

# Title 132B WAC

## COMMUNITY COLLEGES--GRAYS HARBOR COLLEGE

### Chapters

- 132B-120** Student conduct code.
- 132B-128** Policies and procedures for tenure and dismissal.
- 132B-276** Public records policy.
- 132B-300** Grievance procedure.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132B-12

#### PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF GRAYS HARBOR COLLEGE

- |  |   |
|--|---|
| <p>132B-12-003 Purpose. [Order 1, § 132B-12-003, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-006 Positions covered by the rules. [Order 1, § 132B-12-006, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-009 Adoption of rules. [Order 1, § 132B-12-009, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-012 Amendment of rules. [Order 1, § 132B-12-012, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-015 Definitions. [Order 1, § 132B-12-015, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-018 Organization. [Order 1, § 132B-12-018, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-021 Compensation. [Order 1, § 132B-12-021, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-024 Election of officers. [Order 1, § 132B-12-024, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-027 Meetings. [Order 1, § 132B-12-027, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-030 Powers and duties. [Order 1, § 132B-12-030, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-033 Appointment. [Order 1, § 132B-12-033, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-036 Powers and duties. [Order 1, § 132B-12-036, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-039 Content. [Order 1, § 132B-12-039, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-</p> | <p>81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-042 Amendment. [Order 1, § 132B-12-042, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-045 Allocation. [Order 1, § 132B-12-045, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-048 Interpretation of specifications. [Order 1, § 132B-12-048, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-051 Use in allocation. [Order 1, § 132B-12-051, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-054 Use in examination. [Order 1, § 132B-12-054, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-057 Statement of general qualifications. [Order 1, § 132B-12-057, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-060 Authority. [Order 1, § 132B-12-060, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-063 Use of class titles. [Order 1, § 132B-12-063, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-066 General policies. [Order 1, § 132B-12-066, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-069 Content. [Order 1, § 132B-12-069, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-072 Amendment. [Order 1, § 132B-12-072, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-075 Payroll certification. [Order 1, § 132B-12-075, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-078 Hours of work. [Order 1, § 132B-12-078, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-081 Rest periods. [Order 1, § 132B-12-081, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-084 Holidays. [Order 1, § 132B-12-084, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-087 Annual leave. [Order 1, § 132B-12-087, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> |
|--|---|

- 132B-12-090 Sick leave. [Order 1, § 132B-12-090, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-093 Military training leave with pay. [Order 1, § 132B-12-093, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-096 Military leave without pay. [Order 1, § 132B-12-096, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-099 Leave for civil duty. [Order 1, § 132B-12-099, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-102 Leave of absence without pay. [Order 1, § 132B-12-102, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-105 Absence without authorized leave. [Order 1, § 132B-12-105, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-108 Selection by examination. [Order 1, § 132B-12-108, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-111 Content of announcements. [Order 1, § 132B-12-111, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-114 Distribution of announcements. [Order 1, § 132B-12-114, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-117 Open competitive examinations. [Order 1, § 132B-12-117, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-120 Promotional examinations. [Order 1, § 132B-12-120, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-123 Forms of application. [Order 1, § 132B-12-123, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-126 Freedom from bias. [Order 1, § 132B-12-126, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-129 Admission to examination. [Order 1, § 132B-12-129, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-132 Disqualification of applicants. [Order 1, § 132B-12-132, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-135 Original examinations. [Order 1, § 132B-12-135, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-138 Promotional examinations. [Order 1, § 132B-12-138, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-141 Noncompetitive examinations. [Order 1, § 132B-12-141, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-144 Open-continuous examination. [Order 1, § 132B-12-144, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-147 Conduct of examinations. [Order 1, § 132B-12-147, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-150 Anonymity of applicants. [Order 1, § 132B-12-150, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-153 Rating of examinations. [Order 1, § 132B-12-153, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-156 Establishment and maintenance. [Order 1, § 132B-12-156, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-159 Organizational units. [Order 1, § 132B-12-159, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-162 Merit lists. [Order 1, § 132B-12-162, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-165 Layoff lists. [Order 1, § 132B-12-165, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-168 Unranked lists. [Order 1, § 132B-12-168, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-171 Duration of eligible lists. [Order 1, § 132B-12-171, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-174 Registers—Generally. [Order 1, § 132B-12-174, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-177 Registers—Unranked transfer—Duration. [Order 1, § 132B-12-177, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-180 Registers—Open-competitive—Duration. [Order 1, § 132B-12-180, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-183 Removal of names from eligible lists. [Order 1, § 132B-12-183, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-186 Comparable lists. [Order 1, § 132B-12-186, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-189 Availability of eligibles. [Order 1, § 132B-12-189, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-192 Request for employees. [Order 1, § 132B-12-192, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-195 Method of certification. [Order 1, § 132B-12-195, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-198 Ranked lists. [Order 1, § 132B-12-198, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-201 Related lists. [Order 1, § 132B-12-201, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).

- 132B-12-204 Selection. [Order 1, § 132B-12-204, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-207 Probationary appointments. [Order 1, § 132B-12-207, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-210 Provisional appointments. [Order 1, § 132B-12-210, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-213 Transfer. [Order 1, § 132B-12-213, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-216 Demotion. [Order 1, § 132B-12-216, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-219 Purpose. [Order 1, § 132B-12-219, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-222 Duration. [Order 1, § 132B-12-222, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-225 Removal during probationary period. [Order 1, § 132B-12-225, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-228 Demotion during probationary period. [Order 1, § 132B-12-228, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-231 Separation. [Order 1, § 132B-12-231, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-234 Resignation. [Order 1, § 132B-12-234, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-237 Reduction in force—Layoff. [Order 1, § 132B-12-237, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-240 Dismissal. [Order 1, § 132B-12-240, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-243 Abandonment of position. [Order 1, § 132B-12-243, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-246 Disciplinary action. [Order 1, § 132B-12-246, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-249 Suspension. [Order 1, § 132B-12-249, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-252 Demotion. [Order 1, § 132B-12-252, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-255 Who may appeal. [Order 1, § 132B-12-255, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-258 Procedures for hearing appeals. [Order 1, § 132B-12-258, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-261 Reemployment list—Reinstatement after appeal. [Order 1, § 132B-12-261, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-264 Agreements between agencies and employee organizations. [Order 1, § 132B-12-264, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-267 Notice of intent by bargaining unit. [Order 1, § 132B-12-267, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-270 Determination of bargaining unit. [Order 1, § 132B-12-270, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-273 Bargaining factors. [Order 1, § 132B-12-273, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-276 Certification by director—Notice of petition. [Order 1, § 132B-12-276, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-279 Election of representative organization—Notice. [Order 1, § 132B-12-279, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-282 Election rules—Ballots. [Order 1, § 132B-12-282, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-285 Majority of votes required. [Order 1, § 132B-12-285, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-288 Representation upon certification. [Order 1, § 132B-12-288, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-291 Decertification. [Order 1, § 132B-12-291, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-294 Personnel matters. [Order 1, § 132B-12-294, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-297 Grievance procedure. [Order 1, § 132B-12-297, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-300 Payroll deduction. [Order 1, § 132B-12-300, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-303 One year duration. [Order 1, § 132B-12-303, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-306 Filing—Conflict with Civil Service Act. [Order 1, § 132B-12-306, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-309 Conference on disputes. [Order 1, § 132B-12-309, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-312 Hearing on disputes. [Order 1, § 132B-12-312, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).

