

# Title 132J WAC

## COMMUNITY COLLEGES—GREEN RIVER COMMUNITY COLLEGE

### Chapters

- 132J-108 Practice and procedure.
- 132J-116 Traffic and parking rules and regulations.
- 132J-120 Student body rights and responsibilities.
- 132J-128 Tenure.
- 132J-136 Smoking regulations.
- 132J-141 Prohibited activities.
- 132J-160 Refund of tuition and special course/program connected fees.
- 132J-164 Buckley Family Educational Rights and Privacy Act policy.
- 132J-276 Public records.
- 132J-300 Grievance procedure—Sex discrimination.
- 132J-325 State Environmental Policy Act (SEPA).

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132J-12 UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF GREEN RIVER COMMUNITY COLLEGE

- 132J-12-003 Purpose. [Order 68-1, § 132J-12-003, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-006 Positions covered by the rules. [Order 68-1, § 132J-12-006, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-009 Adoption of rules. [Order 68-1, § 132J-12-009, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-012 Amendment of rules. [Order 68-1, § 132J-12-012, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-015 Definition of terms. [Order 68-1, § 132J-12-015, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-018 Organization. [Order 68-1, § 132J-12-018, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-021 Compensation. [Order 68-1, § 132J-12-021, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-024 Election of officers. [Order 68-1, § 132J-12-024, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-027 Meetings. [Order 68-1, § 132J-12-027, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order

- 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-030 Powers and duties. [Order 68-1, § 132J-12-030, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-033 Appointment of personnel director. [Order 68-1, § 132J-12-033, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-036 Powers and duties. [Order 68-1, § 132J-12-036, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-039 Content. [Order 68-1, § 132J-12-039, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-042 Amendment. [Order 68-1, § 132J-12-042, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-045 Allocation. [Order 68-1, § 132J-12-045, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-048 Interpretation of specifications. [Order 68-1, § 132J-12-048, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-051 Use in allocation. [Order 68-1, § 132J-12-051, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-054 Use in examination. [Order 68-1, § 132J-12-054, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-057 Statements of general qualifications. [Order 68-1, § 132J-12-057, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-060 Authority. [Order 68-1, § 132J-12-060, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-063 Use of class titles. [Order 68-1, § 132J-12-063, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-066 General policies. [Order 68-1, § 132J-12-066, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-069 Content. [Order 68-1, § 132J-12-069, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-072 Amendment. [Order 68-1, § 132J-12-072, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-075 Payroll certification. [Order 68-1, § 132J-12-075, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-

	79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.		79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-078	Overtime payment. [Order 68-1, § 132J-12-078, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-189	Admission to examination. [Order 68-1, § 132J-12-189, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-081	Hours of work. [Order 68-1, § 132J-12-081, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-192	Disqualification of applicants. [Order 68-1, § 132J-12-192, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-084	Rest periods. [Order 68-1, § 132J-12-084, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-195	Original examinations. [Order 68-1, § 132J-12-195, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-087	Holidays. [Order 68-1, § 132J-12-087, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-198	Promotional examinations. [Order 68-1, § 132J-12-198, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-096	Annual leave. [Order 68-1, § 132J-12-096, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-201	Noncompetitive examinations. [Order 68-1, § 132J-12-201, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-120	Sick leave. [Order 68-1, § 132J-12-120, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-204	Open-continuous examinations. [Order 68-1, § 132J-12-204, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-123	Prior annual and sick leave credits. [Order 68-1, § 132J-12-123, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-207	Conduct of examinations. [Order 68-1, § 132J-12-207, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-144	Military training leave with pay. [Order 68-1, § 132J-12-144, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-210	Anonymity of applicants. [Order 68-1, § 132J-12-210, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-147	Military leave without pay. [Order 68-1, § 132J-12-147, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-213	Rating of examinations. [Order 68-1, § 132J-12-213, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-150	Leave for civil duty. [Order 68-1, § 132J-12-150, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-216	Veteran's preference. [Order 68-1, § 132J-12-216, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-153	Leave of absence without pay. [Order 68-1, § 132J-12-153, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-219	Noncompetitive examinations. [Order 68-1, § 132J-12-219, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-165	Absence without authorized leave. [Order 68-1, § 132J-12-165, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-222	Definition of veteran. [Order 68-1, § 132J-12-222, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-168	Selection by examination. [Order 68-1, § 132J-12-168, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-223	Limitations on preference. [Order 68-1, § 132J-12-223, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-171	Announcement of examinations. [Order 68-1, § 132J-12-171, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-226	Proof of eligibility. [Order 68-1, § 132J-12-226, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-175	Distribution of announcements. [Order 68-1, § 132J-12-175, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-229	Notification of examination results. [Order 68-1, § 132J-12-229, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-177	Open competitive examinations. [Order 68-1, § 132J-12-177, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-231	Notification of cancellation. [Order 68-1, § 132J-12-231, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-180	Promotional examinations. [Order 68-1, § 132J-12-180, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-232	Medical examination. [Order 68-1, § 132J-12-232, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-183	Forms of application. [Order 68-1, § 132J-12-183, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.	132J-12-235	Establishment and maintenance. [Order 68-1, § 132J-12-235, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
132J-12-186	Freedom from bias. [Order 68-1, § 132J-12-186, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-	132J-12-238	Organizational units. [Order 68-1, § 132J-12-238, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-

- 79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-241 Merit lists. [Order 68-1, § 132J-12-241, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-245 Layoff lists. [Order 68-1, § 132J-12-245, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-248 Unranked lists. [Order 68-1, § 132J-12-248, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-251 Duration of eligible lists. [Order 68-1, § 132J-12-251, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-253 Layoff and reemployment lists. [Order 68-1, § 132J-12-253, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-261 Removal of names from eligible lists. [Order 68-1, § 132J-12-261, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-264 Comparable lists. [Order 68-1, § 132J-12-264, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-267 Availability of eligibles. [Order 68-1, § 132J-12-267, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-270 Request for employees. [Order 68-1, § 132J-12-270, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-273 Method of certification. [Order 68-1, § 132J-12-273, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-276 Ranked lists. [Order 68-1, § 132J-12-276, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-277 Urgency certification. [Order 68-1, § 132J-12-277, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-279 Related lists. [Order 68-1, § 132J-12-279, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-281 Selection. [Order 68-1, § 132J-12-281, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-284 Probationary appointments. [Order 68-1, § 132J-12-284, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-287 Provisional appointments. [Order 68-1, § 132J-12-287, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-290 In-training appointments. [Order 68-1, § 132J-12-290, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-293 Promotion—Trial service period. [Order 68-1, § 132J-12-293, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-296 Transfer. [Order 68-1, § 132J-12-296, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-299 Demotion. [Order 68-1, § 132J-12-299, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-302 Purpose for probationary period. [Order 68-1, § 132J-12-302, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-305 Duration. [Order 68-1, § 132J-12-305, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-308 Removal during probationary period. [Order 68-1, § 132J-12-308, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-311 Demotion during probationary period. [Order 68-1, § 132J-12-311, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-314 Separation. [Order 68-1, § 132J-12-314, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-317 Resignation. [Order 68-1, § 132J-12-317, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-320 Reduction in force—Layoff. [Order 68-1, § 132J-12-320, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-323 Dismissal. [Order 68-1, § 132J-12-323, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-326 Abandonment of position. [Order 68-1, § 132J-12-326, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-329 Disciplinary action. [Order 68-1, § 132J-12-329, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-332 Suspension. [Order 68-1, § 132J-12-332, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-335 Demotion. [Order 68-1, § 132J-12-335, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-338 Who may appeal from disciplinary actions. [Order 68-1, § 132J-12-338, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-341 Procedures for hearing appeals. [Order 68-1, § 132J-12-341, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-344 Service ratings and training. [Order 68-1, § 132J-12-344, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-347 Education and training. [Order 68-1, § 132J-12-347, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-350 Outside course work. [Order 68-1, § 132J-12-350, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-353 Classes during working hours—Compensation—Authorization. [Order 68-1, § 132J-12-353, filed

- 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-356 Special training programs. [Order 68-1, § 132J-12-356, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-359 Prohibitions and penalties—Political activity. [Order 68-1, § 132J-12-359, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-362 Outside employment. [Order 68-1, § 132J-12-362, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-365 Employment of more than one member of a family. [Order 68-1, § 132J-12-365, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-368 False statements—Fraud. [Order 68-1, § 132J-12-368, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-371 Bribery. [Order 68-1, § 132J-12-371, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-374 Interference by officials. [Order 68-1, § 132J-12-374, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-377 Penalties. [Order 68-1, § 132J-12-377, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-380 Discrimination. [Order 68-1, § 132J-12-380, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-383 Personnel records and reports. [Order 68-1, § 132J-12-383, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-385 Roster. [Order 68-1, § 132J-12-385, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-388 Reports to the personnel director. [Order 68-1, § 132J-12-388, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-12-401 Public records. [Order 68-1, § 132J-12-401, filed 10/15/68.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-900 Purpose—Elections and recognition. [Emergency and Permanent Order 3417, § 132J-112-900, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-901 Definitions. [Emergency and Permanent Order 3417, § 132J-112-901, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-902 Request for election—Canvass of academic employees by independent and neutral person or association. [Emergency and Permanent Order 3417, § 132J-112-902, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-903 Notice of election—Organization to be included on ballot—Time for filing. [Emergency and Permanent Order 3417, § 132J-112-903, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-904 Contents of notice of election—Designation of chief election officer—Duties. [Emergency and Permanent Order 3417, § 132J-112-904, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-905 List of academic employees—Posting of list. [Emergency and Permanent Order 3417, § 132J-112-905, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-906 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Emergency and Permanent Order 3417, § 132J-112-906, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-907 Ballots. [Emergency and Permanent Order 3417, § 132J-112-907, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-908 Record of vote—Signature—Challenge. [Emergency and Permanent Order 3417, § 132J-112-908, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-909 Incorrectly marked ballot. [Emergency and Permanent Order 3417, § 132J-112-909, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-910 Privacy for voter—Equipment. [Emergency and Permanent Order 3417, § 132J-112-910, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-911 Folding ballot—Ballot box. [Emergency and Permanent Order 3417, § 132J-112-911, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-912 Challenged ballot—Procedure. [Emergency and Permanent Order 3417, § 132J-112-912, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-913 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Emergency and Permanent Order 3417, § 132J-112-913, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-914 Election inspectors duties after voting has terminated. [Emergency and Permanent Order 3417, § 132J-112-914, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-915 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Emergency and Permanent Order 3417, § 132J-112-915, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-916 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Emergency and Permanent Order 3417, § 132J-112-916, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-917 Electioneering within the polls forbidden. [Emergency and Permanent Order 3417, § 132J-112-917, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-918 Contest of election—Time for filing objections—Investigation of objections. [Emergency and Permanent Order 3417, § 132J-112-918, filed 4/24/72.] Repealed by

