

WAC 132R-175-160 Request for public record.



REQUESTER: Please complete form and submit to "Public Records Officer" of the state agency identified.

REQUEST FOR PUBLIC RECORD

NAME OF STATE AGENCY		DATE OF REQUEST	TIME OF REQUEST
PUBLIC RECORDS OR INFORMATION REQUESTED		REQUESTED BY	
COMPLETED BY AGENCY PUBLIC RECORDS OFFICER		ACKNOWLEDGEMENT OF RECEIPT	
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	\$		
PUBLIC RECORDS OFFICER		RECIPIENT'S SIGNATURE	
REASON IF AGENCY IS UNABLE TO COMPLY			
REQUESTER READ AND SIGN			
I understand that I must abide by the Rules and Regulations published by the agency identified, for the protection of public records, a copy of which I have read and understand.			
I understand that I will be charged twenty-five cents per copy for all standard letter size copies I desire and that other size publications are available at cost.			
REQUESTER'S SIGNATURE			

FORM S.F. 276 (6/75)

[Statutory Authority: RCW 28B.50.140. 78-02-017 (Order 3), § 132R-175-160, filed 1/11/78. Formerly Appendix A (codified as WAC 132R-175-990), filed 5/4/73.]

WAC 132R-175-990 Repealed. See Disposition Table at beginning of this chapter.

**Chapter 132S-08 WAC
TENURE REGULATIONS**

WAC
132S-08-100 Tenure consideration.

Title 132S WAC

**COMMUNITY COLLEGES--COLUMBIA
BASIN COMMUNITY COLLEGE**

Chapters

- 132S-08 Tenure regulations.
- 132S-16 Policies relating to business, personnel, student affairs, curriculum and instruction.
- 132S-18 Appointing authority.
- 132S-170 Policies relating to leaves of absence.
- 132S-190 Instructional responsibilities and workload standards.
- 132S-195 Tuition and fee waivers for full-time employees.

WAC 132S-08-100 Tenure consideration. (1) A probationary faculty appointee shall acquire tenure by operation of law if service with the college exceeds three consecutive regular college years of full-time academic employment.

(2) The positions listed in WAC 132S-18-020 CLASSIFIED EMPLOYEE EXEMPTIONS are deemed by the appointing authority to constitute administrative (exempt) appointments, which positions are deemed nontenurable.

(3) An individual who shall serve in any position enumerated in WAC 132S-18-020 CLASSIFIED EMPLOYEE EXEMPTIONS and who shall additionally serve as a teacher, counselor, librarian or other comparable position shall be eligible for an award of tenure to the extent such an individual has had or does have status as a teacher, counselor or librarian.

(4) Tenure may be awarded to an individual probationary faculty appointee at any time by the appointing

authority after giving reasonable consideration to a specific recommendation from the review committee which recommendation can be made at any time during a probationary faculty appointee's service. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-019 (Order 78-1, Resolution 78-1), § 132S-08-100, filed 9/14/78; Order 70-1, § 132S-08-100, filed 3/5/70.]

Chapter 132S-16 WAC
POLICIES RELATING TO BUSINESS,
PERSONNEL, STUDENT AFFAIRS, CURRICULUM
AND INSTRUCTION

WAC
132S-16-040 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132S-16-040 Schedule of refunds. [Order 2057, § 132S-16-040, filed 9/25/68.] Repealed by 79-06-098 (Order 79-2, Resolution 79-2), filed 6/6/79. Statutory Authority: Chapter 28B.10 RCW.

WAC 132S-16-040 Repealed. See Disposition Table at beginning of this chapter.

Chapter 132S-18 WAC
APPOINTING AUTHORITY

WAC
132S-18-020 Classified employee exemptions.

WAC 132S-18-020 Classified employee exemptions. Pursuant to RCW 28B.16.040[,] the following positions at Columbia Basin College and in Community College district No. 19, state of Washington, are deemed exempt from the provisions of chapter 28.16 [28B.16] RCW:

- (1) Members of the Board of Trustees;
- (2) President;
- (3) Administrative officers;[:]
- (a) Administrative assistant to president;
- (b) Dean of Administration;
- (c) Dean of Instruction;
- (d) Dean of Student Services;
- (e) Associate Dean[,] Vocational Education;
- (f) Associate Dean[,] Academic Transfer;
- (4) All assistants to the president and administrative officers;
- (a) Director of Admissions;
- (b) Director of Guidance;
- (c) Director of Student Activities;
- (d) Director of Placement;
- (e) Director of Extended Day Programs;
- (f) Director of Library Services;
- (g) Director of Plant Planning;
- (h) Program Development Specialist
- (5) [Executive Secretary to the President;]
- (6) Business Manager;
- (7) Manager, Bookstore;