- 132B-12-315 Service ratings. [Order 1, § 132B-12-315, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-318 Education and training. [Order 1, § 132B-12-318, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-321 Outside course work. [Order 1, § 132B-12-321, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-324 Classes during working hours—Compensation—Authorization. [Order 1, § 132B-12-324, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-327 Special training programs. [Order 1, § 132B-12-327, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-330 Political activity. [Order 1, § 132B-12-330, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-333 Outside employment. [Order 1, § 132B-12-333, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-336 Employment of more than one member of a family. [Order 1, § 132B-12-336, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-339 False statements—Fraud. [Order 1, § 132B-12-339, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-342 Bribery. [Order 1, § 132B-12-342, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-345 Interference by officials. [Order 1, § 132B-12-345, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-348 Penalties. [Order 1, § 132B-12-348, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-351 Discrimination. [Order 1, § 132B-12-351, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-354 Personnel records. [Order 1, § 132B-12-354, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-357 Roster. [Order 1, § 132B-12-357, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-360 Reports to the personnel director. [Order 1, § 132B-12-360, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-363 Public records. [Order 1, § 132B-12-363, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).

**Chapter 132B-14**  
**TENURE REGULATIONS**

132B-14-010, 132B-14-020, 132B-14-030, 132B-14-040, 132B-14-050, 132B-14-060, 132B-14-070, 132B-14-080, 132B-14-090,

132B-14-100. [Order 2, filed 2/18/71.] Repealed by Order, filed 3/28/73.

**Chapter 132B-120 WAC**  
**STUDENT CONDUCT CODE**

**WAC**

- 132B-120-010 Definitions.  
132B-120-020 Statement of purpose.  
132B-120-030 Jurisdiction.  
132B-120-040 Student misconduct.  
132B-120-050 Civil disturbances.  
132B-120-060 Free movement on campus.  
132B-120-070 Right to demand identification.  
132B-120-080 Academic dishonesty/classroom conduct.  
132B-120-090 Campus speakers.  
132B-120-100 Distribution of information.  
132B-120-110 Commercial activities.  
132B-120-120 Disciplinary process.  
132B-120-130 Disciplinary terms.  
132B-120-140 Readmission after suspension/expulsion.  
132B-120-150 Reestablishment of academic standing.  
132B-120-160 Disciplinary authority of the associate dean of student affairs and dean of instruction.  
132B-120-170 Student/faculty disciplinary committee.  
132B-120-180 Procedural guidelines.  
132B-120-190 Appeals.  
132B-120-200 Reporting, recording and maintaining records.

**WAC 132B-120-010 Definitions.** As used in this document the following words and phrases shall mean:

(1) "Board" shall mean the board of trustees of Community College District No. 2, state of Washington.

(2) "College" shall mean Grays Harbor College or any additional community college hereafter established within Community College District No. 2, state of Washington.

(3) "Liquor" shall mean the definition of liquor as contained within RCW 66.04.010(16) as now law or hereafter amended.

(4) "Drugs" shall mean and include any narcotic drug as defined in RCW 69.50.101(o), any controlled substance as defined in RCW 69.50.201 through 69.50.212 or any legend drug as defined in RCW 69.41.010(8) as now or hereafter amended.

(5) "College facilities" shall mean and include any or all real property controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(6) "President" shall mean the chief executive officer of the college appointed by the board of trustees.

(7) "Disciplinary officials" shall mean the hearing committee as denominated in WAC 132B-120-180, the associate dean of student affairs and/or the dean of instruction, and the president.

(8) "Student" shall mean and include any person who is regularly enrolled at the college.

(9) "Disciplinary action" shall mean and include the warning, probation, expulsion, suspension, or reprimand of any student pursuant to WAC 132B-120-120 for the violation of any designated rule or regulation of the rules of student conduct for which a student is subject to disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-010, filed 8/6/80.]

**WAC 132B-120-020 Statement of purpose.** (1) Grays Harbor College is maintained by the state of Washington for the provision of programs of instruction in higher education and related community services. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, it has special expectations regarding the conduct of the various participants in the college community.

(2) Admission to the college carries with it the prescription that the student will conduct himself as a responsible member of the college community. This includes an expectation that the student will obey appropriate laws, will comply with the rules and regulations of the college and its departments, and will maintain a high standard of integrity and honesty.

(3) Sanctions for violations of college regulations or conduct which interferes with the operation of college affairs will be dealt with by the college, and the college may impose sanctions independently of any action taken by civil authorities. In the case of minors, misconduct may be referred to parents or legal guardians. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-020, filed 8/6/80.]

**WAC 132B-120-030 Jurisdiction.** All rules herein adopted concerning student conduct and discipline shall apply to every student enrolled at the college whenever said student is engaged in or present at any college-related activity whether occurring on or off of college facilities. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-030, filed 8/6/80.]

**WAC 132B-120-040 Student misconduct.** Disciplinary action may be taken for a violation of any provision of this student code, for a violation of other college rules and regulations which may from time to time be properly enacted, or for any of the following types of misconduct:

(1) Smoking is prohibited in all classrooms and the library and other areas so posted by college officials.

(2) The possession, use, sale or distribution of any alcoholic beverage or illegal drug on the college campus is prohibited. The use of illegal drugs by any Grays Harbor College student attending a college-sponsored event is also prohibited, even though the event does not take place at the college. The use of alcohol by any Grays Harbor College student attending such events on non-college property shall conform to state law.