- 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-919 Persons eligible to vote—Any person who qualifies under definition of "academic employee." [Emergency and Permanent Order 3417, § 132J-112-919, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-920 Election determined by majority of valid votes cast—Run-off election. [Emergency and Permanent Order 3417, § 132J-112-920, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.
- 132J-112-921 Time lapse for new election. [Emergency and Permanent Order 3417, § 132J-112-921, filed 4/24/72.] Repealed by 78-11-035 (Resolution No. 78-79/1, Order 78-2), filed 10/19/78. Statutory Authority: RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-030, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address:

Office of the President  
Green River Community College  
12401 S.E. 320th Street  
Auburn, WA 98002

Written application for an adjudicative proceeding should be submitted to the above address within 20 days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-040, filed 11/5/90, effective 12/6/90.]

## Chapter 132J-108 WAC PRACTICE AND PROCEDURE

### WAC

- 132J-108-010 Adoption of model rules of procedure.  
132J-108-020 Appointment of presiding officers.  
132J-108-030 Method of recording.  
132J-108-040 Application for adjudicative proceeding.  
132J-108-050 Brief adjudicative procedures.  
132J-108-060 Discovery.  
132J-108-070 Procedure for closing parts of the hearings.  
132J-108-180 Recording devices.

**WAC 132J-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-010, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-020 Appointment of presiding officers.** The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-020, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

(1992 Ed.)

**WAC 132J-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482-through -494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings;
- (4) Parking violations;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution sponsored athletic events;
- (7) Refund of tuition and special fees under WAC 132J-160-010 through 132J-160-050.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-050, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-060, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-070 Procedure for closing parts of the hearings.** A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within 10 days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within 20 days of receiving the request.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-070, filed 11/5/90, effective 12/6/90.]

**WAC 132J-108-180 Recording devices.** No cameras or recording devices shall be allowed in those parts of the proceedings which the presiding officer has determined shall be closed pursuant to WAC 132J-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 and 34.05.250. 90-22-067, § 132J-108-180, filed 11/5/90, effective 12/6/90.]

**Chapter 132J-116 WAC  
TRAFFIC AND PARKING RULES AND  
REGULATIONS**

**WAC**

132J-116-010	Purpose for adopting rules.
132J-116-020	Definitions.
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132J-116-040	Permits required for vehicles on campus.
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132J-116-060	Valid permit.
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132J-116-110	Right to appeal permit revocation or refusal to grant permit.
132J-116-120	Responsibility of person to whom permit issued.
132J-116-130	Designation of parking.
132J-116-140	Parking within designated spaces.
132J-116-150	Regulatory signs and directions.
132J-116-160	Speed limit.
132J-116-170	Pedestrian's right of way.
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132J-116-190	Report of accidents.
132J-116-200	Enforcement.
132J-116-210	Issuance of traffic tickets.
132J-116-220	Fines and penalties.
132J-116-230	Liability of college.
132J-116-240	Exceptions.

**WAC 132J-116-010 Purpose for adopting rules.**

Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Green River Community College, District 10, is granted authority to make rules and regulations for pedestrian and vehicular traffic on public lands devoted to, operated by, or maintained by the college district. The rules and regulations contained in this chapter are established for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic; and
- (2) To assure access at all times for emergency traffic; and
- (3) To minimize traffic disturbance during class hours; and
- (4) To facilitate the operation of the community college of the district by assuring access for vehicles and to regulate the use of parking spaces.

[Order 73-4, § 132J-116-010, filed 6/6/73.]

**WAC 132J-116-020 Definitions.** As used in this chapter, the following words and phrases shall mean:

- (1) "Board" shall mean the board of trustees of Green River Community College, District 10, state of Washington.
- (2) "Campus" shall mean any or all public lands devoted to, operated by, or maintained by Green River Community College, District 10, state of Washington.

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(3) "Dean of students" shall mean the dean of students of Green River Community College, District 10, state of Washington.

(4) "College" shall mean Green River Community College, District 10, state of Washington and the personnel thereof, and any other community college centers or facilities established within District 10, state of Washington.

(5) "Faculty members" or academic employees shall mean any employee of Green River Community College, District 10, state of Washington who has 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.

(6) "Administration" shall mean those employees whose job duties are administrative by job description and who exercise supervisory or other managerial responsibilities over other employees.

(7) "Campus patrolman" shall mean a contracted or salaried employee of the college who is responsible to the dean of students for campus traffic control, parking, and security.

(8) "Staff" shall mean the contracted or classified employees of Green River Community College, District 10, state of Washington.

(9) "Student" shall mean any person who is enrolled in any community college operated by Washington State Community College, District 10.

(10) "Vehicle" shall mean an automobile, truck, motor-driven cycle, scooter or any vehicle otherwise powered.

(11) "Visitors" shall mean any person or persons who come upon the campus as guests and person or persons who lawfully visit the campus for purposes which are in keeping with the college's role as institutions of higher learning in the state of Washington.

(12) "Permanent permits" shall mean permits which are valid for a school term or a portion thereof.

(13) "School term" shall mean, unless otherwise designated, the time period commencing with the summer quarter of a community college calendar year and extending through the immediately subsequent fall, winter, and spring quarters. The summer school session shall be considered the first quarter of the college calendar year for parking and traffic control purposes.

(14) "Temporary permits" shall mean permits which are valid for a specific period designated on the permit or application up to a maximum of one month.

[Order 73-4, § 132J-116-020, filed 6/6/73.]

**WAC 132J-116-030 Applicable traffic rules and regulations.** The other traffic rules and regulations which are also applicable upon the campus are as follows:

(1) The motor vehicle and other traffic laws of the state of Washington; and

(2) The traffic code of the county of King, state of Washington.

[Order 73-4, § 132J-116-030, filed 6/6/73.]

**WAC 132J-116-040 Permits required for vehicles on campus.** Students, faculty members, staff members, guests, or visitors shall not stop, park, or leave a vehicle



whether attended or unattended upon the campus without a parking permit issued pursuant to WAC 132J-116-050.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-040, filed 6/24/81; Order 73-4, § 132J-116-040, filed 6/6/73.]

**WAC 132J-116-050 Authorization for issuance of permits.** The dean of students, or his designee, is authorized to issue parking permits to students, administrators, faculty members, staff members, guests, and visitors of the college, pursuant to the following regulations:

(1) A person may be issued a parking permit upon the proper registration of his vehicle with the college.

(2) The dean of students, or his designee, may issue temporary, permanent, or special parking permits when such permits are necessary to enhance the business or operation of the college.

(3) Additional permits are available at the current fee schedule to an individual who may be registered to drive any one of several vehicles. It shall be agreed that only one vehicle registered to an individual shall be permitted to park on campus at any one time.

(4) Persons who pay the current fee for parking permits and later request a refund shall receive refunds according to the refund policy.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-050, filed 6/24/81; Order 77-1, § 132J-116-050, filed 5/20/77 and 9/15/77; Order 73-4, § 132J-116-050, filed 6/6/73.]

**WAC 132J-116-060 Valid permit.** A valid parking permit is:

(1) An unexpired *permanent* parking permit registered and properly displayed; or

(2) A *temporary* parking permit authorized by the dean of students, or his designee, and properly displayed; or

(3) A *special* parking permit authorized by the dean of students, or his designee, and properly displayed; or

(4) A *visitor's* permit authorized by the dean of students, or his designee, and properly displayed; or

(5) No permit will be valid for more than one year.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-060, filed 6/24/81; Order 73-4, § 132J-116-060, filed 6/6/73.]

**WAC 132J-116-070 Display of permit.** All permanent parking permits shall be permanently affixed to the vehicle according to the current campus regulations.

(1) Expired permits shall be removed before the new permits are affixed.

(2) Permits not displayed pursuant to the current regulations shall not be valid.

[Order 73-4, § 132J-116-070, filed 6/6/73.]

**WAC 132J-116-080 Transfer of permits.** Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at no additional cost if the permit holder does the following:

(1) Brings invalid permit, or remnant thereof, and permit number to the appropriate office; this office shall then issue

the permit holder a new parking permit registered under a new number.

(2) If the invalid permit, or remnant thereof, is not submitted to the proper authority, a fee will be charged according to the current fee schedule.

[Order 73-4, § 132J-116-080, filed 6/6/73.]

**WAC 132J-116-090 Permit revocation.** Parking permits are the property of the college and may be recalled by the dean of students for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists; or

(2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or

(3) Falsification on a parking permit application; or

(4) Continued or flagrant violations of parking or traffic regulations; or

(5) Counterfeiting or altering a parking permit.

[Order 73-4, § 132J-116-090, filed 6/6/73.]