- (8) Manager, Data Processing;
- (9) Media Services Engineer;
- (10) Public Information Officer;
- (11) All academic employees pursuant to RCW 28B.50.850;
- (12) Professional Consultants under contract and all student employees. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW, and RCW 28B.61.040 [28B.16-.040]. 78-10-020 (Order 78-1, Resolution 78-1), § 132S-18-020, filed 9/14/78; Order 73-6, § 132S-18-020, filed 1/10/74; Order 70, § 132S-18-020, filed 5/7/70.]

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.

Chapter 132S-170 WAC

POLICIES RELATING TO LEAVES OF ABSENCE

WAC
132S-170-030 Types of leaves.

WAC 132S-170-030 Types of leaves. [(1) Bereavement Leaves – A bereavement leave, not to exceed five days with pay, will be allowed all certified employees for each death in the immediate family. "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.]

[(2) Educational Leaves – The purpose of a professional leave shall be to improve the professional skills of the faculty member through study, research, and creative work.

The institution will receive direct benefit of such an experience through the increased effectiveness of those persons participating in a professional leave program.

Selection for professional leave shall be based on the worthiness of the project or plan as submitted by the faculty member. It is intended that each institution conduct a rigorous and thorough selection procedure in awarding of professional leave.

Projects or plans should be evaluated according to their value to the institution based on the following criteria:

- (a) Value of project or plan in relationship to teaching responsibilities.
- (b) Ability of applicant to achieve goals of project or plan as based on past experience and academic background.
- (c) Need for new or additional knowledge in subject field to be studied.
- (d) Quality of replacement personnel designated to take the responsibility of the applicant.
- (e) Evidence of support (in the form of recommendations and/or financial) from other institutions, foundations, or persons concerned with the proposed plan or project.

All other criteria, rules and regulations governing educational leave shall be in conformity with the professional leave guidelines as developed by the Council on Higher Education as amended May 5, 1972.]

(3) Maternity Leave – Maternity leave will be granted to a pregnant employee, married or unmarried, if the leave is requested in advance by the employee. The employee shall inform her immediate supervisor, in advance, and in writing, of her intention to take leave and the approximate time she expects to return to work. Within thirty calendar days after termination of her pregnancy, the employee shall inform her immediate supervisor of the specific date she expects to return to work. The leave shall begin no sooner than one hundred twenty calendar days before the expected date of delivery, and shall continue no later than sixty calendar days after the actual termination of the pregnancy. However, the one hundred twenty day pretermination period will be extended to a longer period if a physician's statement indicates a different period is necessary to protect the health of the employee or the unborn child. The post-termination period of sixty days may be extended for a period not to exceed the extent of the current contract year if a physician's statement indicates that complications resulting from the pregnancy or its termination necessitate a longer period of time in order to protect the health of the employee. In the event that the employee's supervisor or the community college administration in good faith questions the statement of the employee's physician, the employee may be required to obtain a statement of verification from a different physician. The verifying physician shall be selected by the community college administration and the costs for an examination and statement shall be paid for by the community college.

An employee who temporarily vacates a position due to pregnancy is on official leave status. The vacated position can be filled temporarily, but cannot be filled permanently.

[(4) Military Leaves – Pursuant to state statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.]

[(5) Personal Leaves – A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president.

All personal leaves of absence are without pay with the exception of personal catastrophe to a maximum of 3 days per year, nonaccumulative.

The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so without loss of pay. The college shall guarantee the salary difference between the juror's pay and that which would be received.]

[(6) Personal Illness or Injury Leaves – This leave is to be considered in the form of an insurance which will protect the employee from loss of pay or employment status in the event of temporary illness or injury. The employee is responsible to provide, for recording purposes, a determination of the condition which caused the absence. A written excuse from a licensed physician may be required for verification of the absence.

Fifteen days per calendar year, accumulative to a maximum of 180 days for each full time employee is allowed for absences due to personal illness or injury. No salary deduction shall be made for such absences taken within the number of total days accrued by the employee for such purposes.

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.]