(3) Engaging in lewd, indecent, or obscene behavior.

(4) Where the student presents an imminent danger to college property or to himself or other students or persons in college facilities on or off campus, or to the education process of the college.

(5) Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college.

(6) The intentional making of false statements and/or filing of false charges against the college and members of the college community.

(7) Forgery, alteration, or misuse of college documents, records, funds or instruments of identification with the intent to defraud.

(8) Theft from or damage to college premises and/or property, or theft of or damage to property of a member of the college community or college premises.

(9) Failure to comply with the direction of college officials acting in the legitimate performance of their duties.

(10) Possession of firearms, licensed or unlicensed, except where possessed by commissioned police officers as prescribed by law. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-040, filed 8/6/80.]

**WAC 132B-120-050 Civil disturbances.** In accordance with provisions contained in RCW 28B.10.571 and 28B.10.572:

(1) It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty member or student of the college who is in the peaceful discharge or conduct of his duties or studies.

(2) It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, faculty member or student of the college who is in the peaceful discharge of his duties or studies.

(3) The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to administrators or faculty members who are engaged in the reasonable exercise of their disciplinary authority.

(4) Any person or persons who violate the provisions of subparagraphs (1) and (2) above will be subject to disciplinary action and referred to the civil authorities for prosecution. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-050, filed 8/6/80.]

**WAC 132B-120-060 Free movement on campus.** The president is authorized in the instance of any event that he deems impedes the movement of persons or vehicles or which he deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of a person or persons or any group of persons to enter onto or remain upon any portion of the college facility. The president may, in his stead, act through the associate dean of student affairs or any other persons he may designate. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-060, filed 8/6/80.]

**WAC 132B-120-070 Right to demand identification.** For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may

demand that any person on college facilities produce evidence of student enrollment at the college by tender of that person's student identification card to the faculty member or other authorized personnel. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-070, filed 8/6/80.]

**WAC 132B-120-080 Academic dishonesty/classroom conduct.** (1) Academic dishonesty: Honest assessment of student performance is of crucial importance to all members of the academic community. Acts of dishonesty are serious breaches of honor and shall be dealt with in the following manner:

(a) It is the responsibility of the college administration and teaching faculty to provide reasonable and prudent security measures designed to minimize opportunities for acts of academic dishonesty which occur at the college.

(b) Any student who, for the purpose of fulfilling any assignment or task required by a faculty member as part of the student's program of instruction, shall knowingly tender any work product that the student fraudulently represents to the faculty member as the student's work product, shall be deemed to have committed an act of academic dishonesty. Acts of academic dishonesty shall be cause for disciplinary action.

(c) Any student who aids or abets the accomplishment of an act of academic dishonesty, as described in subparagraph (b) above, shall be subject to disciplinary action.

(d) This section shall not be construed as preventing an instructor from taking immediate disciplinary action as provided herein when the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom. This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for academic dishonesty.

(2) Classroom conduct: Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(a) Any student who, by any act of misconduct, substantially disrupts any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the faculty member's class shall be subject to disciplinary action.

(b) The instructor of each course offered by the college shall be authorized to take such steps as may be necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the objectives of the course; provided a student shall have the right to appeal such disciplinary action to the associate dean of student affairs. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-080, filed 8/6/80.]

**WAC 132B-120-090 Campus speakers.** (1) Student organizations officially recognized by the college may

invite speakers to the campus to address their own membership and other interested students and faculty providing suitable space is available and there in no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution which prohibits religious worship, exercise or instruction on state property.

(2) In order to insure an atmosphere of open exchange and to insure that the educational objectives of the college are not obscured, the president, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring a designated member of the faculty as chairman, or requiring permission for comments and questions from the floor. Likewise, the president may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting so that other points of view may be expressed. The president may designate representatives to recommend conditions such as time, manner, and place for the conduct of particular meetings. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-090, filed 8/6/80.]

**WAC 132B-120-100 Distribution of information.**

(1) Handbills, leaflets, newspapers and similarly related materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the associate dean of student affairs; provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

(2) Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

(3) All nonstudents shall register with the associate dean of student affairs prior to the distribution of any handbill, leaflet, newspaper or related matter. Such distribution or sale must not interfere with the free flow of vehicular or pedestrian traffic.

(4) Any person or persons who violate provisions of subparagraphs (1) and (2) above will be subject to disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-100, filed 8/6/80.]

**WAC 132B-120-110 Commercial activities.** (1) College facilities will not be used for a commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest

to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college, or the office of the associated students of the college; provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of vehicular or pedestrian traffic.

(2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers and similarly related materials as regulated in WAC 132B-120-100 of this document. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-110, filed 8/6/80.]

**WAC 132B-120-120 Disciplinary process.** (1) Any infractions of college rules and regulations may be referred by any college faculty or staff member to the associate dean of student affairs or in his absence the dean of instruction. That official shall then follow the appropriate procedures for any disciplinary action which he deems necessary relative to the alleged misconduct. In addition, a student may appeal disciplinary action taken by an instructor or faculty member pursuant to the provisions in WAC 132B-120-180.

(2) The disciplinary official may take whatever action he deems appropriate within the framework of these regulations. If the student concludes that any sanctions imposed upon him are inappropriate, he may appeal to the student/faculty disciplinary committee.

(3) If a referral or an appeal is made to the student/faculty disciplinary committee, the committee shall hold a hearing, reach conclusions and may impose sanctions. If the student concludes that the action of the disciplinary committee is inappropriate, he may appeal the matter to the president of the college.

(4) The president of the college, after reviewing the case, may reverse, sustain or modify any sanctions which may have been imposed by the student/faculty disciplinary committee. The decision of the president is final. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-120, filed 8/6/80.]

**WAC 132B-120-130 Disciplinary terms.** (1) As used in this document the following terms shall mean:

(a) Disciplinary warning: Constitutes oral notice of violation of college rules and regulations.

(b) Reprimand: Formal action after censuring a student for violation of college rules or regulations for failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

(c) Disciplinary probation: Formal action placing conditions upon the student's continued attendance because of his violation of college rules and regulations or

failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(d) Summary suspension: Temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten days which occurs prior to invocation of the formal hearing procedures specified in this code due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or other students or persons in college facilities on or off campus, or to the educational process of the college.

