [Order 68-1, § 132J-12-308, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-311 Demotion during probationary period. [Order 68-1, § 132J-12-311, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-314 Separation. [Order 68-1, § 132J-12-314, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-317 Resignation. [Order 68-1, § 132J-12-317, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-320 Reduction in force—Layoff. [Order 68-1, § 132J-12-320, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-323 Dismissal. [Order 68-1, § 132J-12-323, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-326 Abandonment of position. [Order 68-1, § 132J-12-326, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

- 132J-12-329 Disciplinary action. [Order 68-1, § 132J-12-329, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-332 Suspension. [Order 68-1, § 132J-12-332, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-335 Demotion. [Order 68-1, § 132J-12-335, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-338 Who may appeal from disciplinary actions. [Order 68-1, § 132J-12-338, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-341 Procedures for hearing appeals. [Order 68-1, § 132J-12-341, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-344 Service ratings and training. [Order 68-1, § 132J-12-344, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-347 Education and training. [Order 68-1, § 132J-12-347, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-350 Outside course work. [Order 68-1, § 132J-12-350, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-353 Classes during working hours—Compensation—Authorization. [Order 68-1, § 132J-12-353, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-356 Special training programs. [Order 68-1, § 132J-12-356, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-359 Prohibitions and penalties—Political activity. [Order 68-1, § 132J-12-359, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-362 Outside employment. [Order 68-1, § 132J-12-362, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-365 Employment of more than one member of a family. [Order 68-1, § 132J-12-365, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-368 False statements—Fraud. [Order 68-1, § 132J-12-368, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-371 Bribery. [Order 68-1, § 132J-12-371, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-374 Interference by officials. [Order 68-1, § 132J-12-374, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-377 Penalties. [Order 68-1, § 132J-12-377, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-380 Discrimination. [Order 68-1, § 132J-12-380, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-383 Personnel records and reports. [Order 68-1, § 132J-12-383, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-385 Roster. [Order 68-1, § 132J-12-385, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-388 Reports to the personnel director. [Order 68-1, § 132J-12-388, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-401 Public records. [Order 68-1, § 132J-12-401, filed 10/15/68.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

**WAC 132J-12-003 through 132J-12-401 Repealed.**  
See Disposition Table at beginning of this chapter.

### Chapter 132J-112 WAC PROCEDURES FOR ADMINISTERING THE PROFESSIONAL NEGOTIATIONS LAW

WAC

132J-112-900 through 132J-112-921 Repealed.

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

- 132J-112-900 Purpose—Elections and recognition. [Emergency and Permanent Order 3417, § 132J-112-900, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-901 Definitions. [Emergency and Permanent Order 3417, § 132J-112-901, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-902 Request for election—Canvass of academic employees by independent and neutral person or association. [Emergency and Permanent Order 3417, § 132J-112-902, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-903 Notice of election—Organization to be included on ballot—Time for filing. [Emergency and Permanent Order 3417, § 132J-112-903, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-904 Contents of notice of election—Designation of chief election officer—Duties. [Emergency and Permanent Order 3417, § 132J-112-904, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-905 List of academic employees—Posting of list. [Emergency and Permanent Order 3417, § 132J-112-905, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-906 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Emergency and Permanent Order 3417, § 132J-112-906, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-907 Ballots. [Emergency and Permanent Order 3417, § 132J-112-907, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-908 Record of vote—Signature—Challenge. [Emergency and Permanent Order 3417, § 132J-112-908, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-

- 79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-909 Incorrectly marked ballot. [Emergency and Permanent Order 3417, §132J-112-909, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-910 Privacy for voter—Equipment. [Emergency and Permanent Order 3417, § 132J-112-910, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-911 Folding ballot—Ballot box. [Emergency and Permanent Order 3417, § 132J-112-911, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-912 Challenged ballot—Procedure. [Emergency and Permanent Order 3417, § 132J-112-912, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-913 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Emergency and Permanent Order 3417, § 132J-112-913, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-914 Election inspectors duties after voting has terminated. [Emergency and Permanent Order 3417, § 132J-112-914, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-915 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Emergency and Permanent Order 3417, § 132J-112-915, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-916 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Emergency and Permanent Order 3417, § 132J-112-916, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-917 Electioneering within the polls forbidden. [Emergency and Permanent Order 3417, § 132J-112-917, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-918 Contest of election—Time for filing objections—Investigation of objections. [Emergency and Permanent Order 3417, § 132J-112-918, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-919 Persons eligible to vote—Any person who qualifies under definition of "academic employee". [Emergency and Permanent Order 3417, § 132J-112-919, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-920 Election determined by majority of valid votes cast—Run-off election. [Emergency and Permanent Order 3417, § 132J-112-920, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-921 Time lapse for new election. [Emergency and Permanent Order 3417, § 132J-112-921, filed 4/24/72.] Repealed by 78-11-035 (Resolution 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

**WAC 132J-112-900 through 132J-112-921 Repealed.** See Disposition Table at beginning of this chapter.

### Chapter 132J-128 WAC TENURE

#### WAC

- 132J-128-060 Selection of the tenure review committee.  
132J-128-070 Evaluation of the probationer.

**WAC 132J-128-060 Selection of the tenure review committee.** (1) A tenure review committee shall be established for each probationer. The committee shall be responsible for the probationer until he/she is either granted tenure or is no longer employed within Community College District No. 10. If a vacancy occurs during the terms of service of the tenure review committee, the union will hold a special election within four weeks to fill the position after the vacancy occurs.

