

# Title 132B WAC

## COMMUNITY COLLEGES—GRAYS HARBOR COLLEGE

<b>Chapters</b>			
<b>132B-104</b>	<b>Board of trustees.</b>	132B-12-039	Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
<b>132B-108</b>	<b>Practice and procedure.</b>		Content. [Order 1, § 132B-12-039, filed 6/4/68.]
<b>132B-120</b>	<b>Student conduct code.</b>		Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
<b>132B-122</b>	<b>Withholding services for outstanding debts.</b>	132B-12-042	Amendment. [Order 1, § 132B-12-042, filed 6/4/68.]
<b>132B-128</b>	<b>Policies and procedures for tenure and dismissal.</b>		Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
<b>132B-130</b>	<b>Tuition and fee schedules.</b>	132B-12-045	Allocation. [Order 1, § 132B-12-045, filed 6/4/68.]
<b>132B-131</b>	<b>Scholarships.</b>		Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
<b>132B-132</b>	<b>Financial aid.</b>		
<b>132B-133</b>	<b>Organization.</b>	132B-12-048	Interpretation of specifications. [Order 1, § 132B-12-048, filed 6/4/68.]
<b>132B-276</b>	<b>Public records policy.</b>		Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
<b>132B-300</b>	<b>Grievance procedure—Handicapped.</b>		
<b>132B-310</b>	<b>Grievance rules—Title IX.</b>	132B-12-051	Use in allocation. [Order 1, § 132B-12-051, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-054	Use in examination. [Order 1, § 132B-12-054, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-057	Statement of general qualifications. [Order 1, § 132B-12-057, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-060	Authority. [Order 1, § 132B-12-060, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-063	Use of class titles. [Order 1, § 132B-12-063, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-066	General policies. [Order 1, § 132B-12-066, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-069	Content. [Order 1, § 132B-12-069, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-072	Amendment. [Order 1, § 132B-12-072, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-075	Payroll certification. [Order 1, § 132B-12-075, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-078	Hours of work. [Order 1, § 132B-12-078, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-081	Rest periods. [Order 1, § 132B-12-081, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-084	Holidays. [Order 1, § 132B-12-084, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-087	Annual leave. [Order 1, § 132B-12-087, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
		132B-12-090	Sick leave. [Order 1, § 132B-12-090, filed 6/4/68.]
			Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132B-12 PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICE OF GRAYS HARBOR COLLEGE

132B-12-003	Purpose. [Order 1, § 132B-12-003, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-006	Positions covered by the rules. [Order 1, § 132B-12-006, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-009	Adoption of rules. [Order 1, § 132B-12-009, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-012	Amendment of rules. [Order 1, § 132B-12-012, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-015	Definitions. [Order 1, § 132B-12-015, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-018	Organization. [Order 1, § 132B-12-018, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-021	Compensation. [Order 1, § 132B-12-021, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-024	Election of officers. [Order 1, § 132B-12-024, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-027	Meetings. [Order 1, § 132B-12-027, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-030	Powers and duties. [Order 1, § 132B-12-030, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-033	Appointment. [Order 1, § 132B-12-033, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
132B-12-036	Powers and duties. [Order 1, § 132B-12-036, filed 6/4/68.]
	Repealed by 81-10-008 (Order 81-1, Resolution

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**Title 132B WAC: Grays Harbor College**

<p>132B-12-093 Military training leave with pay. [Order 1, § 132B-12-093, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-096 Military leave without pay. [Order 1, § 132B-12-096, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-099 Leave for civil duty. [Order 1, § 132B-12-099, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-102 Leave of absence without pay. [Order 1, § 132B-12-102, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-105 Absence without authorized leave. [Order 1, § 132B-12-105, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-108 Selection by examination. [Order 1, § 132B-12-108, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-111 Content of announcements. [Order 1, § 132B-12-111, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-114 Distribution of announcements. [Order 1, § 132B-12-114, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-117 Open competitive examinations. [Order 1, § 132B-12-117, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-120 Promotional examinations. [Order 1, § 132B-12-120, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-123 Forms of application. [Order 1, § 132B-12-123, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-126 Freedom from bias. [Order 1, § 132B-12-126, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-129 Admission to examination. [Order 1, § 132B-12-129, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-132 Disqualification of applicants. [Order 1, § 132B-12-132, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-135 Original examinations. [Order 1, § 132B-12-135, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-138 Promotional examinations. [Order 1, § 132B-12-138, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-141 Noncompetitive examinations. [Order 1, § 132B-12-141, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-144 Open-continuous examination. [Order 1, § 132B-12-144, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-147 Conduct of examinations. [Order 1, § 132B-12-147, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-150 Anonymity of applicants. [Order 1, § 132B-12-150, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-153 Rating of examinations. [Order 1, § 132B-12-153, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p>	<p>132B-12-156 Establishment and maintenance. [Order 1, § 132B-12-156, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-159 Organizational units. [Order 1, § 132B-12-159, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-162 Merit lists. [Order 1, § 132B-12-162, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-165 Layoff lists. [Order 1, § 132B-12-165, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-168 Unranked lists. [Order 1, § 132B-12-168, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-171 Duration of eligible lists. [Order 1, § 132B-12-171, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-174 Registers—Generally. [Order 1, § 132B-12-174, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-177 Registers—Unranked transfer—Duration. [Order 1, § 132B-12-177, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-180 Registers—Open-competitive—Duration. [Order 1, § 132B-12-180, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-183 Removal of names from eligible lists. [Order 1, § 132B-12-183, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-186 Comparable lists. [Order 1, § 132B-12-186, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-189 Availability of eligibles. [Order 1, § 132B-12-189, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-192 Request for employees. [Order 1, § 132B-12-192, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-195 Method of certification. [Order 1, § 132B-12-195, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-198 Ranked lists. [Order 1, § 132B-12-198, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-201 Related lists. [Order 1, § 132B-12-201, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-204 Selection. [Order 1, § 132B-12-204, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-207 Probationary appointments. [Order 1, § 132B-12-207, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-210 Provisional appointments. [Order 1, § 132B-12-210, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-213 Transfer. [Order 1, § 132B-12-213, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p> <p>132B-12-216 Demotion. [Order 1, § 132B-12-216, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).</p>
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132B-12-219	Purpose. [Order 1, § 132B-12-219, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-222	Duration. [Order 1, § 132B-12-222, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-225	Removal during probationary period. [Order 1, § 132B-12-225, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-228	Demotion during probationary period. [Order 1, § 132B-12-228, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-231	Separation. [Order 1, § 132B-12-231, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-234	Resignation. [Order 1, § 132B-12-234, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-237	Reduction in force—Layoff. [Order 1, § 132B-12-237, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-240	Dismissal. [Order 1, § 132B-12-240, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-243	Abandonment of position. [Order 1, § 132B-12-243, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-246	Disciplinary action. [Order 1, § 132B-12-246, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-249	Suspension. [Order 1, § 132B-12-249, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-252	Demotion. [Order 1, § 132B-12-252, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-255	Who may appeal. [Order 1, § 132B-12-255, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-258	Procedures for hearing appeals. [Order 1, § 132B-12-258, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-261	Reemployment list—Reinstatement after appeal. [Order 1, § 132B-12-261, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-264	Agreements between agencies and employee organizations. [Order 1, § 132B-12-264, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-267	Notice of intent by bargaining unit. [Order 1, § 132B-12-267, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-270	Determination of bargaining unit. [Order 1, § 132B-12-270, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-273	Bargaining factors. [Order 1, § 132B-12-273, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-276	Certification by director—Notice of petition. [Order 1, § 132B-12-276, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-279	Election of representative organization—Notice. [Order 1, § 132B-12-279, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-282	Election rules—Ballots. [Order 1, § 132B-12-282, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-285	Majority of votes required. [Order 1, § 132B-12-285, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-288	Representation upon certification. [Order 1, § 132B-12-288, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-291	Decertification. [Order 1, § 132B-12-291, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-294	Personnel matters. [Order 1, § 132B-12-294, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-297	Grievance procedure. [Order 1, § 132B-12-297, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-300	Payroll deduction. [Order 1, § 132B-12-300, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-303	One year duration. [Order 1, § 132B-12-303, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-306	Filing—Conflict with Civil Service Act. [Order 1, § 132B-12-306, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-309	Conference on disputes. [Order 1, § 132B-12-309, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-312	Hearing on disputes. [Order 1, § 132B-12-312, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-315	Service ratings. [Order 1, § 132B-12-315, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-318	Education and training. [Order 1, § 132B-12-318, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-321	Outside course work. [Order 1, § 132B-12-321, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-324	Classes during working hours—Compensation—Authorization. [Order 1, § 132B-12-324, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-327	Special training programs. [Order 1, § 132B-12-327, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-330	Political activity. [Order 1, § 132B-12-330, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-333	Outside employment. [Order 1, § 132B-12-333, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-336	Employment of more than one member of a family. [Order 1, § 132B-12-336, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	
132B-12-339	False statements—Fraud. [Order 1, § 132B-12-339, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).	