(e) Suspension: Temporary dismissal from the college and temporary termination of student status for violation of college rules and regulations or for failure to meet college standards of conduct.

(f) Expulsion: Dismissal from the college and termination of student status for violation of college rules and regulations or for failure to meet the college standards of conduct for an indefinite period of time or permanently.

(2) Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy.

(3) A student suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-130, filed 8/6/80.]

**WAC 132B-120-140 Readmission after suspension/expulsion.** Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the associate dean of student affairs. Such petition must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or his designee. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-140, filed 8/6/80.]

**WAC 132B-120-150 Reestablishment of academic standing.** Students who have been suspended pursuant to disciplinary procedures set forth in WAC 132B-120-120 and 132B-120-130 and whose suspension upon appeal is found to have been unwarranted shall be provided the

opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action. [Statutory Authority: RCW 28B.50.140(13), 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-150, filed 8/6/80.]

**WAC 132B-120-160 Disciplinary authority of the associate dean of student affairs and dean of instruction.**

(1) The associate dean of student affairs or, in his absence, the dean of instruction of the college is responsible for initiating disciplinary proceedings for infractions of rules and regulations as outlined in the procedures. The associate dean of student affairs or, in his absence, the dean of instruction, may delegate this responsibility to members of their staff and they may also establish committees or other hearing bodies to advise or act for them in disciplinary matters.

(2) In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student involved shall be informed at the initial conference or hearing of the several sanctions that may be involved for the misconduct.

(3) After considering the evidence in a case and interviewing the student or students involved, the associate dean of student affairs, or in his absence, the dean of instruction, may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students.

(b) Dismiss the case after whatever counseling and advice maybe appropriate.

(c) Impose disciplinary sanctions directly, subject to the student's right of appeal as described in this procedure. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally.

(d) Refer the matter to the student/faculty disciplinary committee on conduct and standards for appropriate action. The student shall be notified in writing that the matter has been referred to the committee.

(4) This section shall not be construed as preventing the appropriate official from summarily suspending a student. In the event of summary suspension, the student will be given oral or written notice of the charges against him, an explanation of the evidence against him if he denies the charges, and an informal opportunity to present his side of the matter. He will also be given an opportunity to invoke the formal hearing process set forth in this code. [Statutory Authority: RCW 28B.50.140(13), 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-160, filed 8/6/80.]

**WAC 132B-120-170 Student/faculty disciplinary committee.** (1) The student/faculty disciplinary committee, convened for that purpose, will hear, de novo, and make recommendations on all disciplinary cases referred to by the appropriate authority or appeal to it by students. The committee will be composed of the following persons:

(a) A member appointed by the president of the college

(b) Two members of the faculty, appointed by the president of the faculty association

(c) Two representatives from the student council, appointed by the student body president.

(2) None of the above-named persons shall sit on any case in which he has a complaint or witness, in which he has a direct or personal interest, or in which he has acted previously in an advisory or official capacity. Decisions in this regard, including the selection of alternates, shall be made by the disciplinary committee as a whole. The disciplinary committee chairman will be elected by the members of the disciplinary committee.

(3) The committee may decide that the student involved:

(a) Be given a disciplinary warning;

(b) Be given a reprimand;

(c) Be placed on disciplinary probation;

(d) Be given a suspension;

(e) Be expelled;

(f) Be exonerated with all proceedings terminated and with no sanctions imposed. [Statutory Authority: RCW 28B.50.140(13), 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-170, filed 8/6/80.]

**WAC 132B-120-180 Procedural guidelines.** (1) The student, if he wishes to appeal, has a right to a fair and impartial hearing before the committee on any charge of misconduct. His failure to cooperate with the hearing procedures, however, shall not preclude the committee from making its findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.

(2) The student shall be given notice of the date, time and place of the hearing, the charges against him, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him to prepare a defense. The notice may be amended at any time prior to the hearing, but if such amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date if so requested in writing by the student.

(3) The student or his representative shall be entitled to hear and examine the evidence against him and be informed of the identity of its sources; he shall be entitled to present evidence in his own behalf and to question witnesses testifying against him as to factual matters. The student shall have all authority which is possessed by the college to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

(4) Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether he is guilty of the misconduct charged but the student's past record of conduct may be taken into account in formulating the committee's recommendation for disciplinary action.



(5) The student may be represented by counsel and/or accompanied by an advisor of his choice.

(6) Hearings conducted by the committee may be held in closed session at the discretion of the committee, the only exception being when the student involved invites particular persons or requests an open hearing. If at any time during the conduct of the hearing invited guests are disruptive of the proceedings, the chairman of the committee may exclude such persons from the hearing room.

(7) A majority of the committee shall set the time, place and available seating capacity for a hearing.

(8) All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

(9) An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspection and copying in the office of student affairs during regular business hours.

(10) The student will be provided with a copy of the findings of fact and with the conclusions of the committee. He will also be advised of his right to present, within ten calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the committee. In the case of an unmarried student under eighteen years of age, written notice of any action involving dismissal or disciplinary probation will be sent to the parents or guardian of the student.

(11) The committee chairman shall establish general rules of procedures for conducting hearings consistent with the foregoing procedural guidelines.

(12) The president of the college or his designated representative, after reviewing the case, including the report of the committee and any statement filed by the student, shall either indicate his approval of the conclusions of the committee by sustaining its decision, shall give directions as to what other disciplinary action shall be taken by modifying its decision, or shall nullify previous sanctions imposed by reversing its decision. He shall then notify the official who initiated the proceedings, the student and the committee chairperson. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-180, filed 8/6/80.]

**WAC 132B-120-190 Appeals.** Any disciplinary action may be appealed as described below. Notice of an appeal by a student shall be made in writing and addressed to the associate dean of student affairs within ten calendar days of the college's giving of the notice of the disciplinary action.

(1) Disciplinary action by a faculty member or other college staff member may be appealed to, and shall be reviewed by, the associate dean of student affairs, or in his absence, the dean of instruction.

(2) Disciplinary action by the appropriate disciplinary official may be appealed to, and shall be reviewed by, the student/faculty disciplinary committee.

(3) Disciplinary action by the student/faculty disciplinary committee may be appealed to, and shall be reviewed by, the college president or his designee.

(4) Disciplinary action by the president shall either indicate his approval of the conclusions by sustaining the decision or shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing its decision. All appeals to the president shall be final. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-190, filed 8/6/80.]