(2) The chairperson of the union tenure committee shall be responsible for the establishment of each tenure review committee which shall begin functioning no later than six weeks after the day that the probationer has begun his/her faculty duties. The first meeting will be cochaired by the appropriate dean and union tenure committee chairperson.

(3) Each tenure review committee shall be composed of six members. There shall be automatic nomination of the division chairperson. This position shall be designated position Number 1. Two faculty members shall be nominated by the president of the union for positions Number 2 and 3. One faculty member shall be nominated by the probationer to position Number 4. The president of the college shall appoint an administrator to position Number 5. The Associated Student Body shall select one student to position Number 6. After these nominations are made, the chairperson of the union tenure committee shall call an all-faculty meeting at which faculty members may be nominated for positions 1 through 4. A vote shall be taken and the nominee receiving a majority vote for each position shall be elected. If no candidate for a particular position receives a majority vote, a runoff election shall be held within five days between the two candidates receiving the largest number of votes. [Statutory Authority: RCW 28B.50-.852. 78-06-084 (Order 78-1, Resolution 77-78/7), § 132J-128-060, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-060, filed 10/21/75.]

**WAC 132J-128-070 Evaluation of the probationer.** (1) All evaluative information will be considered confidential by members of the tenure review committee.

(2) The evaluative process shall be initiated by the chairperson of the tenure review committee of the union, who shall call an initial meeting of each tenure review committee. The committee shall elect a chairperson at the initial meeting who will coordinate the evaluation process and keep a record of all written documents pertaining to the evaluation.

(3) The tenure review committee shall evaluate only the probationer's effectiveness in his/her appointment. In addition to the opinion of committee members, other professional judgments regarding the probationer's effectiveness may be considered. The committee will provide a progress report and the probationer's file to the appropriate dean and the college president for review and forward to the Board of Trustees by

- (a) March 30 during the first probationary year,
- (b) January 15 of the second probationary year,
- (c) December 15 of the third probationary year.

(4) Observation of the probationer while he/she is performing his/her professional responsibilities shall be a part of the evaluation process. The members of the tenure review committee, who shall make the observation, in consultation with the probationer shall determine the frequency of such observations.

(5) A written evaluation noting areas of proficiency and deficiency shall be made for each observation.

(6) Within two weeks after each observation, a majority of the tenure review committee will meet with the probationer to discuss his/her performance and the evaluation reports. The minutes of this meeting shall include the names of committee members present.

(7) A summary of each item discussed at any conference or interview between the probationer and his/her tenure review committee shall be made in writing. The summary shall be made after the item has been discussed and disagreements shall be noted.

(8) The probationer shall receive a copy of any interview summary, evaluation instrument, report of observation or any other document which is part of his/her tenure review process. The tenure review committee's file will contain the probationer's written acknowledgment of receipt of such document. Any handwritten notations or remarks on those documents shall be initialed by the probationer and by the chairperson of his/her tenure review committee.

(9) It is the right of the probationer to write letters of reply or to submit statements on his/her behalf which shall be made an official part of his/her tenure review file.

(10) Copies of the final evaluation report and the tenure review committee's recommendations on tenure, further probation, or dismissal shall be sent to the probationer's immediate administrator, appropriate dean, the college president, the Board of Trustees, and the president of the union no later than ten days preceding the regular January meeting of the College Board of Trustees.

(11) If, in the judgment of his/her tenure review committee, a probationer shall receive a renewed probationary appointment for an additional year, then:

(a) the probationer shall be notified in conference of the recommendation and

(b) after the conference, a notice in writing shall be sent to the probationer, the probationer's immediate administrator, the college president, and the Board of Trustees. All evaluations or recommendations for the probationer shall report his/her strengths as well as his/her weaknesses.

(12) If, in the judgment of his/her tenure review committee, the probationer should be denied tenure and his/her probationary appointment not be renewed, then:

(a) the probationer shall be notified in conference of the reasons for this recommendation.

(b) The recommendation, which shall cite reasons, shall be sent in writing to the probationer, the probationer's immediate administrator, the college president, and the Board of Trustees by the regular January Board of Trustees' meeting.

(c) If the probationer agrees with the recommendation, he/she shall submit a letter stating his/her acceptance of the decision. [Statutory Authority: RCW 28B.50.852. 78-06-084 (Order 78-1, Resolution 77-78/7), § 132J-128-070, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-070, filed 10/21/75.]

## Title 132K WAC

### COMMUNITY COLLEGES--FORT STEILACOOM COMMUNITY COLLEGE

#### Chapters

- 132K-20 Tenure policy.
- 132K-112 Qualifications and personnel selection policy--Election rules.
- 132K-300 Notice of intent to withhold services and/or offset wages for outstanding debts Community College District No. 11 Fort Steilacoom Community College.

#### Chapter 132K-20 WAC

#### TENURE POLICY

#### WAC

132K-20-080 Designation of administrative appointments.

**WAC 132K-20-080 Designation of administrative appointments.** The following positions are hereby designated administrative appointments in respect to which tenure may not be acquired:

- (a) President
- (b) Dean of Instruction
- (c) Dean of Students
- (d) Dean of Administrative Services/Director of Classified Personnel[.]
- (e) Associate Dean of Students for Student Development
- (f) Associate Dean Basic Education, Community Service and Military[.]
- (g) Associate Dean for Career Education
- (h) Controller Associate Dean of Administrative Services
- (i) Director of Learning Center Resource
- (j) Associate Dean of Student Services[.]
- (k)
- (l)