**WAC 132J-116-100 Right to refuse permit.** The college (dean of students or his designee) reserves the right to refuse the issuance of a parking permit to anyone who has had a previous parking permit revoked or refused, or to anyone whose driving or parking record indicates a flagrant disregard for the rights or safety of other people.

[Order 73-4, § 132J-116-100, filed 6/6/73.]

**WAC 132J-116-110 Right to appeal permit revocation or refusal to grant permit.** When a parking permit has been recalled pursuant to WAC 132J-116-090 or has been refused in accordance with WAC 132J-116-100, or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the dean of students, or his designee, may be appealed pursuant through the established channels.

[Order 73-4, § 132J-116-110, filed 6/6/73.]

**WAC 132J-116-120 Responsibility of person to whom permit issued.** The person to whom a parking permit is issued, pursuant to the rules and regulations set forth in this chapter, shall be responsible for all violations of said rules and regulations involving the vehicle; but, such responsibility shall not relieve other persons who by their conduct with vehicles registered with another permit holder, violate the rules and regulations established by this chapter. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violation(s) of the campus regulations.

[Order 73-4, § 132J-116-120, filed 6/6/73.]

**WAC 132J-116-130 Designation of parking.** The parking space available on campus shall be designated and allocated by the dean of students, or his designee, in such a manner as will best achieve the objectives of the rules and regulations in this chapter.

(1) Faculty and staff spaces shall be so designated; and

(2) Student spaces will be all spaces designated for parking and not posted for special use. Special provisions

have been made for physically handicapped students, or their designee.

(3) Parking spaces shall be designated for use of visitors on campus; and

(4) Parking spaces may be designated for special purposes as deemed necessary.

[Order 73-4, § 132J-116-130, filed 6/6/73.]

**WAC 132J-116-140 Parking within designated spaces.** (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) All vehicles must be parked within designated, marked stalls.

(3) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parking to occupy a portion of more than one space or stall in order to park, shall not constitute an excuse for a violation of this section.

(4) No vehicle shall be parked on the campus except in those areas set aside and designated for parking.

[Order 73-4, § 132J-116-140, filed 6/6/73.]

**WAC 132J-116-150 Regulatory signs and directions.** The dean of students, or his designee, is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various public lands devoted to, operated by, or maintained by the college district. Such signs, barricades, structures, markings and directions, shall be so made and placed as in the opinion of the dean of students, or his designee, will best effectuate the objectives stated in WAC 132J-116-010 and will best effectuate the rules and regulations contained in this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrolmen in the control and regulation of traffic.

[Order 73-4, § 132J-116-150, filed 6/6/73.]

**WAC 132J-116-160 Speed limit.** No vehicle shall be operated on the campus at a speed in excess of fifteen miles per hour, or such slower speed as is reasonable and prudent to the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities.

[Order 73-4, § 132J-116-160, filed 6/6/73.]

**WAC 132J-116-170 Pedestrian's right of way.** (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such

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a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Where a sidewalk is provided, pedestrians shall proceed upon such a sidewalk.

[Order 73-4, § 132J-116-170, filed 6/6/73.]

**WAC 132J-116-180 Two-wheeled motorbikes or bicycles.** (1) All two-wheeled vehicles powered by an engine shall park in a space designated for motorcycles only. No unauthorized vehicles shall be ridden on the sidewalks on campus at any time unless authorized by the dean of students or his designee.

(2) Bicycles and other nonengined powered cycles shall be subject to posted or published regulations as established.

[Order 73-4, § 132J-116-180, filed 6/6/73.]

**WAC 132J-116-190 Report of accidents.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles exceeding \$100 shall immediately report such accident to the dean of students or his designee and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report. Other minor accidents may be reported to the office of campus parking and security for insurance record purposes.

[Order 73-4, § 132J-116-190, filed 6/6/73.]

**WAC 132J-116-200 Enforcement.** (1) Parking and traffic rules and regulations will be enforced throughout the calendar year. Parking and traffic rules and regulations are enforced on a twenty-four hour daily basis.

(2) The dean of students or his designee shall be responsible for the enforcement of the rules and regulations contained in this chapter. The dean of students is hereby authorized to delegate this responsibility to the campus patrolmen or other subordinates.

[Order 73-4, § 132J-116-200, filed 6/6/73.]

**WAC 132J-116-210 Issuance of traffic tickets.** Upon observing the violation of any of the rules and regulations contained in this chapter, the dean of students, his designee or subordinates, may issue a summons or citation setting forth the date, the approximate time, permit number, license information, infraction, officer, and schedule of fines. Such summons or traffic citation may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

[Order 73-4, § 132J-116-210, filed 6/6/73.]

**WAC 132J-116-220 Fines and penalties.** The dean of students, or his designee, is authorized to impose the following fines and penalties for the violation of the rules and regulations contained in this chapter:

(1) Except as provided under subsection (2), fines will be levied for all violations of the regulations contained in this chapter.

(2) Vehicles parked in violation of current traffic and parking regulations will be subject to a fine and may be



impounded and taken to such place for storage as the dean of students, or his designee, selects. The expenses of such impoundings and storage shall be the responsibility of the registered owner or driver of the vehicle. The college shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(3) At the discretion of the dean of students, an accumulation of traffic violations by a student, staff, administrator or faculty member will be cause for disciplinary action, and the dean of students shall initiate disciplinary proceedings against such a violator.

(4) At the discretion of the dean of students, an accumulation of traffic citations by a student, staff, administrator or faculty member may be turned over to a private collection agency for the collection of fines not previously received by the dean of students, or his designee. Other appropriate collection procedures may be initiated as deemed necessary.

(5) Vehicles involved in violations of these regulations may be impounded as provided for in subsection (2) herein.

[Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 81-14-011 (Order 81-1, Resolution No. 80-81/4), § 132J-116-220, filed 6/24/81; Order 73-4, § 132J-116-220, filed 6/6/73.]

**WAC 132J-116-230 Liability of college.** The college assumes no liability under any circumstances for vehicles on campus.

[Order 73-4, § 132J-116-230, filed 6/6/73.]

**WAC 132J-116-240 Exceptions.** No vehicle owned by a governmental agency as evidenced by an exempt license plate will be required to display a parking permit. Such vehicles will be subject to all other parking and traffic regulations. No patrol, service, maintenance, or other authorized vehicles in use for these purposes will be required to obey parking regulations when they are being used for a purpose which requires that they be parked, stopped or driven in unusual locations, or in an unusual manner in order to accomplish their lawful and authorized purpose.

[Order 73-4, § 132J-116-240, filed 6/6/73.]

**Chapter 132J-120 WAC  
STUDENT BODY RIGHTS AND  
RESPONSIBILITIES**

**WAC**

132J-120-010	The purpose for adopting these statements.
132J-120-020	General policies.
132J-120-030	Definitions.
132J-120-040	Right to academic freedom.
132J-120-050	Right of access to college facilities.
132J-120-060	Right to confidentiality of records.
132J-120-070	Right of sale of personal property.
132J-120-080	Right of distribution of material.
132J-120-090	Right to publication.
132J-120-100	Student activities.
132J-120-110	Procedures for violation of academic standards.
132J-120-120	Disciplinary proceedings.
132J-120-130	Method of revision.

**WAC 132J-120-010 The purpose for adopting these statements.** The purpose of this document is to provide students with statements of their responsibilities, rights,

rules, and regulations while enrolled at Green River Community College, District 10, hereafter referred to as GRCC. The following assumptions provide a base for these statements:

(1) Students have the same fundamental rights of all citizens.

(2) The college provides a variety of educational opportunities for students to examine the academic, vocational, technical, social, emotional, recreational, and cultural aspects of society.

(3) Students are encouraged to participate in free inquiry and expression, to develop their capacity for critical judgment, and to engage in group and independent search for truth and knowledge.

(4) A student's registration implies willingness to and responsibility for compliance with the general policies, procedures, and regulations established by the board of trustees with local, state, and federal laws.

[Order 76-2, § 132J-120-010, filed 7/1/76.]

**WAC 132J-120-020 General policies.** (1) Green River Community College is an agency of the state of Washington and as such adheres to all local, state, and federal laws.

(2) Written procedures shall be established to maintain conditions conducive to the effective performance of the function of the college, to protect individual students from unfair imposition of penalties, and to assure due process.

(3) If these rules are violated, the college has the obligation to take such action as is in the best interest of the entire college and which is commensurate with the rights of the individual.

(4) If a student is charged with an off-campus violation of the law, the college shall not take action unless the student fails to comply with college policies.

(5) Students shall have the responsibility and the right to participate in the formulation and reviewing of all Green River Community College policies and rules pertaining to student conduct and the enforcement thereof.

(6) This document shall be printed in the college catalog and made available to students upon request.

(7) It shall be the responsibility of all student(s) attending Green River Community College to abide by these rules when on any college facility or acting in association with a campus organization.

[Order 76-2, § 132J-120-020, filed 7/1/76.]

**WAC 132J-120-030 Definitions.** (1) The "academic board" is a board composed of four student members appointed by the ASGRCC president and four faculty members selected from a list of volunteers, by a vote of those volunteers, which make recommendations to the dean for students for the purpose of (a) review student petitions to have grades lined through on his/her transcript, and (b) hear grievances which may occur between students and faculty members regarding the normal educational activities.

(2) "Admissions" is the procedure required by the college to determine a student's eligibility and status for registration for a class or classes.

(3) "Associated students of Green River Community College," "ASGRCC," is the associated students of Green

River Community College, hereafter referred to as ASGRCC, which includes all persons who are enrolled in classes at the college.

(4) "ASGRCC senate" is the representative group of students officially recognized by the board of trustees, who represent students enrolled at the college.

(5) "Assembly" is any overt activity engaged in by three or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information.

(6) The "board of appeals" is a board composed of four student members appointed by the ASGRCC president and four faculty members appointed by the college president, or his designee, who hear and adjudicate cases referred or appealed from the judicial board.