**WAC 132B-120-200 Reporting, recording and maintaining records.** Records of all disciplinary cases shall be kept by the disciplinary official taking or initiating the action. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than five years. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution 10-80), § 132B-120-200, filed 8/6/80.]

## Chapter 132B-128 WAC

### POLICIES AND PROCEDURES FOR TENURE AND DISMISSAL

#### WAC

132B-128-010	General statement of policy.
132B-128-020	Definitions.
132B-128-030	Procedure for granting tenure.
132B-128-040	Basis for dismissal.
132B-128-050	Procedures for dismissal.
132B-128-100	Academic employee reduction procedure.

**WAC 132B-128-010 General statement of policy.** In accordance with the provisions of sections 32 through 45, chapter 283, Laws of 1969 ex. sess., as amended by chapter 5, Laws of 1970 ex. sess., the following procedures for tenure at Community College District No. 2 will be implemented as of January 29, 1973. These procedures supersede the previously adopted tenure regulations, Grays Harbor College. Granting of tenure should be the rule, not the exception; if denial of tenure becomes the rule, the hiring practices of the college shall be reevaluated.

**Tenure policy statement.** The only difference between a nontenured and a tenured faculty member is that the latter is evaluated periodically for the purpose of improving services and instruction and the former is evaluated regularly for the additional purpose of granting tenure. The dean of instruction shall hold an election and select a tenure review committee which will interview and evaluate the probationer and will make recommendations to the board of trustees regarding the professional qualifications of the nontenured faculty member.

It shall be the policy of Community College District No. 2 that the board of trustees, on the recommendation of the tenure review committee which has interviewed and evaluated the probationer, may grant tenure at any time between the assumption of his faculty position and the end of the three year probationary period, except that compelling reasons must be shown for the award of tenure prior to the third year of probation. [Statutory Authority: RCW 28B.50.140(13). 79-08-129 (Order 79-1, Resolution 11-79), § 132B-128-010, filed 8/1/79; Order, § 132B-128-010, filed 3/28/73.]

**WAC 132B-128-020 Definitions.** Faculty appointment - Full-time employment as a teacher, counselor, librarian or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, except administrative appointments; "faculty appointment" shall mean department heads, division heads and administrators to the extent that such department heads, division heads or administrators have had or do have status as a teacher, counselor, or librarian.

**Full-time position** - One in which the faculty member receives a contract labeled full-time and works a regular load of his division or area for any three complete quarters in one calendar year. Only special circumstances, which shall be described in writing, will permit the faculty member to work less than a regular load and retain a full-time contract.

**Dismissal review committee** - A committee to hear dismissal cases shall be composed of a member of the administrative staff, a student representative, and members of the teaching faculty. The representatives of the teaching faculty shall represent a majority of the members on each review committee. The members representing the teaching faculty on each review committee shall be selected by a majority of the teaching faculty and faculty division heads acting in a body as specified by the dismissal policy.

**Faculty peer** - One who holds a faculty appointment.

**Probationer** - Any individual holding a probationary faculty appointment.

**Probationary faculty appointment** - A faculty appointment for a designated period of time which may be terminated without sufficient cause upon expiration of the probationer's terms of employment.

**Tenure** - A faculty appointment for an indefinite period of time which may be revoked only for sufficient cause and by due process.

**Tenure review committee** - A committee composed of the probationer's faculty peers, a student representative, and a member of the administrative staff of the community college provided that the majority of the committee shall consist of the probationer's faculty peers and that the faculty members be elected as specified by the tenure policy by a majority of the faculty members.

**Appointing authority** - Shall mean the board of trustees of Community College District No. 2.

**Administrative appointment** - Shall mean employment in a specific administrative position as determined by the appointing authority.

**Administrative position** - For purposes of this document, the following positions are considered administrative positions at Grays Harbor College: President, dean of instruction, dean of administration, associate dean for student affairs, associate dean for admissions and records, associate dean for vocational education, associate dean for continuing education, assistant dean of administration, assistant dean for library and media services, coordinator of basic education, coordinator of continuing education, coordinator of child and family studies, coordinator of women's resources center, coordinator of financial aids and veterans affairs, and coordinator of student programs. [Statutory Authority: RCW 28B.50.140(13). 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), § 132B-128-020, filed 4/24/81; 79-08-129 (Order 79-1, Resolution 11-79), § 132B-128-020, filed 8/1/79; Order, § 132B-128-020, filed 3/28/73.]

**WAC 132B-128-030 Procedure for granting tenure.**

(1) **Selection of the tenure review committee** -

(a) A tenure review committee shall be established for each probationer. The committee shall be responsible for the probationer until he is either granted tenure or is no longer employed within Community College District No. 2. If a vacancy occurs during the terms of service of the tenure review committee members, the dean of instruction will call a special election within two weeks to fill that position.

(b) The dean of instruction shall be responsible for the establishment of each tenure review committee, which shall normally begin functioning no later than four weeks after the day that the probationer has begun his faculty duties.

(c) Each tenure review committee shall be composed of five members. There shall be automatic nomination of the appropriate division chairman to position number one. One faculty member shall be nominated by the probationer to position number two. After these nominations are made, the dean of instruction shall call an all-faculty meeting at which faculty members shall nominate one or more faculty members for position number three and may nominate faculty members for positions one and two. A vote shall be taken and the nominee receiving a majority vote for a particular position shall be elected. If no candidate for a particular position receives a majority vote, a run-off election shall be held within five days between the two candidates receiving the largest number of votes. A student representative, who shall be a full-time student, shall be appointed by Grays Harbor College student council to position number four. The president of the college shall appoint a member to position number five.

(2) **Evaluation of the probationer** -

If the probationer disagrees with the tenure review committee's recommendation, he shall be given an opportunity to challenge it before the college president.

(3) **Final action on tenure** -

(a) The final decision to award or withhold tenure shall rest with the board of trustees (appointing authority) after it has given reasonable consideration to the

recommendations of the tenure review committee, and reasonable consideration to the recommendation of the college president. Any recommendations of the tenure review committee and the president shall be advisory only and not binding upon the board of trustees (appointing authority).

(b) If the probationer is not to be retained, he must be informed no later than the last day of winter quarter.

(c) If the probationer is dismissed prior to the termination of his contract, his case shall be considered by the dismissal review committee in accordance with the laws of the state of Washington and the dismissal policy of Community College District No. 2. [Statutory Authority: RCW 28B.50.140(13). 79-08-129 (Order 79-1, Resolution 11-79), § 132B-128-030, filed 8/1/79; Order, § 132B-128-030, filed 3/28/73.]

