

WENATCHEE VALLEY COLLEGE
BOARD WORK SESSION
AGENDA

June 19, 2019
10:00 a.m. Room 5015A, Van Tassell

PAGE #/TIME

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| I. CALL TO ORDER | |
| II. RESIDENCE HALL ANNUAL REPORT (Jeremy Snyder/Erin Tofte Nordvik) | 10:00 AM |
| III. COMMUNICATIONS | 10:15 |
| IV. REPORT FROM TRUSTEES | 10:20 |
| • Timeline for Board Self-Evaluation and CEO Evaluation | |
| • Process for Review of Board Policies | |
| • Agenda for August 21, 2019, Board Retreat | |
| • Report from ACT Spring Conference | |
| • ACCT Fall Conference, October 16, 2019, in San Francisco, CA | |
| V. PRESIDENT’S REPORT | 11:00 |
| • Financial Report (Brett Riley) | |
| • Reserve Balance Report (Brett Riley) | |
| • 2019-2020 Operating Budget Review (Brett Riley) | |
| • Capital Projects Review (Brett Riley) | |
| • Enrollment (Jim Richardson) | |
| • New/Revised Procedures (Reagan Bellamy/Brett Riley/Ty Jones) | #2 |
| • President’s Update (Jim Richardson) | |
| LUNCH | 12:00 |
| VI. EXECUTIVE SESSION (Personnel Issues) | 1:00 PM |
| VII. BOARD AGENDA ACTION ITEMS | 1:30 |
| • Continued Spending Authority (Brett Riley) | BP#18 |
| • 2019-2020 Tuition and Fees (Brett Riley) | BP#19 |
| • 2019-2020 Tuition and Fee Waivers (Brett Riley) | BP#22 |
| • Revised Policy 000.330 Nondiscrimination and Harassment (Reagan Bellamy) | BP#25 |
| • Revised Policy 000.340 Sexual Harassment (Reagan Bellamy) | BP#29 |
| • New Policy 500.385 Foster Parent Shared Leave (Reagan Bellamy) | BP#33 |
| • New Policy 500.390 Veteran’s In-Service Shared Leave Pool (Reagan Bellamy) | BP#34 |
| • New Policy 600.507 Physical and Electronic Access (Brett Riley) | BP#35 |
| VIII. BOARD MEETING AGENDA REVIEW | 2:00 |
| IX. BOARD DEVELOPMENT | 2:05 |
| • BAS Programs | |

1400.095 SERVICE & EMOTIONAL SUPPORT ANIMALS IN WVC HOUSING PROCEDURE

A. OVERVIEW

Wenatchee Valley College (WVC) has a general “no pets” policy in all of its buildings, including college housing. However, service animals are allowed to accompany their handlers while on campus and in their residence and emotional support/assistance animals may be requested as an accommodation in housing through the student access office.

B. SERVICE ANIMALS

[As defined by the ADA](#), as well as service animal policy 500.405, a service animal is a dog or miniature horse that has been trained to perform an **active** task that mitigates or partially mitigates the impact of the person’s disability. If a service animal’s role is not apparent by observation, you may be asked:

1. “Is that a service animal for a disability?” and
2. “What service/tasks does it perform for you?”

The service animal is an access need not something that needs to be requested as an accommodation therefore you will not have to submit documentation of a disability for its use on campus, only if you are requesting separate accommodations needs.

C. STEPS TO HAVE A SERVICE ANIMAL LIVE IN WVC HOUSING WITH YOU

1. Complete a new student application and housing and dietary accommodation request. (WVC ID required). Once admitted to the college, meet with the student access coordinator.
 - a. Answer the question: What tasks does the service animal perform for you or your dependent in residence?
2. Submit to the student access coordinator verification of:
 - a. Up-to-date veterinarian report including any necessary vaccinations.
 - b. Acquired animal license through the city of Wenatchee.
3. Residence life will review housing assignment for needs related to space and accommodating an animal. Factors that are included are not limited to:
 - a. Impact to roommates based on any verified factors related to conflicting disabilities or health conditions.
 - b. Size of animal (if the space is not appropriate).
 - c. Breed of animal (allergies and other impacts to roommates).
4. Once all documents are submitted to the student access coordinator, the residence life coordinator will schedule an animal care expectations meeting and will notify all room and pod mates that an approved service animal will reside in the hall.
5. Final approval given for animal to come into residence by residence life coordinator after all steps completed.