(7) The "board of trustees" is the five-member board of trustees of Green River Community College, District 10, appointed by the governor of the state of Washington.

(8) The "college" is a term used synonymously with Green River Community College, District 10, (GRCC) and is composed of the main campus, extension centers, and off-campus classes and activities.

(9) "College community" is composed of all individuals who are enrolled in classes and/or employed by the college.

(10) "College administration" is composed of all college employees who are designated as members of the administration by the board of trustees.

(11) The "college newspaper(s)" or "campus newspaper(s)" is the publication sponsored by the ASGRCC.

(12) "College president" is the chief executive officer of the college appointed by the board of trustees.

(13) "Commons" is the campus area immediately surrounding the columns and fountain immediately west of the performing arts building.

(14) "Evaluation" is procedures, parameters, and criteria used in evaluating and grading students' performances in classes or programs.

(15) "Instructor/faculty" (academic employee) are those professional staff members who are employed by the college in temporary or fulltime, tenured or probationary positions, as teachers, counselors, and/or librarians for the purpose of instruction or providing support services for students.

(16) "Judicial board" is the five students appointed by the ASGRCC president who hear and adjudicate cases, charges, and render interpretations relating to disciplinary procedures.

(17) "Legal compulsion" is a subpoena, court order, or other binding legal activity which requests or forces the college's official representatives to conform to the nature of the order, and/or, means a judicial or legislative order which requires some action by the person to whom it is directed.

(18) "Lindbloom student center advisory board," "LSC advisory board," is the eleven-member board which consists of the associate dean for student programs, a recreation representative, a student senator, a faculty member, the supervisor of buildings and grounds, a citizen of Community College District 10, three students-at-large, one administrator, and a recording secretary, whose function is to implement programs, policies, and procedures pertaining to the Lindbloom student center.

(19) "Records" are official transcripts, documents, references, or other such confidential information which is in writing and preserved as evidence.

(20) "Registrar" is the college administrator employee who is charged with the responsibility for maintaining transcripts, grades, and grade rosters.

(21) "Registration" is the procedure required by the college to enroll students for a class or classes.

(22) "Student" is any person enrolled at the college.

(23) "Student organization" is a group of students who have complied with the formal requirements of college recognition as provided by the ASGRCC constitution.

[Order 76-2, § 132J-120-030, filed 7/1/76.]

**WAC 132J-120-040 Right to academic freedom.** (1) Freedom of discussion and expression of views shall be encouraged and protected. The instructor has the responsibility to maintain order and to keep classroom discussion and lecture relevant to the course syllabus, but this authority shall not be used to suppress the expression of views contrary to his/her own.

(2) Students are responsible for learning the content of courses in which they are enrolled.

(3) A student's performance shall be evaluated solely on course achievement.

(4) Course standards shall be defined in the approved course syllabus filed in the college library.

[Order 76-2, § 132J-120-040, filed 7/1/76.]

**WAC 132J-120-050 Right of access to college facilities.** (1) Students shall have the right of access to college facilities subject to ordinary schedules and regulations governing each particular facility.

(2) Students shall have privacy in their offices, when appropriately assigned, for the maintenance of personal papers, confidential records, and effects.

(3) Students shall have the right of "assembly" on college facilities, subject to regular college scheduling procedures, provided that such assemblies are conducted in an orderly manner. All assemblies shall be considered orderly if they:

(a) Do not interfere with classes, scheduled meetings or ceremonies, or regular activities of the college,

(b) Do not interfere with pedestrian or vehicular traffic,

(c) Do not cause physical abuse to another person in the college community,

(d) Do not cause destruction or damage to college property.

(4) All speakers shall allow time for a question and answer session.

(5) Amplifying equipment shall not be used without the permission of the college president, or his designee.

[Order 76-2, § 132J-120-050, filed 7/1/76.]

**WAC 132J-120-060 Right to confidentiality of records.** (1) No records shall be kept about students' views, beliefs, and/or political affiliations and such information acquired by college employees shall be considered unofficial and confidential.

(2) Judgment of character or academic achievement may be provided only upon request and consent of the student.

(3) The registrar's office shall be the only office on campus to maintain records of students' academic achievements.

(4) The academic record shall only contain classes and dates taken, grades received and credits earned.

(5) The academic record shall be available to administrative staff and faculty members under appropriate circumstances as determined by the registrar.

(6) Academic records and disciplinary records shall be in separate files.

(7) Only the office of the dean for students and the judicial board shall maintain files for disciplinary records.

(8) Academic records and disciplinary records shall be considered confidential information.

(9) The only other person(s) permitted access to these records shall be designated by the student and/or legal compulsion.

(10) Disciplinary records shall be destroyed after one calendar year from the occurrence of the incident.

(11) Disciplinary records shall not be released from GRCC unless authorized by the student and/or by legal compulsion.

(12) Any student may challenge the accuracy of any entry or the presence of any item on his/her academic record by requesting a hearing of the academic board.

[Order 76-2, § 132J-120-060, filed 7/1/76.]

**WAC 132J-120-070 Right of sale of personal property.** (1) Students may have the right to engage in incidental sales of personal property in a private transaction.

(2) All other sales shall take place in the Lindbloom student center subject to approval of the college president, or his designee, consistent with rules established by the LSC advisory board.

[Order 76-2, § 132J-120-070, filed 7/1/76.]

**WAC 132J-120-080 Right of distribution of material.** (1) Handbills, leaflets, and statements may be distributed without prior approval of content.

(2) The distribution of materials shall be prohibited in parking areas.

(3) The sponsors are responsible for the removal of materials at an appropriate time as determined by the administration of the college.

(4) Distribution by means of accosting individuals or by hawking or shouting is prohibited.

(5) All materials shall indicate the name of the sponsoring person or student organization.

[Order 76-2, § 132J-120-080, filed 7/1/76.]

**WAC 132J-120-090 Right to publication.** (1) Campus newspapers and other media shall be free from censorship and advance approval of copy and shall be free to develop their own editorial policies and news coverage.

(2) Editorial freedom entails a corollary obligation under the canons of responsible journalism, \*publication code and applicable regulations of Green River Community College

publication policy, state and/or federal law regarding libel and obscenity.

\*To be developed.

(3) It shall be stated in publications, broadcasts, and in speeches that editorial opinions are not necessarily those of the institution or its members.

(4) Articles appearing in the campus newspaper(s) shall be considered to represent the views of the editor unless otherwise stated.

[Order 76-2, § 132J-120-090, filed 7/1/76.]

**WAC 132J-120-100 Student activities.** (1) Students have the right to organize and join organizations to promote their common interests.

(2) The membership, policies, and actions of a student organization shall be determined by a vote of only those persons who hold bona fide membership in the ASGRCC.

(3) Each organization shall have a student chairperson whose name shall be registered with the appropriate college employee in student programs.

(4) Student organizations are required to submit a constitution which shall include a statement of purpose, criteria for membership, rules and procedures to the ASGRCC student senate for approval.

(5) Student organizations shall be open to students without respect to race, creed, or national origin, sex, or handicap.

(6) The student programs and activities fees shall be administered in accordance with the current board of trustees policies.

(7) Students shall have recognition and voting rights in the current organization which recommends policy to the board of trustees.

[Order 76-2, § 132J-120-100, filed 7/1/76.]

**WAC 132J-120-110 Procedures for violation of academic standards.** (1) A student shall have the right to file a grievance of alleged unfair teaching or evaluation practices. In most situations, the student should discuss the complaint with the instructor involved; if no resolution is reached with the instructor, the following steps shall be available to the student:

(a) A conference with the division chairperson,

(b) A conference with the appropriate associate dean(s),

(c) A conference with the appropriate dean.

(d) The student or any other involved person may request a conference with any combination of the above persons.

(2) After reasonable efforts have been made to resolve the grievance through the above steps, the student may, through the office of the dean for students, request a hearing before the academic board.

(3) The appeal beyond the academic board is to the president of the college.

(4) It is the responsibility of the administration of the college to carry out the final recommendation of each grievance.

[Order 76-2, § 132J-120-110, filed 7/1/76.]

**WAC 132J-120-120 Disciplinary proceedings.** (1) Disciplinary proceedings involving violations of this document may be initiated through the following processes by any member of the college community in this order:

- (a) Judicial board
- (b) Board of appeals
- (c) College president.

(2) The appropriate forms and/or information shall be available in the dean for students' office.

(3) Sanctions resulting from actions of the judicial board, board of appeals or college president may include, but not be limited to; reprimands, limiting participation in programs, dismissal and fines.

[Order 76-2, § 132J-120-120, filed 7/1/76.]

**WAC 132J-120-130 Method of revision.** (1) If any member of the college community wishes to request a change in these statements, he/she must notify the ASGRCC president and the president of the college in writing.

(2) The ASGRCC senate shall have the right and responsibility to review and make recommendations to the board of trustees prior to the board's adoption of any change.

(3) Proposed changes must be printed in the college newspaper at least one week prior to submission to the board of trustees.

(4) All recommendations to the board of trustees shall be made available to the members through the office of the college president at least ten days prior to the scheduled meeting at which the item(s) are to be considered.

[Order 76-2, § 132J-120-130, filed 7/1/76.]

## Chapter 132J-128 WAC

### TENURE

#### WAC

132J-128-010	Tenure.
132J-128-020	Tenure review committees.
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132J-128-040	Tenure review committee defined.
132J-128-050	Establishment of criteria and methods for evaluation.
132J-128-060	Selection of the tenure review committee.
132J-128-070	Evaluation of the probationer.
132J-128-080	Final action on tenure.
132J-128-090	Dismissal philosophy.
132J-128-100	Dismissal hearing committee.
132J-128-110	Basis for dismissal.
132J-128-120	Dismissal procedure.
132J-128-130	Resignation.
132J-128-140	Retirement.