**WAC 132B-128-040 Basis for dismissal.** A tenured faculty member shall not be dismissed from his appointment except for sufficient cause, nor shall a faculty member who holds a probationary faculty appointment be dismissed prior to the dates established in the written terms of his appointment except for sufficient cause which is of a substantial nature and is not frivolous or inconsequential as determined by the board of trustees, and when it is determined by the board of trustees that the termination of his employment would be in the best interests of the community college district. [Order, § 132B-128-040, filed 3/28/73.]

**WAC 132B-128-050 Procedures for dismissal.** (1) A dismissal review committee created for the express purpose of hearing dismissal cases shall be established no later than October 15 of each academic year (except if this provision is passed after October 15 of any academic year, the dismissal review committee will be chosen within thirty days after passage of this provision), and shall be comprised of the following members:

(a) One member chosen by the college president

(b) Three faculty members chosen by the faculty and division heads acting in a body and in the following manner:

(i) Two individuals will be nominated for each of positions one, two and three by a district-wide random selection process as described in (v) below.

(ii) Two individuals will be nominated in the same manner as (i) above to run for each of three alternate positions identified as alternate one, alternate two and alternate three.

(iii) The nominees receiving a majority of the votes cast will be elected for a one-year term.

(iv) In case of a vacancy in position one, two or three occurring any time after the election, the vacancy will be filled by the alternates, beginning with alternate one.

(v) A district-wide random selection process will be developed by the president of Grays Harbor College. This selection process will be designed to remove any element of preselection or predisposition from the dismissal review committee selection process.

(c) A student representative, who shall be a full-time student, shall be appointed by the Grays Harbor College

student council. The student council shall also appoint a full-time student as an alternate member to serve on the dismissal review committee should the regularly appointed member be unable to serve on the committee.

(d) The college president shall choose one alternate member to serve on the dismissal review committee should the regularly appointed member be unable to serve on the committee.

(e) The dismissal review committee will select one of its members to serve as chairman.

(2) When the president receives or initiates a formal written recommendation about a faculty member which may warrant dismissal, he shall inform that faculty member. Within ten days after having been so informed, the faculty member will be afforded an opportunity to meet with the president or his designee and the chairman of the division. At this preliminary meeting, which shall be an information-gathering session, an adjustment may be mutually agreed upon. If the matter is not settled or adjusted to the satisfaction of the college president, he shall recommend that the faculty member be dismissed.

(3) If the president recommends that the faculty member be dismissed, he shall:

(a) Deliver a short and plain statement to the faculty member which shall contain:

(i) The grounds for dismissal in reasonable particularity;

(ii) A statement of the legal authority and jurisdiction under which the hearing is to be held;

(iii) Reference to any particular statutes or rules involved.

(b) Call into action the dismissal review committee and deliver the above statement to the members of the dismissal review committee, if the professional requests a hearing.

(4) After receiving the president's recommendation for dismissal, the affected professional may request a hearing within the following five days. If the president does not receive this request within five days, the professional's right to a hearing will be deemed waived.

(5) If the president receives a request for a hearing, the dismissal review committee shall, after receiving the written recommendation from the college president, establish a date for a committee hearing giving the faculty member so charged twenty days notice of such hearing, and inform in writing the faculty member so charged of the time, date and place of such hearing.

(6) The dismissal review committee shall:

(a) Hear testimony from all interested parties, including but not limited to other faculty members and students and receive any evidence offered by same;

(b) Afford the faculty member whose case is being heard the right of cross-examination and the opportunity to defend himself and be accompanied by legal counsel;

(c) Allow the college administration to be represented by an assistant attorney general.

(7) The dismissal review committee shall include a neutral presiding officer appointed by the appointing authority. Such presiding or hearing officer shall not be

a voting member of the committee; it shall be his responsibility to:

(a) Make all rulings regarding the evidentiary and procedural issues presented during the course of the dismissal review committee hearings;

(b) Meet and confer with the members of the dismissal review committee and advise them in regard to procedural and evidentiary issues considered during the course of the committee's deliberations;

(c) Appoint a court reporter, who shall operate at the direction of the presiding officer and shall record all testimony, receive all documents and other evidence introduced during the course of hearings, and record any other matters related to the hearing as directed by the presiding officer;

(d) Prepare a record which shall include:

(i) All pleadings, motions and rulings;

(ii) All evidence received or considered;

(iii) A statement of any matters officially noticed;

(iv) All questions and offers of proof, objections and rulings thereon;

(v) Proposed findings and exceptions;

(vi) A copy of the recommendations of the dismissal review committee.

(8) A copy of the above shall be transcribed and furnished upon request to the faculty member whose case is being heard.

(9) The hearing shall be closed. However, interested parties, including but not limited to faculty members and students, will be given an opportunity to present evidence.

(10) Within ten college calendar days of the conclusion of the hearing, the dismissal review committee will arrive at its recommendations in conference on the basis of the hearing. Before doing so, it should give the faculty member or his counsel(s) and the representative designated by the president of the college the opportunity to argue orally before it. If written briefs would be helpful, the dismissal review committee may request them. The dismissal review committee may proceed to a recommendation promptly or await the availability of a transcript if making a fair recommendation would be aided thereby. Within fifteen college calendar days of the conclusion of the hearing the president of the college, the faculty member and the board of trustees will be presented with recommendations in writing and given a copy of the record of the hearing.

(11) The board of trustees shall meet within a reasonable time subsequent to its receipt of the dismissal review committee recommendations to consider those recommendations. The board of trustees shall afford the parties the right to oral and written argument with respect to whether they will dismiss the faculty member involved. The board of trustees may hold such other proceedings as they deem advisable before reaching their decision. A record of the proceedings at the board level shall be made and the final decision shall be based only upon the record made before the board and the dismissal review committee, including the briefs and oral arguments. The decision to dismiss or not to dismiss shall rest, with respect to both the facts and the decision, with

the board of trustees after giving reasonable consideration to the recommendations of the dismissal review committee. The dismissal review committee's recommendations shall be advisory only and in no respect binding in fact or law upon the decision maker, the board of trustees. The board of trustees shall within fifteen days following the conclusion of their review, notify the charged faculty member in writing of its final decision.