- 132B-12-342 Bribery. [Order 1, § 132B-12-342, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-345 Interference by officials. [Order 1, § 132B-12-345, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-348 Penalties. [Order 1, § 132B-12-348, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-351 Discrimination. [Order 1, § 132B-12-351, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-354 Personnel records. [Order 1, § 132B-12-354, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-357 Roster. [Order 1, § 132B-12-357, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-360 Reports to the personnel director. [Order 1, § 132B-12-360, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).
- 132B-12-363 Public records. [Order 1, § 132B-12-363, filed 6/4/68.] Repealed by 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), filed 4/24/81. Statutory Authority: RCW 28B.50.140(13).

#### Chapter 132B-14 TENURE REGULATIONS

- 132B-14-010, 132B-14-020, 132B-14-030, 132B-14-040, 132B-14-050, 132B-14-060, 132B-14-070, 132B-14-080, 132B-14-090, 132B-14-100. [Order 2, filed 2/18/71.] Repealed by Order, filed 3/28/73.

#### Chapter 132B-104 WAC BOARD OF TRUSTEES

##### WAC

- 132B-104-010 Time and place of board meetings.

**WAC 132B-104-010 Time and place of board meetings.** The board of trustees shall hold one regular meeting on the third Monday of every odd-numbered month, except July, at 3:30 p.m., and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law.

All regular and special meetings of the board of trustees shall be held at the board room of the college at Aberdeen, Washington, unless scheduled elsewhere, and shall be open to the general public, except for lawful executive sessions.

No official business shall be conducted by the board of trustees except during a regular or special meeting.

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 (1)(b) and 42.17.250 (1)(a) and (b). 92-08-043, § 132B-104-010, filed 3/25/92, effective 4/25/92.]

#### Chapter 132B-108 WAC PRACTICE AND PROCEDURE

##### WAC

- 132B-108-010 Adoption of model rules of procedure.  
132B-108-020 Appointment of presiding officers.  
132B-108-030 Method of recording.  
132B-108-040 Application for adjudicative proceeding.  
132B-108-050 Brief adjudicative procedures.  
132B-108-060 Discovery.  
132B-108-070 Procedure for closing parts of the hearings.  
132B-108-080 Recording devices.

[Title 132B WAC—p. 4]

**WAC 132B-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 Grays Harbor College. Those rules may be found in 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) and chapter 34.05 RCW. 92-09-041, § 132B-108-010, filed 4/9/92, effective 5/10/92.]

**WAC 132B-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) and chapter 34.05 RCW. 92-09-041, § 132B-108-020, filed 4/9/92, effective 5/10/92.]

**WAC 132B-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.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. 92-09-041, § 132B-108-030, filed 4/9/92, effective 5/10/92.]

**WAC 132B-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  
Grays Harbor College  
1620 Edward P. Smith Drive  
Aberdeen, WA 98520

Written application for an adjudicative proceeding should be submitted to the above address within twenty 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) and chapter 34.05 RCW. 92-09-041, § 132B-108-040, filed 4/9/92, effective 5/10/92.]

**WAC 132B-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, 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;

(2009 Ed.)

(3) Student conduct proceedings. The procedural rules in chapter 132B-120 WAC apply to these proceedings;

(4) Outstanding debts owed by students or employees;

(5) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to chapter 132B-120 WAC.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. 92-09-041, § 132B-108-050, filed 4/9/92, effective 5/10/92.]

**WAC 132B-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) and chapter 34.05 RCW. 92-09-041, § 132B-108-060, filed 4/9/92, effective 5/10/92.]

**WAC 132B-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 ten 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 twenty days of receiving the request.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. 92-09-041, § 132B-108-070, filed 4/9/92, effective 5/10/92.]

**WAC 132B-108-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132B-108-070, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. 92-09-041, § 132B-108-080, filed 4/9/92, effective 5/10/92.]

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

**WAC**

132B-120-010	Definitions.
132B-120-020	Statement of policy and community philosophy.
132B-120-030	Jurisdiction.
132B-120-040	Prohibited conduct.
132B-120-045	Loss of eligibility—Student athletic participation.
132B-120-055	Trespass.
132B-120-065	Student rights.
132B-120-075	Student responsibilities.
132B-120-080	Classroom conduct.
132B-120-085	Groups and organizations.
132B-120-120	Disciplinary process.
132B-120-130	Sanctions.
132B-120-135	Summary suspension procedures.
132B-120-170	Student conduct committee.
132B-120-180	Student conduct committee procedures.
132B-120-190	Appeals.
132B-120-200	Reporting, recording and maintaining records.
132B-120-210	Hazing sanctions.
132B-120-220	Student grievance procedure.

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

132B-120-050	Civil disturbances. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-050, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-060	Free movement on campus. [Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-060, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-060, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-070	Right to demand identification. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-070, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-090	Campus speakers. [Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-090, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-090, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-100	Distribution of information. [Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-100, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-100, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-110	Commercial activities. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-110, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-140	Readmission after suspension/expulsion. [Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-140, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-140, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-150	Reestablishment of academic standing. [Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-150, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).
132B-120-160	Disciplinary authority of the dean of student services and vice-president for instruction. [Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-160, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-160, filed 8/6/80.] Repealed by 98-22-022, filed 10/27/98, effective 11/27/98. Statutory Authority: RCW 28B.50.140(13).

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

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

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

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

(4) "Controlled substances" shall mean the definition of controlled substances as defined in RCW 69.50.101 as now law or hereafter amended.

(5) "College facilities" shall mean and include any or all real property owned, rented, leased, controlled or operated by

the college and shall include all buildings and appurtenances affixed thereon or attached thereto. College facilities extend to affiliated web sites, distance learning classroom environments and agencies or institutions that have educational agreements with Grays Harbor College.

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

(7) "Vice-president" shall mean the vice-president for student services or in his/her absence, the vice-president for instruction.

(8) "Faculty" shall mean any person employed on a full or part-time basis as a teacher, instructor, counselor, coach or librarian for the college or an affiliated institution.

(9) "Student" shall mean and include any person who is enrolled in courses through the college or is in the process of applying for admission to the college.

(10) "Employee" shall mean any classified, faculty, administrator, exempt, student worker or volunteer person of the college or an affiliated institution.

(11) "College community" shall mean all employees and students of the college.

(12) "Disciplinary action" shall mean any of the sanctions listed in WAC 132B-120-130.

(13) "Sexual harassment" shall mean unwelcome verbal or physical conduct of a sexual nature, unwelcome or unsolicited sexual advances or requests for sexual favors when:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing or employment;

(b) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Examples of behaviors that may constitute harassment include but are not limited to: Repeated, offensive and unwelcome insults and/or jokes; pressure for dates or sex, if unwelcome or repeated; repeated, unwelcome comments about an individual's body or clothing; persistent, unwelcome flirtation, advances and/or propositions of a sexual nature; deliberate and unwelcome touching, such as patting, hugging, pinching or repeated brushing against a person's body.

(14) "Hazing" shall mean any method of initiation into a student organization or association or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution. Hazing does not include customary athletic events or other similar contests or competitions.

(15) "Trespass" shall be defined in accordance with chapter 9A.52 RCW.

(16) "Assembly" shall mean any activity engaged in by two or more persons the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or group of persons.

(17) "RCW" shall mean the Revised Code of Washington.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-010, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-010, filed 4/6/98, effective 5/7/98. Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-010, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-010, filed 8/6/80.]

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

(2) Admission to the college carries with it the prescription that the student will conduct himself/herself as a responsible member of the college community. This includes an expectation that the student will:

Obey appropriate laws;

Comply with the rules and regulations of the college;

Practice personal and academic integrity;

Respect the dignity of all persons;

Respect the rights and property of others;

Discourage bigotry, striving to learn from differences in people, ideas and opinions;

Demonstrate concern for others' feelings and their need for conditions which support their work and development;

Refrain from and discourage behaviors which undermine the respect all GHC community members deserve.

[Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-020, filed 4/6/98, effective 5/7/98; 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-020, filed 8/6/80.]

**WAC 132B-120-030 Jurisdiction.** All rules herein adopted concerning student conduct and discipline shall apply to every student whenever said student is engaged in or present at any college-related activity whether occurring on or off of college facilities. The college may carry out disciplinary proceedings prior to, simultaneous with, or following civil or criminal proceedings in a court. The college is not a policing agent for students when they are not in college facilities but does reserve the right to take action if a student's behavior is determined to threaten the health, safety, and/or property of the college and the college community.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-030, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-030, filed 4/6/98, effective 5/7/98; 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-030, filed 8/6/80.]

**WAC 132B-120-040 Prohibited conduct.** Disciplinary action may be taken for a violation of any provision of this student code or for a violation of other college rules and regulations which may from time to time be properly enacted or for specific prohibited conduct including but not limited to the following:

(1) Smoking and use of tobacco products anywhere other than designated smoking areas.

(2) Using, possessing, consuming, or being under the influence of, or distributing any liquor as defined in RCW 66.04.010, when present at or engaged in any college spon-

sored activity with the exception of sanctioned events approved by the president or designee and in compliance with state law.

(3) Using, possessing, distributing or being under the influence of any narcotic drug or controlled substance as defined in RCW 69.50.101 in a college facility or while participating in a college-related program.

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

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

(6) Interference by force or violence with, or intimidation by threat of force or violence, of another student, employee or visitor who is in the peaceful discharge or conduct of his/her duties or studies (RCW 28B.10.570 through 28B.10.572).

(7) Disorderly or abusive behavior either physical or verbal which interferes with the rights of others or that obstructs or disrupts teaching, learning, research, services, activities or administrative functions.

(8) Conducting or participating in an assembly which violates the guidelines of assembly as defined in Section II E.

(9) All forms of student academic dishonesty, including cheating, falsification, plagiarism or facilitating, aiding and abetting academic dishonesty.

(a) This section shall not be construed as preventing an instructor from taking immediate disciplinary action as provided herein where the instructor is required to act upon such breach of academic dishonesty in order to preserve order and prevent disruptive conduct in the classroom.

(b) This section shall also not be construed as preventing an instructor from adjusting the student's grade on a particular project, paper, test, or class grade for academic dishonesty.

(10) Forgery of or unauthorized alteration of or access to any college document, record, funds or instrument of identification, including electronic hardware, software and records.

(11) Providing false information to the college or the intentional making of false statements and/or filing of false charges against the college and/or members of the college community.

(12) Theft from college premises and/or property; theft of property of a member of the college community on college premises; or possession of property stolen from college premises and/or a member of the college community while on college premises.

(13) Causing or attempting to cause physical damage to property owned, controlled or operated by the college or to property owned, controlled or operated by another person while said property is located on college facilities.

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

(15) Refusal to provide positive identification and evidence of student enrollment to any college employee in the lawful discharge of said employee's duties.

(16) Possession, transportation or storage of any firearm(s), explosives, dangerous chemicals or other weapons, devices or substances which can be used to inflict bodily

harm or to damage real or personal property. This does not apply to commissioned police officers as prescribed by law.

(17) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or college facilities.

(18) Computer violations which include, but are not limited to:

(a) Gaining access, without authorization, to a computer system or network, or electronic data owned, used by, or affiliated with Grays Harbor College;

(b) Unauthorized use of another individual's account, identification or password;

(c) Use of computer facilities to interfere with the work of another student, faculty member, college employee or computer network operations;

(d) Use of computer facilities to send or solicit obscene, abusive, bothersome or harassing messages;

(e) Use of college e-mail accounts to intentionally disseminate viruses, destructive, malicious or invasive programs;

(f) Use of college computers or systems for other than educational purposes;

(g) Use of college computer equipment to participate in illegal or unauthorized activities;

(h) Violating any of the computer use policies in effect on campus.

(19) Sexual harassment as defined in Section IB12 of another student or employee.

(20) Any repeated intentional conduct directed at another student or employee that has the purpose or effect of creating a hostile, intimidating or disruptive learning or working environment. (This may include intentional, repeated, unwelcome attempts to contact a student or employee.)

(21) Hazing in any form as described in RCW 28B.10-900.

(22) The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular trade, skill, craft or profession for which the student is taking courses or is pursuing as their educational goal.

(23) Malicious harassment that involves intimidation or bothersome behavior directed toward another person because of, or related to that person's race, color, religion, gender, sexual orientation, ancestry, national origin, or mental, physical or sensory disability.

(24) Unauthorized use of college equipment, facilities or supplies. Use of college equipment, facilities, supplies, or computer systems for personal gain without proper authority.

(25) Violation of federal, state or local law in college facilities or at college-sponsored or supervised activities.

(26) Violation of other published college policies, rules or regulations.

[Statutory Authority: RCW 28B.50.140, 04-01-100, § 132B-120-040, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13), 98-09-012, § 132B-120-040, filed 4/6/98, effective 5/7/98; 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-040, filed 8/6/80.]

**WAC 132B-120-045 Loss of eligibility—Student athletic participation.** Any student found to have violated chapter 69.41 RCW, legend drugs, by virtue of a criminal conviction

tion or by final decision of the college president shall, in lieu of or in addition to any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored athletic events or activities.

[Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-045, filed 5/22/91, effective 6/22/91.]

**WAC 132B-120-055 Trespass.** The vice-president of student services or his or her designee(s) shall have the authority and power to prohibit the entry or withdraw the license or privilege of any person or group of persons to enter into or remain on any college property or facility. Such power and authority may be exercised to halt any event or activity which is deemed to be unreasonably disruptive of order or impedes the movement of persons or vehicles or which disrupts or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college. Any person remaining on or reentering college property after receiving notice that his/her license or privilege to be on that property has been revoked shall be subject to arrest for criminal trespass.

[Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-055, filed 4/6/98, effective 5/7/98.]

**WAC 132B-120-065 Student rights.** The following rights are endorsed by the college for each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public.

(b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).

(c) Students have the right to a learning environment which is free from unlawful discrimination and sexual harassment.

(d) Students are protected from academic evaluation which is arbitrary, prejudiced or capricious, and are responsible for meeting the standards of academic performance established by each of their instructors.

(2) Nondiscrimination. Students have the right not to be discriminated against on the basis of age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, sexual orientation, or veteran status.

(3) Due process. Students have the right of due process. No disciplinary action may be imposed without notice to the accused of the nature of the charges. A student accused of violating the code of conduct is entitled to procedural due process as set forth in the code.

(4) Campus speakers. Recognized student organizations shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding and compliance with college procedures.

(5) Right to assembly. Students shall have the right of assembly upon college facilities that are generally available to the public provided such assemblies:

(a) Are conducted in an orderly manner;

(b) Do not unreasonably interfere with vehicular or pedestrian traffic;

(c) Do not unreasonably interfere with classes, scheduled meetings or ceremonies or regular functions of the college;

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

(e) Are in compliance with procedures established in Administrative Procedure 516.03.

(6) Distribution of materials. Handbills, leaflets, newspapers and similarly related materials may be distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees on or in college facilities at locations specifically designated by the vice-president for student services; and are in compliance with procedures established in Administrative Procedure 516.03 provided such distribution does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

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

All nonstudents shall register with the vice-president for student services prior to the distribution of any handbill, leaflet, newspaper or related matter. Such distribution must not interfere with the free flow of vehicular or pedestrian traffic.

Any person or persons who violate any provisions of this rule relating to the distribution of materials will be subject to disciplinary action.

(7) Commercial activities. College facilities will not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of the college, or the office of the associated students of the college; provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of vehicular or pedestrian traffic.

(8) Fund-raising. Students and student organizations have the right to engage in fund-raising activities subject to the approval of the vice-president for student services.

(9) Grievances. Students have the right to express and resolve misunderstandings, complaints and grievances according to the stated grievance procedures.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-065, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-065, filed 4/6/98, effective 5/7/98.]

**WAC 132B-120-075 Student responsibilities.** Students who choose to attend Grays Harbor College also choose to participate actively in the learning process offered by the college. The college is responsible for providing its students with an educational environment rich in the high quality resources needed by students to attain their educational goals. In return, the college desires that each student assume responsibility to:

(1) Participate actively in the learning process, both in and out of the classroom;

(2) Seek timely assistance in meeting educational goals;



- (3) Attend all class sessions;
- (4) Prepare adequately to participate fully in class activities;
- (5) Participate actively in the academic advising system;
- (6) Develop skills required for learning, e.g., basic skills, time management, and study skills;
- (7) Assume final authority for the selection of appropriate educational goals;
- (8) Select courses appropriate for meeting chosen educational goals;
- (9) Make appropriate use of services;
- (10) Contribute towards improving the college;
- (11) Become knowledgeable of and adhere to the college's policies, practices and procedures;
- (12) Abide by the standards set forth in the code of conduct.

[Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-075, filed 4/6/98, effective 5/7/98.]

**WAC 132B-120-080 Classroom conduct.** Faculty have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

A faculty member may remove a student for the single class session in which disruptive behavior occurs. The instructor will report any such exclusion from the class to the vice-president for student services or designee who may initiate further conduct proceedings as provided in this procedure.

The vice-president or designee may impose a disciplinary probation that restricts the student from the classroom until the student agrees to comply with the specific conditions outlined for classroom conduct or until an investigation is complete. The student may appeal the disciplinary sanction according to appeal procedures.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-080, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-080, filed 4/6/98, effective 5/7/98; 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-080, filed 8/6/80.]

**WAC 132B-120-085 Groups and organizations.** Recognized student groups and organizations may be charged with violations of this code. Such a group or organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the group or organization have received the tacit or overt consent or encouragement of the organization, its leaders, officers or spokespersons.

Sanctions for group or organization misconduct may include revocation of the use of college facilities for a specified period of time or denial of recognition or funds as well as other appropriate sanctions permitted under this code. Sanctions of groups or organizations are subject to the appeal process upon request.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-085, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-085, filed 4/6/98, effective 5/7/98.]

**WAC 132B-120-120 Disciplinary process. (1) Judicial authority.** The vice-president for student services, des-

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ignee, or in his/her absence, the vice-president for instruction of the college is responsible for initiating disciplinary proceedings for infractions of rules and regulations as outlined in the procedures. The vice-president for student services, or in his/her absence, the vice-president for instruction, may delegate this responsibility to members of their staff and they may also establish committees or other hearing bodies to advise or act for them in disciplinary matters.

(2) **Initiating the process.** Any infractions of college rules and regulations may be referred by any student or employee to the vice-president for student services, designee or in his/her absence the vice-president for instruction. Sexual harassment complaints or concerns may be directed to the vice-president for student services or human resources office.

(3) **Disciplinary process (except summary suspension).**

(a) The vice-president for student services and/or the vice-president for instruction or his/her designated representative will initiate disciplinary proceedings.

(b) Any student accused of violating any provision of the rules of conduct shall be called for an initial meeting and in order that any informality in disciplinary proceedings not mislead the student as to the seriousness of the matter under consideration, will be informed of what provision(s) of the rules of conduct he/she is charged with violating, and what appears to be the range of penalties, if any, which might result from disciplinary proceedings.

(c) After considering the evidence in a case and interviewing the student or students involved, the vice-president for student services or, in his/her absence, the vice-president for instruction or designee may take any of the following actions:

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

(ii) Dismiss the case after providing whatever counseling and advice may be appropriate.

(iii) Impose verbal warning or reprimand not subject to student's right of appeal.

(iv) Impose additional disciplinary sanctions, subject to the student's right of appeal as described in this procedure. The student shall be notified in writing of the action taken, the reason for the decision and information about the appeals process.

(v) Refer the matter to the student conduct committee for appropriate action. The student shall be notified in writing that the matter has been referred to the committee.

(d) If the student fails to appear at the scheduled meeting without prior notification or evidence of extenuating circumstances, the vice-president may impose any sanctions authorized by this code.

(e) The written decision of the vice-president shall become final unless appealed.

(f) If a referral or an appeal is made to the student conduct committee, the committee shall hold a hearing, reach conclusions and may impose sanctions.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-120, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-120, filed 4/6/98, effective 5/7/98. Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-120, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-120, filed 8/6/80.]

**WAC 132B-120-130 Sanctions.** Sanctions for violations of college regulations or conduct may be imposed independent of any action taken by civil authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

More than one sanction may be recommended. Sanctions may include, but are not limited to:

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

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

(3) Disciplinary probation. Formal action placing conditions upon the student's continued attendance. Notice will be made in writing, specifying the period of probation and the conditions of the probation. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(4) Restitution. Compensation for loss, damage, or injury to the appropriate party in the form of service, money, or material replacement.

(5) Discretionary sanctions. These may include but are not limited to: Work assignments, service to college or community, class/workshop attendance or other discretionary assignments such as educational interventions intended as learning experiences.

(6) Loss of privileges. Loss of specific college privileges for a specified period of time. These may include but are not limited to student activities, athletic events, drama or music performances, or club participation.

(7) No contact. Restriction from entering specific college areas and/or all forms of contact with certain person(s).

(8) Summary suspension:

(a) Temporary dismissal from the college for a period of time during which an investigation and/or formal disciplinary procedures are pending. Summary suspension is predicated upon a reasonable belief that the student presents an imminent danger to college property, to other students, to employees of the college or is of significant disruption to the educational process.

(b) During the period of summary suspension, the student may enter the college premises only to meet with the vice-president for student services or a designee; to deliver a written appeal; to attend a hearing; or otherwise with special permission from the vice-president for student services.

(c) At the end of the summary suspension period, the student shall be reinstated to prior status subject to any other disciplinary sanctions that may have been imposed. (See WAC 132B-120-130.)

(9) Suspension. Temporary dismissal from the college and termination of student status. A student suspended on the basis of conduct, which disrupted the orderly operation of the

campus or any facility of the district, may be denied access to all or any part of college facilities.

(10) Deferred suspension. Notice of suspension from the college contingent on meeting condition(s) specified. Not meeting the contingency shall immediately invoke the suspension for the period of time and under the conditions originally imposed.

(11) Expulsion. Permanent termination of student status from college.

Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy. Fees paid in advance for subsequent quarters will be refunded.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-130, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-130, filed 4/6/98, effective 5/7/98; 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-130, filed 8/6/80.]

### **WAC 132B-120-135 Summary suspension procedures.**

(1) If the vice-president for student services deems summary suspension appropriate, she/he shall give the student oral or written notice of the reasons for summary suspension, duration of the summary suspension, and of any possible additional disciplinary or corrective action that may be taken. If oral notice is given, written notice shall follow within two calendar days. In addition, the vice-president for student services shall set a date for informal hearing of the summary suspension as soon as practicable.

(2) The presiding officer for the informal hearing shall be an administrator designated by the president other than the administrator who initially imposed the summary suspension (normally, the vice-president for student services) and will be accompanied by the president of the associated students of Grays Harbor College or designee. The student shall be given the opportunity to present written and/or oral evidence. The issue before the presiding officer shall be whether reasonable cause exists to support and to continue the summary suspension.

(3) The presiding officer shall issue a written decision within two days of the informal hearing.

(4) The student may request a de novo review of the informal hearing decision before the student conduct committee. Either party may request the review to be consolidated with any other disciplinary proceeding arising from the same matter.

(5) Nothing herein shall prevent faculty members from taking summary action as may be reasonably necessary to maintain order in the classroom and/or prevent substantial disruption to the educational process. Such summary action in the form of removal from the classroom may not exceed one day per episode. Any such summary action may be appealed to the vice-president for student services for an informal hearing.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-135, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-135, filed 4/6/98, effective 5/7/98.]

**WAC 132B-120-170 Student conduct committee.** The student conduct committee, convened for that purpose, will hear, de novo, and make recommendations on all disciplinary cases referred to it by the appropriate authority or appealed to

it by student(s). The committee will be composed of the following persons:

- (1) A member appointed by the president of the college who shall serve as chair;
- (2) Two members of the faculty, appointed by the president of the faculty association;
- (3) Two representatives from the student council, appointed by the student body president.

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

In hearings before the committee, an assistant attorney general may be requested to assist the committee.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-170, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-170, filed 4/6/98, effective 5/7/98. Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-170, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-170, filed 8/6/80.]

**WAC 132B-120-180 Student conduct committee procedures.** The student has a right to a fair and impartial hearing before the committee on any charge of misconduct resulting in disciplinary action other than warning or reprimand.

The committee chair shall establish general rules of procedures for conducting hearings. All proceedings of the committee will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

(1) The committee shall issue written notice of the date, time and place of the hearing, and the charges against the student consistent with RCW 34.05.434. This notice of hearing shall be provided no later than seven days prior to the date of the hearing. The notice may be amended at any time prior to the hearing, but if such amendment is prejudicial to the student's case, the hearing shall be rescheduled to a later date if so requested in writing by the student.