**WAC 132J-128-010 Tenure.** In accordance with the provisions of sections 32 through 45 [RCW 28B.50.850 through 28B.50.869], chapter 283, Laws of 1969 ex. sess. as amended by chapter 5, Laws of 1970 2nd ex. sess., the following procedures for tenure at Community College District No. 10 will be implemented.

[Permanent and Emergency Order 75-2, § 132J-128-010, filed 10/21/75.]

**WAC 132J-128-020 Tenure review committees.** The union, as the duly elected bargaining agent, shall hold an election and select tenure review committees which will

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interview and evaluate the probationers and will make recommendations to the board of trustees regarding the professional qualifications of nontenured faculty members.

[Permanent and Emergency Order 75-2, § 132J-128-020, filed 10/21/75.]

**WAC 132J-128-030 Granting of tenure.** It shall be the policy of Community College District No. 10 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 the employee's faculty position and the end of the three year probationary period as stated in the laws of Washington.

As a general practice, the board of trustees does not grant tenure prior to the end of the second year of probation.

The board, at its discretion, shall periodically review and make recommendations regarding criteria for evaluation of probationers.

The criteria and method of evaluation established shall provide for a fair, balanced, unbiased evaluation of the probationer's effectiveness in his/her appointment and shall include student as well as peer and administrative evaluation.

All criteria relating to tenure considerations for evaluation of probationers shall be subject to approval of the college president after considering the recommendations of the board and the involved divisions.

If the president does not approve the criteria as developed by the involved divisions, he shall, as soon as practicable, return the criteria to the divisions for further consideration together with his reasons in writing.

[Permanent and Emergency Order 75-2, § 132J-128-030, filed 10/21/75.]

**WAC 132J-128-040 Tenure review committee defined.** A committee composed of the probationer's faculty peer and the administrative staff of the community college and a student, provided that the majority of the committee shall consist of the probationer's faculty peers and that the members be elected as specified by the tenure policy by a majority of the faculty members.

[Permanent and Emergency Order 75-2, § 132J-128-040, filed 10/21/75.]

**WAC 132J-128-050 Establishment of criteria and methods for evaluation.** (1) Each division of the college shall establish and maintain criteria and methods for evaluation of probationers in its division.

(2) The criteria and method of evaluation established by divisions shall provide adequate opportunity for the probationer to demonstrate his/her effectiveness in his/her appointment and shall be consistent with his/her job description.

(3) The probationer will be encouraged to assist his/her tenure review committee in determining appropriate methods of evaluation.

[Permanent and Emergency Order 75-2, § 132J-128-050, filed 10/21/75.]

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

the tenure review committee, the union will hold a special election within four weeks to fill the position after the vacancy occurs.

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

(3) Each tenure review committee shall be composed of six members. There shall be automatic nomination of the division chairperson. This position shall be designated position Number 1. Two faculty members shall be nominated by the president of the union for positions Number 2 and 3. One faculty member shall be nominated by the probationer to position Number 4. The president of the college shall appoint an administrator to position Number 5. The associated student body shall select one student to position Number 6. After these nominations are made, the chairperson of the union tenure committee shall call an all-faculty meeting at which faculty members may be nominated for positions 1 through 4. A vote shall be taken and the nominee receiving a majority vote for each position shall be elected. If no candidate for a particular position receives a majority vote, a runoff election shall be held within five days between the two candidates receiving the largest number of votes.

[Statutory Authority: RCW 28B.50.852. 78-06-084 (Order 78-1, Resolution No. 77-78/7), § 132J-128-060, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-060, filed 10/21/75.]

#### **WAC 132J-128-070 Evaluation of the probationer.**

(1) All evaluative information will be considered confidential by members of the tenure review committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) If the probationer agrees with the recommendation, he/she shall submit a letter stating his/her acceptance of the decision.

[Statutory Authority: RCW 28B.50.852. 78-06-084 (Order 78-1, Resolution No. 77-78/7), § 132J-128-070, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-070, filed 10/21/75.]

**WAC 132J-128-080 Final action on tenure.** (1) In reaching its decision as to whether to grant tenure, to extend a probationer's faculty appointment, or to deny tenure and not renew the probationary faculty appointment, the board of trustees shall give reasonable consideration to the recommendations of the tenure review committee. If the board of trustees disagrees with the recommendation of the tenure

review committee, it shall submit specific, written objections and points of disagreement to the probationer and his/her tenure review committee. The written objections shall be presented to the committee within thirty days of receiving the committee's recommendation and at least one week before taking final action. In addition, at least three days prior to taking final action, the board shall hold a meeting with the tenure review committee to discuss all points of disagreement.

(2) If the probationer is not to be retained, such action will be taken by the board of trustees no later than the regular February board of trustees' meeting in the first, second, or third year of probation, provided that such notice may not be given subsequent to the last day of winter quarter.

(3) Upon the granting of tenure or the nonrenewal of a contract, all records, correspondence or other written material relating to the evaluation process shall be given to the appropriate dean, retained for one year, and then destroyed or returned to the faculty member.

(4) If the probationer is dismissed prior to the termination of his/her contract, his/her case shall be considered by the hearing committee in accordance with the laws of the state of Washington and the dismissal policy of Community College District No. 10.

[Permanent and Emergency Order 75-2, § 132J-128-080, filed 10/21/75.]

**WAC 132J-128-090 Dismissal philosophy.** Both the board of trustees and the union are committed to improving and emphasizing the professional competency of the faculty of Community College District No. 10. When documented evidence indicates sufficient cause for dismissal of a faculty member, it shall be college policy to initiate dismissal proceedings in accordance with the provisions for notification and appeal established by Washington state statute.

Both parties agree that attempts shall be made to correct specific deficiencies in a faculty member's appointment before instituting dismissal proceedings. The faculty member shall receive early written notification of his/her specific deficiencies and shall be granted the opportunity and given assistance by division and/or administrative personnel in meeting the conditions and responsibilities regarding the terms of employment.

If possible, dismissal proceedings shall be avoided by the faculty member's being reassigned to other teaching duties within the member's field of competency. This reassignment will be taken only with the assurance that the student welfare will not be adversely affected thereby.

[Permanent and Emergency Order 75-2, § 132J-128-090, filed 10/21/75.]

**WAC 132J-128-100 Dismissal hearing committee.** A dismissal hearing committee comprised for the express purpose of hearing dismissal cases shall be formulated. The committee shall consist of five members:

(1) One member and one alternate to be chosen by the college president at his discretion.

(2) Four full-time faculty members and four alternates to be elected by the full-time faculty acting as a body. This election shall take place on or before the 15th of October each year.

(3) Either the counsel for the charged faculty member or the counsel for the administration may challenge for cause the membership of the dismissal hearing committee. Challenge for cause shall be determined by the hearing officer except for physical incapacity to serve on the committee which will be considered just cause for not serving.

(4) Terms of office for elected faculty members and alternates will be determined by the union.

[Permanent and Emergency Order 75-2, § 132J-128-100, filed 10/21/75.]

**WAC 132J-128-110 Basis for dismissal.** (1) The board of trustees shall not dismiss a tenured faculty member from his/her appointment except for sufficient cause, nor shall the board of trustees dismiss a faculty member who holds a probationary faculty appointment prior to the expiration of his/her contract except for sufficient cause. The board of trustees shall further determine that the "sufficient cause" is of a substantial nature and not frivolous or inconsequential and only when the board of trustees determines that the faculty member's termination of employment would be in the best interests of the college.

Sufficient cause shall not include membership or nonmembership in employee organizations nor prohibit faculty members from the exercise of their rights under Title 28B RCW which include:

(a) The right to be represented by an appropriately elected professional organization.

(b) The right, after using established administrative channels, to meet, confer, and negotiate with the board of trustees.

(c) The right of any faculty member to appear in his/her own behalf on matters relating to his/her own employment.

Dismissal of a faculty member shall also follow the dismissal procedures defined in this policy and appropriate Washington state statutes.

(2) In addition to the legal definition, sufficient cause for dismissal shall be limited to the following:

(a) Failure to fulfill job description;

(b) Incompetence in fulfilling job description;

(c) Repeated violation of published college operational procedures that are received by the charged faculty member;

(d) Program termination or program reduction;

(e) Lack of funds;

(f) Illegal conflict of interest (RCW 42.20.910) [42.20.010];

(g) Sufficient cause may also include aiding and abetting or participating in:

(i) Any unlawful act of violence;

(ii) Any unlawful act resulting in destruction of community college property; or

(iii) Any unlawful interference with the orderly conduct of the educational process (RCW 28B.50.862).

Provision. If a faculty member is to be dismissed for program termination, program reduction, lack of funds or for reasons of economy prior to the expiration of his/her contract, efforts shall be made to reassign said faculty member within or to an area that can effectively utilize his/her services. In the event reassignment is not possible, prior to dismissal, the president of the college, the president of the union, and appropriate dean(s) and division personnel shall



meet with the faculty member to advise him/her of the reasons for dismissal. In the instance of dismissal for the above reasons, the faculty member shall receive written reasons for his/her dismissal and shall be given the opportunity to resign or to request a formal hearing if he/she so desires.

[Permanent and Emergency Order 75-2, § 132J-128-110, filed 10/21/75.]

**WAC 132J-128-120 Dismissal procedure.** (1) When the appropriate dean receives or initiates a formal written complaint about a faculty member which may warrant dismissal, he shall inform that faculty member. The dean will meet with the faculty member and the division chairperson. At this preliminary meeting, which shall be an information gathering session, an adjustment may be mutually agreed upon at which time the case be

(a) Closed,

(b) Not closed, but a formal dismissal hearing is not recommended, or

(c) Dismissal is recommended.