(12) Suspension of the faculty member by the president during the administrative proceedings involving him (prior to the final decision of the board of trustees) is justified if immediate harm to himself or others is threatened by his continuance. Any such suspension shall be with pay.

(13) Except for such simple announcements as may be required covering the time of the hearing and similar matters, no public statements about the case shall be made by the faculty member, the dismissal review committee or administrative officers of the board of trustees until all administrative proceedings and appeals have been completed.

(14) Any dismissed faculty member shall have the right to appeal the final decision of the board of trustees within ten days of the receipt of the notice of dismissal. The filing of an appeal shall not stay enforcement of the decision of the board of trustees.

(15) If the president of Grays Harbor College initiates a formal written recommendation that a faculty member be dismissed and the board of trustees decides to retain the faculty member, or if the trustees' decision to dismiss a faculty member is reversed by a court, all evidence concerning the dismissal will be removed from the faculty member's permanent personnel file if the reason for the denial of the recommendation was the president's failure to establish the facts which were the basis for the dismissal recommendation.

If the facts which were the basis for the dismissal recommendation were shown to the satisfaction of the trustees and the courts, but the dismissal recommendation was not followed because the trustees or the courts decided that the facts were not sufficient to warrant dismissal, the facts which were shown would be retained in the faculty member's permanent personnel file along with a record of the outcome of the dismissal proceeding.

If the facts are to be retained in the faculty member's permanent personnel file, the faculty member will be given an opportunity to review the facts and to write an explanation which will be retained along with the findings of fact. [Statutory Authority: RCW 28B.50.140(13). 79-08-129 (Order 79-1, Resolution 11-79), § 132B-128-050, filed 8/1/79; Order, § 132B-128-050, filed 3/28/73.]

**WAC 132B-128-100 Academic employee reduction procedure.** If an academic employee with a full-time faculty appointment is to be laid off for program termination or reduction, decreases in enrollment, changes in educational policy or substantial evidence of a serious shortage of funds, the Grays Harbor College policies and

procedures for tenure and dismissal will be utilized and the following criteria and procedures will be used:

(1) The president, with consultation from his administrative staff, will review the nature of the problem facing the college. If the president determines that reductions in staff are or will be necessary in the near future, he will give notice of the potential reductions to the recognized academic employee organization. The notice which the president gives to the recognized academic employee organization shall include:

(a) The reasons for the proposed reductions in force;

(b) The number of academic employees to be considered for layoff.

(2) The recognized academic employee organization will then have the right to meet with the president who shall fully document the need for such reductions in staff. The president shall present and explain the major criteria to be used to identify those to be laid off. If any courses currently in the curriculum are expected to be eliminated, he shall identify those courses and explain why they have been judged not to be the most necessary course offerings to maintain the best possible quality educational opportunities at Grays Harbor College.

(3) The need for a reduction in force will be determined on the basis of the need for reduction in each division of Grays Harbor College.

(4) The divisions at Grays Harbor College, for purposes of this document, shall be business administration, English-speech, health and physical education, humanities, life sciences, physical science and mathematics, social science, vocational-technical, administration, library, and student services.

(5) Within a reasonable time after the start of the fall quarter of each year, the dean of instruction, with advice from the appropriate division chairman, shall assign each academic employee to a division. An academic employee may not be a member of more than one division. (If this code is passed during the school year, the dean of instruction shall assign the academic employees to their respective divisions within a reasonable period of time after passage of this code.)

(6) If the number of academic employees is to be reduced, the president, with advice from the dean of instruction and division chairmen, shall decide in the case of each affected division what course offerings and/or other services are most necessary to maintain quality education at Grays Harbor College. The president shall consider but not be limited to the following factors:

(a) The enrollment and the trends in enrollment for not less than four consecutive quarters, if applicable, and their effect upon each division;

(b) The goals and objectives of Grays Harbor College and the state board for community college education;

(c) Information concerning faculty and administrative vacancies occurring through retirement, resignation, sabbaticals and leaves of absence.

(7) Those duties associated with the course offerings and/or other services determined to be most necessary at Grays Harbor College will be considered needed duties of an academic employee.

(8) The president's determination of the most necessary course offerings and/or other services is not subject to review by the dismissal review committee.

(9) If a reduction is necessary within a division, the following order of layoff will be utilized provided there are qualified academic employees to replace and perform all the needed duties of the academic employees to be laid off: First, part-time academic employees; second, probationary appointees with the least seniority; third, full-time tenured academic employees with the least seniority.

(10) Seniority shall be determined by establishing the date of the signing of the first full-time contract for the most recent period of continuous full-time professional service for Grays Harbor College which shall include leaves of absence, sabbatical leaves, and periods of layoffs. (This shall include professional services for the Aberdeen School District No. 5 prior to July 1, 1967, if assigned to Grays Harbor College.) The longest terms of employment as thus established shall be considered the highest level of seniority. In instances where academic employees have the same beginning date of full-time professional services, seniority shall be determined in the following order:

(a) First date of the signature of a letter of intent to accept employment;

(b) First date of application for employment.

(11) An academic employee shall be qualified to instruct courses which the president, with advice from the dean of instruction and the appropriate division chairman, determines the academic employee is qualified to instruct. The president's determination of what duties an academic employee is qualified to perform is not subject to review by the dismissal review committee.

(12) A full-time tenured academic employee whose contract was not renewed as a result of this academic employee staff reduction procedure has a right to recall to any teaching position, either a newly created one or a vacancy, providing he is qualified as determined by the college president. The recall shall be in reversed seniority, the most senior first. The right of recall shall extend three years from the date of layoff. Full-time tenured academic employees who have been laid off will retain all accrued benefits, such as sick leave and seniority. Upon recall they shall be placed at least at the next higher increment on the salary schedule than at the time of layoff and will retain their tenured status. [Order, § 132B-128-100, filed 3/28/73.]

### Chapter 132B-276 WAC PUBLIC RECORDS POLICY

#### WAC

132B-276-010 Purpose.

132B-276-020 Definitions.

132B-276-030 Description of central and field organization of Community College District No. 2.

132B-276-040 Operations and procedures.

132B-276-050 Public records available.

132B-276-060 Public records officer.

132B-276-070 Office hours.

132B-276-080 Requests for public records.

- 132B-276-090 Copying.
- 132B-276-100 Exemptions.
- 132B-276-110 Review of denials of public records requests.
- 132B-276-120 Protection of public records.
- 132B-276-130 Records index.
- 132B-276-990 Appendix A—Request for public record to Community College District No. 2.