[(7) Professional Leaves – Professional leaves of absence without deduction of pay and with reimbursement of certain expenses may be granted to attend professional meetings upon request to the president. When necessary, the college shall provide a substitute academic employee to perform the duties of the academic employee who has been granted leave to attend a professional meeting. When a substitute cannot be obtained or other activity arranged, the class may be canceled upon the approval of the Division Chairman.]

[(8) Other Leaves – Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the Board of Trustees shall not be regarded as an absence provided such business has been cleared through the president's office. For example:

- (a) Visitation to other schools
- (b) Speaking engagements involving education
- (c) Research or preparation involved in presenting professional projects
- (d) Instructionally related field trips
- (e) College related activity supervision.] [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-021 (Order 78-1, Resolution 78-1), § 132S-170-030, filed 9/14/78; Order 74-1, § 132S-170-030, filed 2/14/74.]

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.

Chapter 132S-190 WAC INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD STANDARDS

WAC

- 132S-190-010 Instructional responsibilities.
- 132S-190-020 Annual workload standards.
- 132S-190-030 Development of written syllabi.
- 132S-190-040 Verification of class roster.
- 132S-190-050 Extended day duty assignments.
- 132S-190-060 Split shift—Librarians and guidance counselors.

WAC 132S-190-010 Instructional responsibilities. The primary responsibility of the academic employee is to serve the student primarily through classroom faculty/student contact or by other assistance; i.e., conferencing, etc., as related to the learning process. These responsibility factors are established to ensure an appropriate balance of individual faculty assignments in the total institution.

(1) Guidelines to be used in developing an instructor's responsibility schedule within the work weeks of a quarter will be the responsibility of the division chairman and the academic employees of the division with final approval by the Dean of Instruction.

(2) Each individual academic employee shall work with his division chairman to develop a weekly responsibility schedule in conformance to the guidelines.

(3) This responsibility schedule shall be for a thirty-hour week, plus a designated lunch period.

(4) Approval of such a responsibility schedule shall be vested with the Dean of Instruction or his designee no later than the end of the first instructional week of each quarter during the regular academic year.

(5) Accountability to the posted responsibility schedule may be excepted on campus by notifying the appropriate division chairman. Exception to the responsibility schedule for off-campus reasons must be approved by the Dean of Instruction or his designee. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution 78-1), § 132S-190-010, filed 9/14/78.]

WAC 132S-190-020 Annual workload standards. The annual workload standards for full-time contracted academic employees shall average as follows:

(1) 15 minimum and 17 maximum classroom contact hours per week, per quarter, for straight lecture mode;

(2) 19 minimum and 22 maximum classroom contact hours per week, per quarter, for lecture/lab mode; e.g., science, art, music, physical education;

(3) 22 minimum and 27 maximum classroom contact hours per week, per quarter, for a predominantly lab mode; e.g., occupational programs, skills labs; and,

(4) 35 student contact hours per week, per quarter, for counselors and librarians.

Hourly ranges are designed to reflect both existing programs and provide flexibility to meet future programs needs. Academic employees who have met minimum hours per week per quarter will not be required to teach extended day classes except as provided in WAC 132S-190-050 [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution 78-1), § 132S-190-020, filed 9/14/78.]

WAC 132S-190-030 Development of written syllabi. Each full-time academic employee shall develop written syllabi for each course taught, which shall be updated annually by the end of the second week of each fall quarter. Employees shall make provision for continuity of their instructional assignment, should an instructor be absent for any reason. [Statutory Authority: Chapters

28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution 78-1), § 132S-190-030, filed 9/14/78.]

WAC 132S-190-040 Verification of class roster. Upon receipt of the class roster printout, the academic employee shall verify the class roster with the Registrar. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution 78-1), § 132S-190-040, filed 9/14/78.]

WAC 132S-190-050 Extended day duty assignments. Academic employees may be assigned to instructional duties during extended day in order to conform to average quarterly minimum provisions of their responsibility as stated in WAC 132S-190-020. If such assignment exceeds one class per quarter, the assignment must be made only with the consent of the employee. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution 78-1), § 132S-190-050, filed 9/14/78.]

WAC 132S-190-060 Split shift--Librarians and guidance counselors. Librarians and Guidance Counselors shall not be assigned a split shift without the consent of the academic employee. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution 78-1), § 132S-190-060, filed 9/14/78.]