(2) If the case is not resolved at the initial meeting and dismissal proceedings are not initiated, the dean shall refer the case to the division chairperson, and the charged faculty member may request a representative of the union to be present at all subsequent meetings with the appropriate dean and/or the division chairperson.

(3) If the case is not closed but a formal dismissal hearing is not recommended:

(a) The areas of deficiency and suggested methods of improvement shall be stated in writing and a copy given to the faculty member at the initial meeting.

(b) Attempts to eliminate the deficiency shall be made by the division chairperson and the faculty member until resolved, but not to exceed a period of six consecutive contract months.

(c) Two meetings shall be held between the faculty member and division chairperson to assist the faculty member to eliminate the deficiency.

(d) At the end of this period the appropriate dean shall call a meeting of the faculty member and the division chairperson for a report of all progress.

(e) Recommendation shall then be made to the college president by the appropriate dean. The recommendations shall provide for:

(i) Dropping the charges of deficiency, or

(ii) Holding a formal hearing for dismissal.

(4) If dismissal is recommended, formal proceedings will begin with the calling into action of the dismissal hearing committee by the president of the college and by presentation of a short and plain written statement to the faculty member from the president. The charge letter shall contain:

(a) The grounds for dismissal in reasonable particularity,

(b) The time and place of the hearing which shall be after not less than twenty days' notice,

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

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

(5) The dismissal hearing committee shall after receiving the written charge from the college president, establish a date for a committee hearing, giving the faculty member

so charged twenty working days' notice of such hearing, and inform the faculty member so charged (in writing) of the time, date, and place of such hearing.

(6) The dismissal hearing 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 of the right to cross-examination and the opportunity to defend himself and be accompanied by legal counsel.

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

(7) The dismissal hearing committee shall be assisted by a lawyer who is a recognized hearing officer appointed by the board of trustees. Such hearing officer shall not be a voting member of the committee; it shall be his/her responsibility to:

(a) Make all rulings regarding the evidentiary and procedural issues presented during the course of the hearing;

(b) Meet and confer with the members of the dismissal hearing 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 hearing 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 hearing 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 their recommendations.

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

(9) The hearing officer or dismissal hearing committee shall determine whether the hearing shall be open to the educational community in which it takes place, or whether particular persons should be permitted in attendance or excluded from attendance.

(10) Within ten college calendar days of the conclusion of the hearing, the dismissal hearing committee will arrive at its recommendations in conference on the basis of the hearing. Before doing so, the committee should give the faculty member or his/her 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 hearing committee may request them. The 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 at a time no later than ten days subsequent to its receipt of the dismissal hearing committee's recommendations as to the action to be

taken by the board of trustees. 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. A record of the proceedings at the board of trustee level shall be made, and the final decision shall be based only upon the record made before the board of trustees, (including the briefs and oral arguments) and upon the record of the dismissal hearing committee. 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 hearing committee. The dismissal hearing committee's recommendations shall be advisory only. The board of trustees shall within ten days following the conclusion of its review, notify the accused faculty member in writing of its final decision.

(12) Suspension of the faculty member by the president of the college during the administrative proceedings involving the faculty member (prior to the final decision of the board of trustees) is justified if immediate harm to the faculty member or others is threatened by his/her 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 hearing committee, or administrative officers, or 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 receipt of the notice of dismissal. The filing of an appeal shall not stay enforcement of the decision of the board of trustees.

[Permanent and Emergency Order 75-2, § 132J-128-120, filed 10/21/75.]

**WAC 132J-128-130 Resignation.** A full-time faculty member resigning his/her position for the subsequent academic year shall so notify the appropriate dean or college president no later than May 1 of the current academic year or prior to signing a contract for the following academic year, whichever shall occur first.

[Permanent and Emergency Order 75-2, § 132J-128-130, filed 10/21/75.]

**WAC 132J-128-140 Retirement.** (1) General standards. The age of mandatory retirement shall be sixty-five years. An academic employee reaching sixty-five after September 1, may complete that school year. Employment after the mandatory retirement age may be continued on a year-to-year basis when in the best judgment of the president of the college, the dean of instruction or the dean for students, and the division chairperson, the individual's services are essential to the college program.

(2) Procedure. The procedure for retirement shall be implemented in the following manner.

(a) The academic employee shall notify the division chairperson and the dean of instruction or the dean for students of his or her age status during the fall quarter of the year prior to retirement.

(b) The business manager shall assist the employee in determining retirement benefits.

[Permanent and Emergency Order 75-2, § 132J-128-140, filed 10/21/75.]

## Chapter 132J-136 WAC SMOKING REGULATIONS

### WAC

132J-136-020	Statement of purpose.
132J-136-025	Definition.
132J-136-030	Prohibition in certain areas.
132J-136-040	No smoking signs.
132J-136-050	Enforcement.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132J-136-010	Smoking regulations. [Order 73-3, § 132J-136-010, filed 5/23/73.] Repealed by Permanent and Emergency Order 75-1, filed 9/4/75. Later promulgation, see WAC 132J-136-030.
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**WAC 132J-136-020 Statement of purpose.** Consistent with WAC 248-152-010 - 248-152-060 adopted by the state board of health, Green River Community College adopts these regulations in order to protect the public health, safety, and welfare including the protection of the nonsmoker from smoke in public places.

[Permanent and Emergency Order 76-1, § 132J-136-020, filed 3/23/76; Permanent and Emergency Order 75-1, § 132J-136-020, filed 9/4/75.]

**WAC 132J-136-025 Definition.** "Smoke" or "smoking" as used in these regulations shall mean and include the smoking or carrying of any lighted pipe, cigar or cigarette.

[Permanent and Emergency Order 76-1, § 132J-136-025, filed 3/23/76.]

**WAC 132J-136-030 Prohibition in certain areas.** Smoking shall be prohibited in the following places owned, operated or maintained by Green River Community College, District Number 10:

(1) Classrooms, laboratories, lecture halls, and GED testing rooms Lindbloom Center 108 and Lindbloom Center 106.

(2) The library resource center.

(3) The gator room (Lindbloom Center 18), except in those cases where all other dining areas have been closed for other activities.

(4) Office reception areas and waiting rooms of any building owned or leased by the state of Washington.

(5) Food service area, which includes the food serving area and kitchen in accordance with WAC 248-152-030(3).

(6) Bookstore in accordance with WAC 248-152-030(7).

(7) Elevators to include Lindbloom Student Center and science-math-technology building in accordance with WAC 248-152-030(1).

(8) Health services area to include Lindbloom Center 120, and Lindbloom Center 118 in accordance with WAC 248-152-030(5).

(9) State vehicles (to include any vehicle owned by the state of Washington or leased by Green River Community College) — smoking areas to be designated by individual carrier companies (individual carrier to be commercial bus lines, etc.).

(10) Lobby area of gymnasium.

(11) For meetings and/or gatherings not open to and not attended by the general public, held in rooms where smoking is permitted, the individuals present shall determine, at the beginning of the meeting, the permissibility of smoking by a simple majority vote. The president or his designee may permit smoking in specified "no smoking areas" for specified private gatherings.

[Permanent and Emergency Order 76-6, § 132J-136-030, filed 8/11/76; Permanent and Emergency Order 76-4, § 132J-136-030, filed 6/25/76; Permanent and Emergency Order 76-1, § 132J-136-030, filed 3/23/76; Permanent and Emergency Order 75-1, § 132J-136-030, filed 9/4/75. Formerly WAC 132J-136-010.]

**WAC 132J-136-040 No smoking signs.** Signs prohibiting smoking shall be conspicuously posted in every room, building, or other place where smoking is prohibited by this regulation.

[Permanent and Emergency Order 75-1, § 132J-136-040, filed 9/4/75.]

**WAC 132J-136-050 Enforcement.** Due to the limitations inherent in the means provided by Green River Community College for enforcing any health regulation of the state board of health, the enforcement and effectiveness of this regulation must also depend on the individuals, employees and students to abide by its provisions and to request others to do so. Violations of these smoking regulations shall subject individuals, employees and students to appropriate sanctions including but not limited to written reprimands, denial of the use of the facilities and for repeated violations possible suspension, dismissal or expulsion.

[Permanent and Emergency Order 76-1, § 132J-136-050, filed 3/23/76; Permanent and Emergency Order 75-1, § 132J-136-050, filed 9/4/75.]

### Chapter 132J-141 WAC PROHIBITED ACTIVITIES

#### WAC

132J-141-010 Prohibited activities.

**WAC 132J-141-010 Prohibited activities.** It shall be prohibited on or in property either owned, controlled or operated by Green River Community College, District No. 10, for anyone to use or have on his/her person firearms or solid explosives, except duly commissioned law enforcement officers and other individuals who receive written prior approval from the president of the college or his designee. Sanctions for violations of this rule may include, but are not limited to, suspension, dismissal and/or expulsion or removal from campus.

[Permanent and Emergency Order 75-3, § 132J-141-010, filed 12/16/75.]

### Chapter 132J-160 WAC REFUND OF TUITION AND SPECIAL COURSE/ PROGRAM CONNECTED FEES

#### WAC

132J-160-010 Purpose.  
132J-160-020 Definitions.

132J-160-030 Scope of tuition and special course/program connected fees refund policies.  
132J-160-045 Tuition and special course/program-connected fees withdrawal or reduction in class load refund policy.  
132J-160-050 Appeal.

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

132J-160-040 Tuition and special course/program connected fees withdrawal or reduction in class load refund policy. [Order 77-2, § 132J-160-040, filed 7/22/77; Order 73-1, § 132J-160-040, filed 5/14/73.] Repealed by 84-11-021 (Order 84-1, Resolution No. 83/84-2), filed 5/11/84. Statutory Authority: RCW 28B.15.600 and 28B.50.140. Later promulgation, see WAC 132J-160-045.