**WAC 132B-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by Community College District No. 2 with the provisions of chapter 42.17 RCW, commonly called Initiative No. 276, and in particular with RCW 42.17.250 - 42.17.340 of that act dealing with public records. [Order, § 132B-276-010, filed 10/28/74.]

**WAC 132B-276-020 Definitions.** (1) "Public records" include any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) "Community College District No. 2" is an agency organized by statute pursuant to RCW 28B.50.040 and shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the board of trustees and employees of the district. [Order, § 132B-276-020, filed 10/28/74.]

**WAC 132B-276-030 Description of central and field organization of Community College District No. 2.** District No. 2 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff is located at Grays Harbor College, Aberdeen, Washington 98520. [Order, § 132B-276-030, filed 10/28/74.]

**WAC 132B-276-040 Operations and procedures.** The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members, each appointed by the governor to a term of five years. The trustees exercise the powers and duties granted them under RCW 28B.50.140. [Statutory Authority: RCW 28B.50.140(13), 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), § 132B-276-040, filed 4/24/81; Order, § 132B-276-040, filed 10/28/74.]

**WAC 132B-276-050 Public records available.** All public records of the district, as defined in WAC 132B-276-020, are deemed to be available for public inspection and copying pursuant to these rules, except as

otherwise provided by RCW 42.17.310 and WAC 132B-276-100. [Order, § 132B-276-050, filed 10/28/74.]

**WAC 132B-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative offices of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW. [Order, § 132B-276-060, filed 10/28/74.]

**WAC 132B-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon, and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. [Order, § 132B-276-070, filed 10/28/74.]

**WAC 132B-276-080 Requests for public records.** In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained by members of the public upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office. The form shall be presented to the public records officer, or to any member of the district's staff if the public records officer is not available, at the administrative offices of the district during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;

(e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested. [Order, § 132B-276-080, filed 10/28/74.]

**WAC 132B-276-090 Copying.** No fee shall be charged for the inspection of public records. The district

shall charge a fee of ten cents per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the district will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance. [Order, § 132B-276-090, filed 10/28/74.]

**WAC 132B-276-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132B-276-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.310, the district reserves the right to delete identifying details when it makes available or publishes any public record in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Order, § 132B-276-100, filed 10/28/74.]

**WAC 132B-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the president of the college. The president or his designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order, § 132B-276-110, filed 10/28/74.]

**WAC 132B-276-120 Protection of public records.** Requests for public records shall be made in the administration building of Grays Harbor College. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be

removed from the place designated for their inspection. Copies shall be made at Grays Harbor College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132B-276-090. [Order, § 132B-276-120, filed 10/28/74.]

**WAC 132B-276-130 Records index.** (1) **Index** - the district has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since June 30, 1972:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or any private party.

(2) **Availability** - the current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Order, § 132B-276-130, filed 10/28/74.]

**WAC 132B-276-990 Appendix A--Request for public record to Community College District No. 2.**

APPENDEX "A"

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NO. 2

Signature \_\_\_\_\_ Name (please print) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Mailing Address of Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_

Date Request Made at Community College District No. 2 \_\_\_\_\_ Time of Day of Request \_\_\_\_\_

Nature of Request \_\_\_\_\_

Identification Reference on Current Index (please describe) -----

Description of record or matter requested, if not identifiable by reference to current index of Community College District No. 2.

Request Approved ----- By -----  
Date Public Records Officer

Request Denied ----- Reasons for Denial -----

Referred to ----- Date -----

[Order, Appendix A (codified as WAC 132B-276-990), filed 10/28/74.]

Chapter 132B-300 WAC  
GRIEVANCE PROCEDURE

WAC

- 132B-300-010 Statement of policy.
132B-300-020 Grievance procedure.

WAC 132B-300-010 Statement of policy. Grays Harbor Community College is covered by Title IX of the Education Amendments of 1972 prohibiting sex discrimination in education and Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap in education. It is the policy of Grays Harbor Community College to ensure equal opportunity without regard to sex or handicap status in all areas of admission, education, application for employment, and employment.

A grievance procedure is required by Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. [Statutory Authority: Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. 78-12-065 (Order 78-1, Resolution 17-78), § 132B-300-010, filed 12/1/78.]

WAC 132B-300-020 Grievance procedure. (1) Any applicant for admission, enrolled student, applicant for employment or employee of Grays Harbor Community College who believes he/she has been discriminated against on the basis of sex or on the basis of a handicap may lodge a formal institutional grievance according to the following procedures:

(a) Step 1: Informal meeting. The complainant may request an informal meeting with the individual believed to have committed the discriminatory act in an attempt to informally resolve the concern.

(b) Step 2: Official hearing. If not satisfied by the results of the informal meeting, the complainant may request a meeting with the college Title IX/handicap officer.

(i) The request for an official hearing must be made in writing and must stipulate the specific grievance(s) the complainant wishes to raise.

(ii) Within 30 calendar days of receiving the written request, the college Title IX/handicap officer shall arrange a meeting to hear the complaint. It shall be at the discretion of the complainant to determine whether the officer will meet with the complainant and the person to whom the complaint has been directed separately or in a single meeting. If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the college officer, who will chair the meeting.

(iii) Following the hearing and within 30 calendar days of receiving the written request, the college officer will report his/her findings in writing to both the complainant and the person to whom the complaint has been directed.

(c) Step 3: Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the college Title IX/handicap officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president.

(i) The request must be made in writing within 10 days after receipt of the written results of the Step 2 official hearing.

(ii) Within 15 days after receiving the request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(iii) Attendance at the presidential appeal hearing shall be limited to the college president or designee, the Title IX/handicap officer, the complainant, and the person to whom the complaint is directed unless otherwise mutually agreed by the parties. The college president or presidential designee shall preside.

(iv) Either the complainant or the person to whom the complaint is directed may call witnesses at the discretion of the person presiding.

(v) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

(2) If desired, inquiries or appeals beyond the institutional level may be directed to:

(a) Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, Washington 98101.

(b) The Equal Opportunity Commission, 705 Second Avenue, Seattle, Washington 98101.

(c) The Human Rights Commission, 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, Washington 98504. [Statutory Authority: Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. 78-12-065 (Order 78-1, Resolution 17-78), § 132B-300-020, filed 12/1/78.]