Chapter 132S-195 WAC

TUITION AND FEE WAIVERS FOR FULL-TIME EMPLOYEES

WAC

132S-195-010 Tuition and fee waivers for full-time employees.

WAC 132S-195-010 Tuition and fee waivers for full-time employees. Pursuant to the authority granted by chapter 82, Laws of 1979, Columbia Basin College is authorized to and shall waive tuition, operating, and service and activities fees for full-time employees under the following conditions:

(a) Enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the college.

(b) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section.

(c) Enrollment information on employees enrolled on a space-available basis shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall persons enrolled pursuant to the provisions of this section be considered in any enrollment statistics which would affect budgetary determinations.

(d) Computations of enrollment levels, student-faculty ratio, or other similar enrollment rated statistics must exclude student credit hours generated by enrollments for which waivers have been granted under this section.

(e) Employees enrolling on a space-available basis shall be charged a registration fee of not less than five dollars per quarter.

(f) The number of courses per quarter for which an employee may enroll pursuant to this section is limited to no more than the equivalent of 5 quarter hours per quarter.

(g) Employees taking tuition free courses shall do so after their normal working hours; any exception will require special permission of the employee's dean level supervisor and the president.

(h) The definition of full-time professional employee, for the purposes of this policy statement, shall be as stated in WAC 132S-08-020 and 132S-190-020; definition of full-time classified employee, for the purposes of this policy statement, shall be as stated in WAC 251-04-020. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-065 (Order 79-3, Resolution 79-3), § 132S-195-010, filed 9/18/79.]

- 132T-38-050 Options in lieu of layoff. [Order 72-1, § 132T-38-050, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-050.
- 132T-38-060 Procedures for establishing order of layoff and notice of requirements. [Order 72-1, § 132T-38-060, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-060.
- 132T-38-070 Distribution of layoff notice. [Order 72-1, § 132T-38-070, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-070.
- 132T-38-080 Re-employment rights of laid off employees. [Order 72-1, § 132T-38-080, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-080.

WAC 132T-38-010 through 132T-38-080 Repealed. See Disposition Table at beginning of this chapter.

Title 132T WAC

COMMUNITY COLLEGES--WALLA WALLA COMMUNITY COLLEGE

Chapters

- 132T-38 Reduction in force for classified personnel.
132T-104 Constitution and bylaws of the associated students of Walla Walla Community College.
132T-116 Parking and traffic rules.
132T-128 Reduction in force for classified personnel.

Chapter 132T-38 WAC

REDUCTION IN FORCE FOR CLASSIFIED PERSONNEL

WAC

- 132T-38-010 through 132T-38-080 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132T-38-010 Purpose of rules. [Order 72-1, § 132T-38-010, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-010.
- 132T-38-020 Definitions. [Order 72-1, § 132T-38-020, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-020.
- 132T-38-030 Initial procedures for reduction in force. [Order 72-1, § 132T-38-030, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-030.
- 132T-38-040 Initial order of layoff. [Order 72-1, § 132T-38-040, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-040.

Chapter 132T-104 WAC

CONSTITUTION AND BYLAWS OF THE ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

WAC

- 132T-104-020 The Associated Students.
132T-104-030 Legislative body of associated students of Walla Walla Community College.
132T-104-040 Executive body of associated students of Walla Walla Community College.
132T-104-050 Judicial function of associated students of Walla Walla Community College.
132T-104-070 Standing committees.
132T-104-080 Amendments.
132T-104-110 Allocation of money.
132T-104-120 Walla Walla Community College clubs and organizations.
132T-104-121 CORP.
132T-104-130 Compensation for officers of the Walla Walla Community College associated student body.
132T-104-210 Duties of officers of Walla Walla Community College associated student body.
132T-104-220 Judicial board of Walla Walla Community College.
132T-104-230 The appellate court of Walla Walla Community College.
132T-104-240 Sophomore and freshman senators.
132T-104-250 Leadership awards.
132T-104-260 Elections.
132T-104-270 Initiative and referendum.
132T-104-280 The recall.

WAC 132T-104-020 The Associated Students. The government organization of the students of Walla Walla Community College shall be known as the Associated Students of Walla Walla Community College. Words and phrases used herein in the masculine gender shall include the masculine and feminine genders. [Statutory Authority: Chapters 28B.10, and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-020, filed 8/23/78; Order 76-1, § 132T-104-020, filed 8/28/75; Order 73-4, § 132T-104-020, filed 1/4/73.]