**WAC 132J-160-010 Purpose.** The board of trustees of Community College District No. 10 proposes the adoption of policies for administering the refund of tuition and special course/program connected fees when a student withdraws from college or reduces class load.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-010, filed 5/11/84; Order 77-2, § 132J-160-010, filed 7/22/77; Order 73-1, § 132J-160-010, filed 5/14/73.]

**WAC 132J-160-020 Definitions.** (1) "Withdraw" - when a student formally leaves college by completing the forms and procedures established by the college.

(2) "Misconduct" - when a student has violated a college rule or policy which results in dismissal from college.

(3) "Tuition" - fees collected by Community College District No. 10 which include the general tuition fees, operating fees and the services and activities fees.

(4) "Special course/program connected fees" - fees other than tuition required for enrollment (i.e., equipment fees, laboratory material fees, etc.).

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-020, filed 5/11/84; Order 77-2, § 132J-160-020, filed 7/22/77; Order 73-1, § 132J-160-020, filed 5/14/73.]

**WAC 132J-160-030 Scope of tuition and special course/program connected fees refund policies.** Tuition and special course/program connected fees refunds will be made for the student's reduction in class load or for a student's complete withdrawal from college whether he or she has attended classes or not. Students will forfeit all claims to refund of tuition and special course/program connected fees when they discontinue class or classes without completion of the proper forms and procedures according to the published time schedule, discontinue class or classes because of misconduct, and when the tuition and special course/program connected fees are indicated by the board of trustees or the president in the quarterly course schedule, and/or course announcement as nonrefundable. Community service course fees are exempt from this policy.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-030, filed 5/11/84; Order 77-2, § 132J-160-030, filed 7/22/77; Order 73-1, § 132J-160-030, filed 5/14/73.]

**WAC 132J-160-045 Tuition and special course/program-connected fees withdrawal or reduction in class load refund policy.** Upon withdrawal from college or

reduction in class load and the completion of tuition and special course/program-connected fees refund forms, the student may receive a refund under the following conditions:

(1) A full refund of general tuition fees, operating fees, and services and activities fees will be made if the student has properly withdrawn prior to the first class session or first day of instruction of the quarter.

(2) A full refund will be made when courses or programs are cancelled.

(3) One-half refund will be made on or after the first class session or first day of instruction of the quarter and on or prior to the thirtieth calendar day of the quarter or when forty percent of the course or program has elapsed, whichever is earlier in the quarter.

(4) No refund will be made after the thirtieth calendar day of the quarter or after forty percent of the course or program has elapsed.

(5) Exceptions may be made for medical reasons or when called into the military.

(6) The college shall charge a refund processing fee to be set by the college president.

(7) Refunds of less than five dollars will not be made.

(8) Students who have paid fees for equipment or materials which have a return/refund value must have the instructor or staff person who is responsible for the return/refund complete the appropriate form approving the refund.

(9) Other fees which are nonrefundable and not subject to this policy will be set by the college president and identified as such in the quarterly course schedule, and/or course announcement.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-045, filed 5/11/84. Formerly WAC 132J-160-040.]

**WAC 132J-160-050 Appeal.** Students have the right to appeal the refund policy within one calendar year of their payment when there are special circumstances involved. All appeals go to the dean for students.

[Statutory Authority: RCW 28B.15.600 and 28B.50.140. 84-11-021 (Order 84-1, Resolution No. 83/84-2), § 132J-160-050, filed 5/11/84; Order 77-2, § 132J-160-050, filed 7/22/77.]

### Chapter 132J-164 WAC

#### BUCKLEY FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

##### WAC

132J-164-010	Purpose of the Buckley Family Educational Rights and Privacy Act policy for Green River Community College.
132J-164-020	Definitions.
132J-164-030	Informing parents of students and eligible students of their rights.
132J-164-040	Procedures for parents and eligible students to request or inspect personal records or to release their personal records to designated persons.
132J-164-050	Students waiving right to review records.
132J-164-060	Appeal of accuracy of records.
132J-164-070	Use of student records.
132J-164-080	Exclusion.

**WAC 132J-164-010 Purpose of the Buckley Family Educational Rights and Privacy Act policy for Green**

**River Community College.** (1) The Family Educational Rights and Privacy Act of 1974 requires that colleges adopt policies and guidelines concerning the rights of students to inspect their educational records and the releasing of such records to third parties. The act also provides that such students shall have the right of hearings to correct or delete inaccurate, misleading or inappropriate data. The act also provides that students shall be informed of the categories of records maintained by the college which are related and identifiable to the student.

(2) Green River Community College is committed to conform to the minimum requirements of Section 438, Public Law 90-247 Title IV, as amended, 88 Stat 571-574 (20 USC 1232g) otherwise known as the Buckley Amendment Family Educational Rights and Privacy Act.

(3) Green River Community College is also committed to conform to the minimum requirements of the statement of the rights and responsibilities of the student body of Green River Community College (chapter 132J-120 WAC — see Appendix).

(4) In compliance with the above-stated guidelines this policy is designed to insure continued confidentiality of student records and to govern the release of personally identifiable information therein.

[Order 77-3, § 132J-164-010, filed 8/30/77.]

**WAC 132J-164-020 Definitions.** (1) "Administrative unit" shall mean any one of a number of offices under the direction of a particular administrator, and set up to maintain a variety of records and processes for the college.

(2) "Administrator" shall mean those employees whose job duties are administrative by job description and who exercise supervisory or other managerial responsibilities over other employees.

(3) "Classified person" shall mean any employee who is contracted for a job that is listed and classified with the higher education personnel board of the state of Washington.

(4) "College" shall mean Green River Community College, District 10, state of Washington and the personnel thereof, and any other community college centers or facilities established within District 10, state of Washington.

(5) "Confidentiality" shall mean the state of being held in secrecy or privacy, so as not to be available to third parties.

(6) "Coordinator of admissions" is the college employee who is charged with the responsibility for maintaining applications, transcripts from other institutions, closed program records, and other records required or developed in the admissions process.

(7) "Credentials" shall mean those records and recommendations kept on file by the placement office for job or college placement purposes.

(8) "Dean for students" shall mean the dean for students of Green River Community College, District 10, state of Washington.

(9) "Directory information" includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most

recent previous educational agency or institution attended by the student, and other similar information.

(10) "Educational records" are official transcripts, documents, references, or other such information which is in writing and is preserved as evidence.

(11) "Faculty" shall mean any employee of Green River Community College, District 10, state of Washington who has 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.

(12) "Financial aids officer" is the college employee who is charged with the responsibility for maintaining applications for financial aids, student financial records, records of financial aids awards, work-study, and other information as may pertain to the operations of the financial aid office.

(13) "Identifiable information" shall mean any record or information of such a nature as to aid in or cause the identification of the person to whom it relates.

(14) "Placement officer" is the college employee who is charged with the responsibility for maintaining credentials, recommendations, and other information as may relate to the placement office.

(15) "President" is the chief executive of the college appointed by the board of trustees.

(16) "Registrar" is the college administrative employee who is charged with the responsibility for maintaining transcripts, grades, and grade rosters.

(17) "Student" is any person enrolled at the college.

(18) "Student body of Green River Community College" includes all persons who are enrolled in classes at the college.

(19) "Student body president" shall mean the person elected to the position so-titled by a vote of the student body of Green River Community College.

(20) "Third parties" shall mean any and all persons and/or organizations other than the college or the student.

[Order 77-3, § 132J-164-020, filed 8/30/77.]

**WAC 132J-164-030 Informing parents of students and eligible students of their rights.** (1) This policy shall be included in the regular college catalog as a means of informing parents and eligible students of their rights.

(2) For the purposes of this part, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student.

(3) Dependent status of the student does not affect his rights under this code.

[Order 77-3, § 132J-164-030, filed 8/30/77.]

**WAC 132J-164-040 Procedures for parents and eligible students to request or inspect personal records or to release their personal records to designated persons.**

(1) A written request, dated and signed, must be submitted by the parent or eligible student to the office maintaining the student's record. Each office maintaining records shall be treated as an independent entity so far as record requests are concerned.

(1992 Ed.)

(a) The person responsible for the record shall respond to the request within a reasonable period of time, but in no case more than 45 academic days, unless an unavoidable hardship would be incurred by the response within that time. In such cases an extension shall be mutually agreed on and the extension agreement signed by the parties involved in the request.

(b) If a student is denied access to his/her record, the person responsible for that administrative unit shall respond in writing stating the reasons for the denial and the procedures for appealing the denial.

(2) Persons making the request must pay the specified fee or an appropriate cost of duplicating the record which shall include cost of materials and personnel time, if appropriate. The fee shall be a minimum of 25¢ and a maximum of \$1.00 per page, unless extraordinary circumstances require a higher fee. The exact fee shall be determined by the administrative unit providing the copy according to current fee costs of materials and salary schedules.

(3) The college will disclose those records as required by federal or state statutes so long as there is no violation of the Buckley Family Educational Rights and Privacy Act.

(4) No student shall be required to waive his/her rights to either maintain confidentiality or disclose his/her records.

(5) No record will be destroyed during a time when an outstanding disclosure request has been filed on that record.

(6) Student directory information will not be released without a written waiver by the student involved.

(7) A record of disclosures shall be maintained for each record disclosed to other than the student identified in the record and college employees who are authorized or designated to inspect or use such files.

(8) The following administrative units and college personnel are authorized and recognized to maintain student records:

(a) Registration - the registrar has the responsibility to establish and maintain students records as related to student enrollment, class achievement, attendance, and rosters.

(b) Admissions - the coordinator of admissions shall maintain all requests for admissions, which shall include high school records, test scores, letters of recommendation and copies of all correspondence as related to admissions. These records are normally purged after two years of inactivity, after which no admissions record is maintained.

(c) Financial aids - the financial aids officer has the responsibility to compile personal financial information in the determination of students eligibility for financial aids.