(2) The student may be represented by counsel and/or accompanied by an advisor of his/her choice, who is not, however, an employee of the college. If the student elects to choose and pay a duly licensed attorney admitted to practice in the state of Washington as counsel, notice thereof must be tendered by the student to the vice-president for student services at least five calendar days prior to the hearing.

(3) The student or his/her representative shall be entitled to hear and examine the evidence against him/her and be informed of the identity of its sources; the student shall be entitled to present evidence in his/her own behalf and to question witnesses testifying against him/her as to factual matters. The committee shall request the administration to provide the student a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. The student shall have all authority which is possessed by the college to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

(4) Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct

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charged but the student's past record of conduct may be taken into account in formulating the committee's recommendation.

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

(6) The vice-president of student services or designee shall make the first presentation and present witnesses. The student may then make a presentation and present witnesses. Either side may offer a rebuttal.

(7) The chairperson may receive sworn written statements in lieu of oral testimony at the hearing. The chairperson shall admit matters into evidence that reasonable persons would accept as having value in the conduct of their affairs. Unduly repetitive or irrelevant evidence may be excluded.

(8) Failure on the part of the student(s) to appear or cooperate in the proceedings may result in default in accordance with RCW 34.05.440. However, it may not preclude the committee from making its findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the committee in recommending penalties.

(9) The committee may decide to uphold or modify sanctions in accordance with WAC 132B-120-130.

(10) An adequate summary of the proceedings will be kept. At a minimum, such summary would include a tape recording of testimony. During the hearing, such record will be available to the student conduct committee, the student and student's attorney and any other college official designated by the chairperson for inspection and copying in the office of the chairperson during regular business hours. Following the conclusion of the conduct proceeding, access to records of the case and hearing file will be kept in the office of the vice-president for student services and limited to those designated by the college president.

(11) The student will be provided with a copy of the findings of fact and with the conclusions of the committee.

(12) Appeal of the committee's decision. The student will also be advised of his/her right to present within seven calendar days, a written statement of appeal to the president of the college before action is taken on the decision of the committee. In the case of a student under eighteen years of age, written notice of any action involving dismissal or disciplinary probation may be sent to the parents or guardian of the student.

(13) If the student concludes that the action of the disciplinary committee is inappropriate, the student may appeal the matter to the president of the college. The president of the college or his/her designated representative, after reviewing the case, including the report of the committee and any statements filed by the student, shall either indicate his/her approval of the conclusions of the committee by sustaining its decision, shall give directions as to what other disciplinary action shall be taken by modifying its decision or shall nullify previous sanctions imposed by reversing its decision. The president shall then notify the official who initiated the proceedings, the student and the committee chair. The decision of the president is final.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-180, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-180, filed 4/6/98, effective 5/7/98. Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-180, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-180, filed 8/6/80.]

**WAC 132B-120-190 Appeals.** Any disciplinary action other than warning or reprimand may be appealed. All appeals must be made in writing and addressed to the vice-president for student services within seven calendar days of the college's giving notice of the disciplinary action.

Disciplinary action by any college employee may be appealed to, and shall be reviewed by, the vice-president for student services, or in his/her absence, the vice-president for instruction or designee.

Disciplinary action may be appealed to, and shall be reviewed by, the student conduct committee.

Disciplinary action by the student conduct committee may be appealed to and shall be reviewed by the college president or his/her designee.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-190, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-190, filed 4/6/98, effective 5/7/98. Statutory Authority: RCW 28B.50.140(13) and 69.41.340. 91-11-102, § 132B-120-190, filed 5/22/91, effective 6/22/91. Statutory Authority: RCW 28B.50.140(13). 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-190, filed 8/6/80.]

**WAC 132B-120-200 Reporting, recording and maintaining records.** The office of the vice-president for student services shall keep records of all disciplinary cases. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved; insofar as possible, for not more than six years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than six years.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-200, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-200, filed 4/6/98, effective 5/7/98; 80-10-053 (Order 80-1, Resolution No. 10-80), § 132B-120-200, filed 8/6/80.]

**WAC 132B-120-210 Hazing sanctions.** Any student found to have violated RCW 28B.10.900 et seq. related to hazing, by virtue of a criminal conviction or by final decision of the college president or designee, shall, in lieu of or in addition to any other disciplinary action which may be imposed under this chapter, forfeit any entitlement to student-funded grants, scholarships, or awards of a period of time determined by the college.

In addition, any organization or association found to have knowingly permitted hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.

[Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-210, filed 4/6/98, effective 5/7/98.]

**WAC 132B-120-220 Student grievance procedure.** The purpose of these procedures is to provide guidelines which enable a student to express and resolve misunderstand-

ings, complaints, or grievances in a fair and equitable manner. Students have the right to receive clear information and fair application of college policies, standards, rules and requirements and are responsible for complying with them in their relationships with college personnel. This grievance procedure emphasizes an informal resolution which promotes constructive dialogue and understanding.

(1) Student complaints. A complaint is any expression of dissatisfaction with the performance of a college employee, policy or procedure. Students who have a complaint shall use the following procedure:

Step 1. If the complaint is about the action of a college employee, the college employee and student shall make a good faith effort to resolve the grievance on a one-to-one basis. If the complaint is about a policy or procedure, it should be discussed with the employee most closely responsible for the policy or procedure. Both parties should openly discuss the concern, attempt to understand the other's perspective, explore alternatives and attempt to arrive at a satisfactory resolution.

Step 2. If the student determines that the complaint cannot be resolved to his/her satisfaction with the employee concerned, he/she should contact one of the following people:

- (a) The vice-president for instruction for complaints regarding an instructional employee, policy or procedure; or
- (b) The vice-president for student services regarding any other employee, policy or procedure.

The student may be referred to other appropriate personnel for resolution.

Step 3. The vice-president will discuss with the student his/her concerns including options available to resolve the concern. The student may be requested to indicate in writing the nature of the grievance specifying as accurately as possible all details. Following discussion and the gathering of any further information, the vice-president, within twenty working days, will issue a decision to resolve the complaint and report his/her findings to all involved parties. If an investigation requires more time, the deadline may be extended to a mutually agreed future date.

Step 4. If the meeting with the vice-president does not resolve the complaint to the student's satisfaction, he/she may appeal to the president of the college. The president may amend, modify, reverse or accept the recommendation of the vice-president. The decision of the president shall be final.

(2) Records. The vice-president shall keep all written statements or transcripts associated with the complaint as part of the files. The files will be destroyed after six years from the initiation of the complaint.

(3) Time limits on filing a complaint. The student must file a complaint within one academic quarter of the event which caused the grievance to be filed. The vice-president may suspend this rule under exceptional circumstances such as extended illness, or leave of a party to the complaint. No complaints will be considered after two academic quarters of the occurrence of the source of the grievance. When either party to the complaint is no longer present at the college and does not expect to return, the vice-president will give the absent party reasonable opportunity to reply to the complaint before making a decision.

(4) Grievances excluded. The student grievance procedure described in this section is not intended to cover com-

plaints of discrimination or sexual harassment. The college has separate, specific procedures for such complaints. See the vice-president for student services for information on those specific procedures.

A student may not use the provisions of these sections as the basis for filing a grievance based on the outcome of summary or other disciplinary proceedings described in earlier sections of this student rights and responsibilities code or for resolution of specific categories of student complaints where other procedures are required.

Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community college education or the board of trustees of Community College District No. 2 shall not be grievable matters.

[Statutory Authority: RCW 28B.50.140. 04-01-100, § 132B-120-220, filed 12/16/03, effective 1/16/04. Statutory Authority: RCW 28B.50.140(13). 98-09-012, § 132B-120-220, filed 4/6/98, effective 5/7/98.]

### Chapter 132B-122 WAC

#### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

##### WAC

132B-122-010 Withholding services for outstanding debts.

**WAC 132B-122-010 Withholding services for outstanding debts.** If any person, including faculty, staff, student, or former student, is indebted to the institution for an outstanding overdue debt, the institution need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by any such person. The institution also reserves the right to off set any funds received from an individual against an outstanding overdue debt.

Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person, in writing, that the services will not be provided since there is an outstanding debt due the institution, and further that until that debt is satisfied, no such services will be provided the individual. When the institution exercises its right of off set, the institution shall notify the person, in writing, of the amount applied and balance due, if any.

The notification referred to above shall also inform the individual that he has a right to a hearing before a person designated by the president of the institution if he believes the records of the institution are incorrect concerning his indebtedness. The notification shall also indicate that the request for the hearing must be made within ten days from the date of the notification.

Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual owes or owed any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether the institution is correct in withholding services and/or applying off set for the outstanding debt. If the outstanding debt is found to be owed by

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the individual involved, the off set shall remain applied and/or no further services shall be provided. Notification of this shall be sent to the individual within five days after the hearing. This decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110.

[Statutory Authority: RCW 28B.19.110. 85-08-025 (Resolution No. 3-85), § 132B-122-010, filed 4/1/85.]

### Chapter 132B-128 WAC

#### POLICIES AND PROCEDURES FOR TENURE AND DISMISSAL

##### WAC

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

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

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

It shall be the policy of Community College District No. 2 that the board of trustees, on the recommendation of the tenure review committee which has interviewed and evaluated the probationer, may grant tenure at any time between the assumption of his faculty position and the end of the three year probationary period, except that compelling reasons must be shown for the award of tenure prior to the third year of probation.

[Statutory Authority: RCW 28B.50.140(13). 79-08-129 (Order 79-1, Resolution No. 11-79), § 132B-128-010, filed 8/1/79; Order, § 132B-128-010, filed 3/28/73.]

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

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division heads or administrators have had or do have status as a teacher, counselor, or librarian.

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

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

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

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

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

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

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

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

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

**Administrative position** - For purposes of this document, the following positions are considered administrative positions at Grays Harbor College: President, dean of instruction, dean of administration, associate dean for student affairs, associate dean for admissions and records, associate dean for vocational education, associate dean for continuing education, assistant dean of administration, assistant dean for library and media services, coordinator of basic education, coordinator of continuing education, coordinator of child and family studies, coordinator of women's resources center, coordinator of financial aids and veterans affairs, and coordinator of student programs.

[Statutory Authority: RCW 28B.50.140(13), 81-10-008 (Order 81-1, Resolution Nos. 2-81, 3-81 and 4-81), § 132B-128-020, filed 4/24/81; 79-08-129 (Order 79-1, Resolution No. 11-79), § 132B-128-020, filed 8/1/79; Order, § 132B-128-020, filed 3/28/73.]

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

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

(a) A tenure review committee shall be established for each probationer. The committee shall be responsible for the probationer until he is either granted tenure or is no longer

employed within Community College District No. 2. If a vacancy occurs during the terms of service of the tenure review committee members, the dean of instruction will call a special election within two weeks to fill that position.

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

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

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

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

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

(a) The final decision to award or withhold tenure shall rest with the board of trustees (appointing authority) after it has given reasonable consideration to the recommendations of the tenure review committee, and reasonable consideration to the recommendation of the college president. Any recommendations of the tenure review committee and the president shall be advisory only and not binding upon the board of trustees (appointing authority).

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

(c) If the probationer is dismissed prior to the termination of his contract, his case shall be considered by the dismissal review committee in accordance with the laws of the state of Washington and the dismissal policy of Community College District No. 2.

[Statutory Authority: RCW 28B.50.140(13), 79-08-129 (Order 79-1, Resolution No. 11-79), § 132B-128-030, filed 8/1/79; Order, § 132B-128-030, filed 3/28/73.]

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

[Order, § 132B-128-040, filed 3/28/73.]

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

- (a) One member chosen by the college president
- (b) Three faculty members chosen by the faculty and division heads acting in a body and in the following manner:
  - (i) Two individuals will be nominated for each of positions one, two and three by a district-wide random selection process as described in (v) below.
  - (ii) Two individuals will be nominated in the same manner as (i) above to run for each of three alternate positions identified as alternate one, alternate two and alternate three.
  - (iii) The nominees receiving a majority of the votes cast will be elected for a one-year term.
  - (iv) In case of a vacancy in position one, two or three occurring any time after the election, the vacancy will be filled by the alternates, beginning with alternate one.
  - (v) A district-wide random selection process will be developed by the president of Grays Harbor College. This selection process will be designed to remove any element of preselection or predisposition from the dismissal review committee selection process.
- (c) A student representative, who shall be a full-time student, shall be appointed by the Grays Harbor College student council. The student council shall also appoint a full-time student as an alternate member to serve on the dismissal review committee should the regularly appointed member be unable to serve on the committee.
- (d) The college president shall choose one alternate member to serve on the dismissal review committee should the regularly appointed member be unable to serve on the committee.

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

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

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

- (a) Deliver a short and plain statement to the faculty member which shall contain:
  - (i) The grounds for dismissal in reasonable particularity;
  - (ii) A statement of the legal authority and jurisdiction under which the hearing is to be held;
  - (iii) Reference to any particular statutes or rules involved.

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

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

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

(6) The dismissal review committee shall:

- (a) Hear testimony from all interested parties, including but not limited to other faculty members and students and receive any evidence offered by same;
- (b) Afford the faculty member whose case is being heard the right of cross-examination and the opportunity to defend himself and be accompanied by legal counsel;
- (c) Allow the college administration to be represented by an assistant attorney general.

(7) The dismissal review committee shall include a neutral presiding officer appointed by the appointing authority. Such presiding or hearing officer shall not be a voting member of the committee; it shall be his responsibility to:

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

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

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

(d) Prepare a record which shall include:

- (i) All pleadings, motions and rulings;
- (ii) All evidence received or considered;
- (iii) A statement of any matters officially noticed;
- (iv) All questions and offers of proof, objections and rulings thereon;
- (v) Proposed findings and exceptions;
- (vi) A copy of the recommendations of the dismissal review committee.

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

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

(10) Within ten college calendar days of the conclusion of the hearing, the dismissal review committee will arrive at its recommendations in conference on the basis of the hearing. Before doing so, it should give the faculty member or his counsel(s) and the representative designated by the president of the college the opportunity to argue orally before it. If writ-

ten briefs would be helpful, the dismissal review committee may request them. The dismissal review committee may proceed to a recommendation promptly or await the availability of a transcript if making a fair recommendation would be aided thereby. Within fifteen college calendar days of the conclusion of the hearing the president of the college, the faculty member and the board of trustees will be presented with recommendations in writing and given a copy of the record of the hearing.

(11) The board of trustees shall meet within a reasonable time subsequent to its receipt of the dismissal review committee recommendations to consider those recommendations. The board of trustees shall afford the parties the right to oral and written argument with respect to whether they will dismiss the faculty member involved. The board of trustees may hold such other proceedings as they deem advisable before reaching their decision. A record of the proceedings at the board level shall be made and the final decision shall be based only upon the record made before the board and the dismissal review committee, including the briefs and oral arguments. The decision to dismiss or not to dismiss shall rest, with respect to both the facts and the decision, with the board of trustees after giving reasonable consideration to the recommendations of the dismissal review committee. The dismissal review committee's recommendations shall be advisory only and in no respect binding in fact or law upon the decision maker, the board of trustees. The board of trustees shall within fifteen days following the conclusion of their review, notify the charged faculty member in writing of its final decision.

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

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

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

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

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

personnel file along with a record of the outcome of the dismissal proceeding.

If the facts are to be retained in the faculty member's permanent personnel file, the faculty member will be given an opportunity to review the facts and to write an explanation which will be retained along with the findings of fact.

[Statutory Authority: RCW 28B.50.140(13). 79-08-129 (Order 79-1, Resolution No. 11-79), § 132B-128-050, filed 8/1/79; Order, § 132B-128-050, filed 3/28/73.]

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

(b) First date of application for employment.

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

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

[Order, § 132B-128-100, filed 3/28/73.]

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## Chapter 132B-130 WAC TUITION AND FEE SCHEDULES

### WAC

132B-130-010 Tuition and fee schedules.  
132B-130-020 Location of schedules.

**WAC 132B-130-010 Tuition and fee schedules.** Chapter 28B.15 RCW sets the parameters for tuition and fee levels at state community colleges. The legislature then establishes current biennium tuition and fee rates. Based on this legislation, the specific amounts to be charged are transmitted to Grays Harbor College by the state board for community college education.

[Statutory Authority: RCW 28B.50.140(13). 92-08-044, § 132B-130-010, filed 3/25/92, effective 4/25/92.]

**WAC 132B-130-020 Location of schedules.** Additional and detailed information and specific amounts to be charged for each category of students will be found in the college catalog and in the following locations on the Grays Harbor College campus:

- (1) The office of admissions;
- (2) The registration and records office;
- (3) The business office.

[Statutory Authority: RCW 28B.50.140(13). 92-08-044, § 132B-130-020, filed 3/25/92, effective 4/25/92.]