(d) Placement - the placement officer has the responsibility to aid students and faculty to develop professional credentials for students for employment purposes. The credentials may contain confidential letters of recommendation and grade records.

(e) Veterans services - the veterans services coordinator has the responsibility to establish and maintain veteran students and dependent students of veterans records for verification of enrollment, completion, and other records as may be needed for compliance with veterans administration requirements.

(f) Dean for students - the office of the dean for students is responsible for records of students involved in extraordinary situations, such as disciplinary problems, records of irregular behavior, violations of parking or other

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college policies, local, state, or federal laws, or other types of situations which are outside the normal education program.

(g) Health services - the health services office maintains records regarding selective student interviews, receipt of medication and participation in the health services program.

(h) All other records shall be considered incidental and not falling under the jurisdiction of this policy.

(i) Financial records of the parents are not at the students disposal.

[Order 77-3, § 132J-164-040, filed 8/30/77.]

**WAC 132J-164-050 Students waiving right to review records.** (1) A student may waive his/her right to review his/her record and confidential statements. This waiver would normally be given for records such as those involving, but not limited to, confidential recommendations, admissions to other institutions, honorary recognition, application for employment, etc.

(2) Written waivers shall state which record may be examined and for what purposes.

[Order 77-3, § 132J-164-050, filed 8/30/77.]

**WAC 132J-164-060 Appeal of accuracy of records.**

(1) When a student believes that his/her academic record is inaccurate, an appeal may be made to the academic board, which will make a determination about the accuracy of the record.

(2) The accuracy of all other records may be appealed to an ad hoc records committee consisting of six persons:

(a) Two students appointed by the current student body president,

(b) Two faculty appointed by the current faculty representative unit president,

(c) One classified person appointed by the current classified staff representative unit president, and

(d) One administrator appointed by the president of the college.

(e) The dean for students shall act as a nonvoting executive secretary for the committee.

(f) The informal hearing shall be held within forty-five academic days of the written request, unless both parties mutually agree on a later date.

(g) The time and location of the hearing shall be determined by the dean for students and shall be so far as practical to the convenience of the concerned parties.

(h) The committee shall be selected for each case and dissolved at the determination of the case.

(i) The procedures and operations of the committee shall be determined by the committee.

(j) The dean for students must be notified if the student wishes to be represented during the hearing.

(k) Any appeals may be made to the president of the college within ten academic days. In all cases, the decisions of the college president shall be final.

[Order 77-3, § 132J-164-060, filed 8/30/77.]

**WAC 132J-164-070 Use of student records.** (1) The college may use a student's record for those purposes for which the record was developed, and for other required

activities or programs conducted by the college. These uses may include, but not be limited to: Admissions, development of employment credentials, transcripts, degree achievement, honors program evaluation, eligibility for student body offices, athletic eligibility, and payroll.

(2) All administration, staff, faculty and other persons approved by the appropriate administrative unit shall have access to students records when serving in a normal educational interest.

(3) Federal, state, county or other agencies may have access to students records if their access is required for the maintenance and operation of the college, accreditation, student financial aid, judicial order or subpoena, or in cases of emergency when the student's health and safety is in jeopardy.

[Order 77-3, § 132J-164-070, filed 8/30/77.]

**WAC 132J-164-080 Exclusion.** (1) Exclusions from the category of educational records and therefore from the effects of the Buckley amendment's requirements for inspection and disclosure are:

(a) Records generated and maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his/her capacity.

(b) Records made and maintained by a law enforcement unit of an educational institution solely for the purpose of law enforcement,

(c) Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker thereof,

(d) Records relating to an individual who is employed by the institution other than as a result of his/her student status, and

(e) All records developed prior to January 1, 1975, letters of recommendation made prior to January 1, 1975, or written with assurance of confidentiality, and all records which have been obtained in accordance with the proper procedures, shall be exempt from this policy and not subject to access by the student.

(2) These records may only be reviewed by a physician or certified appropriate professional of mutual agreement by the student and the administrative unit managing the record for the college. If no mutual agreement can be reached, the president of the college shall select an appropriate person to review the record.

[Order 77-3, § 132J-164-080, filed 8/30/77.]

## Chapter 132J-276 WAC PUBLIC RECORDS

### WAC

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132J-276-110	Review of denials of public records requests.
132J-276-120	Protection of public records.
132J-276-130	Records index.
132J-276-140	Adoption of form.
132J-276-900	Appendix "A"—Request for public record to Community College District No. 10.

**WAC 132J-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the Community College District No. 10 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25-32 of that act, dealing with public records.

[Order 73-2, § 132J-276-010, filed 5/14/73.]

**WAC 132J-276-020 Definitions.** (1) **Public records.** "Public record" includes any writing containing information relating to the conduct of governmental 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.** "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. 10.** The Community College District No. 10 is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District No. 10 shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the staff and board of trustees employees of the district.

[Order 73-2, § 132J-276-020, filed 5/14/73.]

**WAC 132J-276-030 Description of central and field organization of Community College District No. 10.** District No. 10 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff are located at Green River Community College, 12401 S.E. 320th Street, Auburn, Washington 98002.

[Order 73-2, § 132J-276-030, filed 5/14/73.]

**WAC 132J-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 meet the third Thursday of each month at 4:00 p.m. in the Holman library board room of Green River Community College, unless public notice is given of a special meeting. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Order 73-2, § 132J-276-040, filed 5/14/73.]

**WAC 132J-276-050 Public records available.** All public records of the district, as defined in WAC 132J-276-

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020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132J-276-100.

[Order 73-2, § 132J-276-050, filed 5/14/73.]

**WAC 132J-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 office 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 1, Laws of 1973.

[Order 73-2, § 132J-276-060, filed 5/14/73.]

**WAC 132J-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 73-2, § 132J-276-070, filed 5/14/73.]

**WAC 132J-276-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 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 administrative staff, if the public records officer is not available, at the administrative office 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 73-2, § 132J-276-080, filed 5/14/73.]

**WAC 132J-276-090 Copying.** No fee shall be charged for the inspection of public records. The district shall charge a fee of 10¢ 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 73-2, § 132J-276-090, filed 5/14/73.]

**WAC 132J-276-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132J-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, 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 1, Laws of 1973. 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 records withheld.

[Order 73-2, § 132J-276-100, filed 5/14/73.]

**WAC 132J-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 administrative staff member denying the request shall refer 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 73-2, § 132J-276-110, filed 5/14/73.]

**WAC 132J-276-120 Protection of public records.** Requests for public records shall be made in the administration building (Holman library) of Green River Community 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 Green River Community 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 132J-276-090.

[Order 73-2, § 132J-276-120, filed 5/14/73.]

**WAC 132J-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 of 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 73-2, § 132J-276-130, filed 5/14/73.]

**WAC 132J-276-140 Adoption of form.** The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached herein as Appendix A [WAC 132J-276-900], entitled "request for public record."

[Order 73-2, § 132J-276-140, filed 5/14/73.]

**WAC 132J-276-900 Appendix "A"—Request for public record to Community College District No. 10.**

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO  
COMMUNITY COLLEGE DISTRICT NO. 10

(a) .....  
Signature Signature (Please Print)  
.....  
Name of Organization, if Applicable  
.....  
Mailing Address of Applicant Phone Number

(b) .....  
 Date Request Made at Community College District No. 10 ..... Time of Day Request Made

(c) Nature of Request .....  
 .....  
 .....

(d) Identification Reference on Current Index .....  
 Please Describe  
 .....  
 .....

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the Community College District No. 10's Current Index .....  
 .....  
 .....

Request: Approved ..... By .....  
 Date Public Records Officer

Denied Date .....

Reasons for Denial .....  
 .....  
 .....

Referred to ..... By .....  
 Date Public Records Officer

[Order 73-2, Appendix A (codified as WAC 132J-276-900), filed 5/14/73.]

**Chapter 132J-300 WAC  
GRIEVANCE PROCEDURE—SEX  
DISCRIMINATION**

**WAC**  
132J-300-010 Grievance procedure—Sex discrimination.

**WAC 132J-300-010 Grievance procedure—Sex discrimination.** Title IX. Statement of policy (as required by Section 86.8(a) of Title IX). Green River Community College is covered by Title IX prohibiting sex discrimination in education. It is the policy of Green River Community College to insure equal opportunity without regard to sex in all areas of admission, education, application for employment, and employment.

(1) Grievance procedure (as required by Section 86.8(b) of Title IX). Any applicant for admission, enrolled student, applicant for employment or employee of Green River Community College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by:

(a) Step 1. Informal meeting. Requesting an informal meeting with the individual believed to have committed the

discriminatory act and attempt to informally resolve the concern.

(b) Step 2. Title IX official hearing. If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating the specific grievance(s), a meeting with the college Title IX officer will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, that meeting shall be attended by the complainant, the person to whom the complaint is directed and the Title IX officer who will chair the meeting.

(c) Step 3. Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within 10 days after receiving the written results of Title IX official hearing. Within 15 days after receiving the written 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.

(i) The college president or designee, the Title IX officer, the complainant and the person to whom the complaint is directed shall attend the presidential appeal hearing. The college president or presidential designee shall preside.

(ii) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(iii) 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: Regional Director, Office of Civil Rights, HEW, 1321 Second Avenue, Seattle, WA 98101; The Equal Opportunity Commission, 705 Second Avenue, Seattle, WA 98101; Human Rights Commission, 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, WA 98504.

[Order 76-5, § 132J-300-010, filed 6/25/76.]

**Chapter 132J-325 WAC  
STATE ENVIRONMENTAL POLICY ACT (SEPA)**

**WAC**  
132J-325-010 State Environmental Policy Act (SEPA).

**WAC 132J-325-010 State Environmental Policy Act (SEPA).** It shall be the policy of Community College District No. 10 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Order 76-3, § 132J-325-010, filed 6/25/76.]