## Chapter 132B-131 WAC SCHOLARSHIPS

### WAC

132B-131-010 Scholarships.

**WAC 132B-131-010 Scholarships.** Detailed information concerning the criteria, eligibility, procedures for application, and other information regarding scholarships at Grays Harbor College is located in the office of financial aid on the Grays Harbor College campus.

[Statutory Authority: RCW 28B.50.140(13). 92-08-044, § 132B-131-010, filed 3/25/92, effective 4/25/92.]

## Chapter 132B-132 WAC FINANCIAL AID

### WAC

132B-132-010 Financial aid.

**WAC 132B-132-010 Financial aid.** Federal, state, and private financial aid applications and information may be obtained at the following address:

Office of Financial Aid  
Grays Harbor College  
Aberdeen, WA 98520-7599

Award of federal and state aid will be made in accordance with applicable federal and state laws and regulations.

[Statutory Authority: RCW 28B.50.140(13). 92-08-044, § 132B-132-010, filed 3/25/92, effective 4/25/92.]

**Chapter 132B-133 WAC  
ORGANIZATION**

**WAC**

132B-133-010 Description of organization—Purpose.  
132B-133-020 Organization—Operation—Information.

**WAC 132B-133-010 Description of organization—Purpose.** The purpose of this chapter is to establish rules implementing RCW 34.05.220 (1)(b) and 42.17.250 (1)(a) and (b).

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 (1)(b) and 42.17.250 (1)(a) and (b). 92-08-043, § 132B-133-010, filed 3/25/92, effective 4/25/92.]

**WAC 132B-133-020 Organization—Operation—Information.** (1) Organization. Grays Harbor College is established in Title 28B RCW as a public institution of higher education. The institution is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

(2) Location. Grays Harbor College is located on a campus in Aberdeen, Grays Harbor County, Washington.

(3) Operation. The administrative office is located at the following address:

1620 Edward P. Smith Drive  
Aberdeen, WA 98520

The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, except legal holidays.

(4) Information. Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address:

1620 Edward P. Smith Drive  
Aberdeen, WA 98520

[Statutory Authority: RCW 28B.50.140(13), 34.05.220 (1)(b) and 42.17.250 (1)(a) and (b). 92-08-043, § 132B-133-020, filed 3/25/92, effective 4/25/92.]

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

**WAC**

132B-276-010 Purpose.  
132B-276-020 Definitions.  
132B-276-030 Description of central and field organization of Community College District No. 2.  
132B-276-040 Operations and procedures.  
132B-276-050 Public records available.  
132B-276-060 Public records officer.  
132B-276-070 Office hours.  
132B-276-080 Requests for public records.  
132B-276-090 Copying.  
132B-276-100 Exemptions.  
132B-276-110 Review of denials of public records requests.  
132B-276-120 Protection of public records.  
132B-276-130 Records index.  
132B-276-990 Appendix A—Request for public record to Community College District No. 2.

**WAC 132B-276-010 Purpose.** The purpose of this chapter shall be to ensure compliance by Community College District No. 2 with the provisions of chapter 42.17 RCW, commonly called Initiative No. 276, and in particular with

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RCW 42.17.250 - 42.17.340 of that act dealing with public records.

[Order, § 132B-276-010, filed 10/28/74.]

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

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

(3) "Community College District No. 2" is an agency organized by statute pursuant to RCW 28B.50.040 and shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the board of trustees and employees of the district.

[Order, § 132B-276-020, filed 10/28/74.]

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

[Order, § 132B-276-030, filed 10/28/74.]

**WAC 132B-276-040 Operations and procedures.** The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members, each appointed by the governor to a term of five years. The trustees exercise the powers and duties granted them under RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140(13), 81-10-008 (Order 81-1, Resolution 2-81, 3-81 and 4-81), § 132B-276-040, filed 4/24/81; Order, § 132B-276-040, filed 10/28/74.]

**WAC 132B-276-050 Public records available.** All public records of the district, as defined in WAC 132B-276-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132B-276-100.

[Order, § 132B-276-050, filed 10/28/74.]

**WAC 132B-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative offices of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard,

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and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Order, § 132B-276-060, filed 10/28/74.]

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

[Order, § 132B-276-070, filed 10/28/74.]

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

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

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

[Order, § 132B-276-080, filed 10/28/74.]

**WAC 132B-276-090 Copying.** No fee shall be charged for the inspection of public records. The district shall charge a fee of ten cents per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the district will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance.

[Order, § 132B-276-090, filed 10/28/74.]

**WAC 132B-276-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132B-

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276-080 is exempt under the provisions of chapter 42.17 RCW.

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

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

[Order, § 132B-276-100, filed 10/28/74.]

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

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

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order, § 132B-276-110, filed 10/28/74.]

**WAC 132B-276-120 Protection of public records.** Requests for public records shall be made in the administration building of Grays Harbor College. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated for their inspection. Copies shall be made at Grays Harbor College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132B-276-090.

[Order, § 132B-276-120, filed 10/28/74.]

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

- (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;

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

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

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

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

(2) **Availability** - the current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Order, § 132B-276-130, filed 10/28/74.]

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

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NO. 2

.....	.....
Signature	Name (please print)
.....	.....
Name of Organization	
.....	.....
Mailing Address of Applicant	Phone Number
.....	.....
Date Request Made at	Time of Day
Community College District No. 2	of Request
Nature of Request	.....
.....	.....
Identification Reference on Current Index (please describe)	.....
.....	.....
Description of record or matter requested, if not identifiable by reference to current index of Community College District No. 2	.....
.....	.....
Request	By
Approved	Date
Request Denied	Public Records Officer
.....	Reasons for Denial
.....	.....
Referred to	Date
.....	.....

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

**Chapter 132B-300 WAC**

**GRIEVANCE PROCEDURE—HANDICAPPED**

**WAC**

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

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

A grievance procedure is required by Section 504 of the Rehabilitation Act of 1973.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. 94-20-072, § 132B-300-010, filed 10/3/94, effective 11/3/94. Statutory Authority: Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. 78-12-065 (Order 78-1, Resolution No. 17-78), § 132B-300-010, filed 12/1/78.]

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

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

(b) Step 2: Official hearing. If not satisfied by the results of the informal meeting, the complainant may request a meeting with the college vice-president for student services.

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

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

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

(c) Step 3: Presidential appeal. If the complaint is not resolved as a result of the hearing conducted by the vice-president for student services, either the complainant or the person to whom the complaint is directed may request an appeal to the college president.

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

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

(iii) Attendance at the presidential appeal hearing shall be limited to the college president or designee, the vice-pres-

ident for student services, the complainant, and the person to whom the complaint is directed unless otherwise mutually agreed by the parties. The college president or presidential designee shall preside.

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

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

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

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

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

(c) The Human Rights Commission, 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, Washington 98504.

[Statutory Authority: RCW 28B.50.140(13) and chapter 34.05 RCW. 94-20-072, § 132B-300-020, filed 10/3/94, effective 11/3/94. Statutory Authority: Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973. 78-12-065 (Order 78-1, Resolution No. 17-78), § 132B-300-020, filed 12/1/78.]

## Chapter 132B-310 WAC GRIEVANCE RULES—TITLE IX

### WAC

132B-310-010	Statement of policy.
132B-310-020	Definitions.
132B-310-030	College community responsibilities.
132B-310-040	Complaint options.
132B-310-050	Resolution of formal written complaints.

**WAC 132B-310-010 Statement of policy.** Grays Harbor College, as a place of work and study, aspires to be maintained free of all forms of harassment, discrimination, intimidation and exploitation. Members of the college community should be aware that the college will take action to prevent and correct such behavior and that individuals who engage in such behavior are subject to discipline. Retaliation against any employee, student, applicant or volunteer who reports harassment is also subject to discipline.

It is the intent of this policy to provide an internal means of mediating and resolving harassment complaints, with the understanding that all parties to such complaints have access to resources outside the college as well. Cases involving a student as the accused will be referred to the vice-president for student services for disposition under the student conduct code.

[Statutory Authority: RCW 28B.50.140(13). 94-20-073, § 132B-310-010, filed 10/3/94, effective 11/3/94.]

**WAC 132B-310-020 Definitions.** Sexual harassment is unwelcome verbal or physical conduct of a sexual nature, unwelcome or unsolicited sexual advances or requests for sexual favors when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

Harassment based on any of the above violates the policies of the board of trustees of Grays Harbor College and may violate federal and state laws.

Application to students. Where students are involved, such behavior is considered harassment whenever such conduct has the purpose or effect of interfering with the student's learning or learning performance or when the learning environment becomes intimidating, hostile, or offensive to the student involved.

In addition, the unwelcome behavior is considered harassment when: Submission to such conduct is made either explicitly or implicitly a term or condition of the student's grade, receipt of a grade or status as a student; or the student's submission to or rejection of such conduct is used as a basis for a decision affecting that student.

Further, it includes behavior that overtly or covertly uses the power inherent in the status of instructor or other employee to affect a student's educational experience or career opportunities by intimidating, threatening or coercing the student to accept the unwelcome behavior or risk reprisal in terms of a grade, a recommendation, an opportunity for professional growth, or a job.

Application to employees, volunteers, and applicants. In the case of employees, volunteers, or applicants, such behavior is considered harassment whenever such conduct has the purpose or effect of unreasonably interfering with the person's work or work performance, or creating an intimidating, hostile, or offensive environment.

Additionally, harassment of an employee, volunteer, or applicant is defined as unwelcome or offensive verbal or physical conduct when: Submission to such conduct is made either explicitly or implicitly a term or condition of the person's employment, promotion, or status as an employee or volunteer; the person's submission to or rejection of such conduct is used as a basis for a decision affecting that person.

Examples. Examples of behaviors that may constitute harassment include, but are not limited to, the following:

- \* Repeated, offensive and unwelcome insults and/or jokes;
- \* Repeated, unwelcome comments about an individual's body or clothing;
- \* Unwelcome and offensive displays of objects or pictures;
- \* Persistent unwelcome flirtation, advances, and/or propositions of a sexual nature;
- \* Deliberate and unwelcome touching, such as patting, pinching, hugging, or repeated brushing against an individual's body;
- \* Pressure for dates or sex, if unwelcome and repeated;
- \* Pressure for dates or sex in exchange for grades, promotions, salary increases or benefits;
- \* Stating or implying to an applicant that he or she will be hired with sexual relations as a condition of employment.

[Statutory Authority: RCW 28B.50.140(13), 94-20-073, § 132B-310-020, filed 10/3/94, effective 11/3/94.]

**WAC 132B-310-030 College community responsibilities.** Any student, employee, volunteer or applicant on campus who feels that he or she has been harassed should report allegations of harassment to the equity resource director or one of the college's designated ombudspersons who will be appointed annually by the president. It is the responsibility of the vice-president for student services to maintain and ensure wide publicity of the list of ombudspersons' names. Every attempt will be made to handle such information in a discreet and professional manner.

All members of this college community are responsible for ensuring that their conduct does not harass any other member of this institution's community. If a member of the college community observes incidents of harassment or discovers that a problem exists, he or she has a responsibility to report that information to the equity resource director, the vice-president for student services, or the college's designated ombudspersons.

Administrators and supervisors have the added responsibility of helping to prevent and eliminate harassment within the area(s) they oversee.

[Statutory Authority: RCW 28B.50.140(13), 94-20-073, § 132B-310-030, filed 10/3/94, effective 11/3/94.]

**WAC 132B-310-040 Complaint options.** (1) Informal resolution. Internal review and consultative process have been proven to be desirable means of resolving problems.

An individual who believes he or she has been or is being harassed may choose to informally share information and seek advice from the equity resource director or one of the college's designated ombudspersons. The purpose of this informal procedure is to give the complainant a sounding board, to help make sure that the complainant becomes informed of the options available, and to effect an informal resolution of complaints where possible. These include, but are not limited to:

- \* Mediation through a liaison between parties.
- \* Mediation through a face-to-face meeting between parties.
- \* Mediation through written correspondence between parties. Every attempt will be made to keep this material confidential; however, confidentiality cannot be guaranteed.
- \* Filing of an informal incident report with the college equity resource director. The informal incident report will be shared with the other party by the appropriate administrative supervisor for a response no later than the end of the subsequent academic term. If over a period of time, complaints continue to be received regarding the conduct of the same individual, it will then be the responsibility of the administrative supervisor to initiate a formal investigation of the merits of the complaints against that individual. All incident reports and responses will remain in the equity resource director's files for no more than six years.

If the complainant is satisfied at this point, he or she may decline to pursue the matter any further. No further action will be taken unless the complainant specifically requests

such action or the college decides to pursue the matter on behalf of the college. Every attempt will be made to keep these discussions and materials confidential; however, confidentiality cannot be guaranteed.

Personnel action authority has been delegated to the college president, vice-president for administration, and vice-president for instruction. If a complainant brings an allegation to any one of these three administrators, that administrator will make a good faith effort to inform the employee of the complaint. However, the administrator will consider whether doing so would seriously impair the investigative process. It is the responsibility of these administrators to inform a potential claimant of their responsibility to so inform the other party.

(2) Formal. The complainant may file a formal written complaint:

(a) At any point in the process, whether an informal resolution has been attempted or not; or

(b) If a satisfactory resolution cannot be obtained through the informal procedure.

The formal written complaint should include the times, dates, places and circumstances surrounding the allegation. The accused will be notified of the allegation at this point.

The investigative process begins with a preliminary meeting with the college's equity resource director or vice-president for student services. The purpose of this meeting is to orient the complainant to the formal complaint process. The complainant is encouraged to bring to this meeting any personal support person such as a friend, clergy, family member, professional counselor, etc., of the complainant's choice who is not, however, an employee of the college. These support persons will be encouraged to accompany the complainant through the remainder of the complaint process. Like the complainant, the accused will be encouraged to identify a support person such as a friend, clergy, family member, professional counselor, etc., who is not an employee of the college to accompany him or her through the remainder of the process.

Nothing herein shall be deemed to preclude an employee's right to union representation. If at any point either party secures legal counsel, the other party will be so notified immediately. The formal complaint will be referred for investigation to the vice-president for administration, the vice-president for instruction or the equity resource director if they have not previously been involved with the case, the selection to be made by the president. In appointing an investigator, the president should obtain such information as he deems appropriate. Because damage could result to the career and reputation of any person who is affected by a harassment complaint investigation, all investigations of and hearings on such matters will be conducted insofar as possible to protect the privacy of, and minimize suspicion toward, the accused as well as the complainant, until the matter is impartially resolved. Only those persons responsible for investigating and enforcing harassment complaints will have access to the investigative files during the pendency of any proceedings.

[Statutory Authority: RCW 28B.50.140(13), 94-20-073, § 132B-310-040, filed 10/3/94, effective 11/3/94.]

**WAC 132B-310-050 Resolution of formal written complaints.** In determining whether the alleged conduct con-

stitutes harassment, the investigator will consider the record as a whole and all relevant circumstances. The investigator will make a complete investigation in a timely manner. Upon concluding the investigation, the investigator will submit a written summary of the investigative files and a recommendation for appropriate resolution of the complaint to the president.

Within five working days after reviewing the investigator's report, the president will make a determination and will advise the accused and the complainant of the decision, which may include, but is not limited to, the following:

(1) If there appears to be a sufficient foundation for the allegation, the options may include a verbal and/or written reprimand, demotion, suspension or referral to the Grays Harbor College dismissal review committee or the Washington state department of personnel in cases of recommended dismissal. A summary of all action taken to resolve the complaint will be entered into the accused's personnel file or the employment/volunteer application file.

(2) If there appears to be an inadequate foundation for the complaint, no record of the allegation will be made in the personnel records or the employee/volunteer application files of either the accused or the complainant. Malicious or dishonest allegations may justify disciplinary action against the complainant.

Appeals by faculty members will be referred to the board of trustees. Appeals by classified personnel will be heard by a hearing officer of the personnel appeals board.

A summary of all harassment investigations will be retained in the equity resource director's files.

It shall be the responsibility of the college president to provide written complaint investigation guidelines as administrative procedures for the college.

If desired, inquiries or appeals beyond the institution level may be directed to:

(a) United States Equal Opportunity Commission, 2815 Second Avenue, Suite 500, Seattle, WA 98121.

(b) The Washington State Human Rights Commission, 711 South Capitol Way, Suite 402, P.O. Box 42490, Olympia, WA 98504-2490. Phone (360) 753-6770 or 1-800-233-3247.

(c) United States Department of Education, Office of Civil Rights, 1915 Second Avenue, Room 3310, Seattle, WA 98174-1099.

[Statutory Authority: RCW 28B.50.140(13). 94-20-073, § 132B-310-050, filed 10/3/94, effective 11/3/94.]