D. EMOTIONAL SUPPORT ANIMALS

[Under Housing and Urban Development’s Rules](#), as well as service animal policy 500.405, assistance animals include animals other than dogs that provide **passive support** that alleviates or at least partially mitigates an impact of a person’s disability allowing them to benefit from WVC’s programs and services. Animals providing these passive services are generally referred to as emotional support animals. Emotional support animals (ESA) are

generally not allowed on campus, but can be requested via student access services and residence life for allowance in the WVC Residence Hall.

E. STEPS TO HAVE AN ESA LIVE IN WVC HOUSING WITH YOU

1. Complete a new student application and housing and dietary accommodation request (WVC ID required). Once admitted to the college, meet with the student access coordinator.
 - a. Obtain a copy of the ESA housing request form for your health care provider to fill out and return to the student access coordinator.
 - b. Provide the student access coordinator documentation from your health care provider that addresses questions outlined in F. 1-5 below.
2. Upon approval by the student access coordinator of an "ESA in residence," submit verification of:
 - a. Up-to-date veterinarian report including any necessary vaccinations.
 - b. Acquired animal license through the city of Wenatchee.
3. The residence life coordinator will review housing assignment for needs related to space and accommodating an animal. Factors that are included are not limited to:
 - a. Impact to roommates based on any verified factors related to conflicting disabilities or health conditions.
 - b. Size and type of animal.
 - c. Health and safety of residents in residence.
4. Once all documents are submitted to the student access coordinator, the residence life coordinator will schedule an animal care expectations meeting. You will need to submit an ESA care plan and agree to have roommates and pod-mates notified that you have been approved to have an ESA in the residence hall.
5. Final approval given for animal to come into residence by residence life coordinator after all steps completed.

F. DOCUMENTATION NEEDED FOR AN EMOTIONAL SUPPORT ANIMAL

The documentation from an appropriate health care provider must include the following:

1. Identifies you and states your disability/health condition including how this condition would substantially limit you in a college housing environment.
2. Shares the relevant history of work together in relation to the specific disability or condition. A medical or mental health practitioner you have seen only once or who has seen you for other issues, but not this specific condition, may not be considered an appropriate recommendation.
3. States need for the animal as a part of your current healthcare/treatment plan.
4. Explains how the animal helps alleviate the impact of the identified disability/health condition.
 - a. Is it the long-term relationship that has broad and diffuse impact that reduces the overall level of symptoms?
 - b. Is it in moments of high stress?
 - c. Examples are encouraged.

5. Identifies the basis for providing passive support (e.g. the ongoing relationship with the animal) or that it serves a defined role in the person's treatment plan, and states that it is necessary for full participation in or to benefit from particular programs or environments.

G. ANIMAL CARE AND CONDUCT

1. All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier).
2. An ESA or service animal must be housebroken and under owners control (voice or tether) at all times.
 - a. Puppy rearing (under six months of age) which focuses on socialization and general obedience training may not qualify as housebroken.
3. An animal's behavior is considered the handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to college business or community behavioral expectations for educational and residential environments handlers may be asked to correct the animal's behavior or remove it from the environment.
4. A student with an approved ESA in the residence hall will be held responsible for any damages or extra cleaning costs associated with housing the animal.
5. An ESA may not accompany a resident to the main campus. ESAs must be crated in the resident's room when the resident is not at home. ESAs are not allowed in common areas of the residence hall except for times necessary to take the animal outside.

Approved by the president's cabinet: ___/___/___

Present to the board of trustees: ___/___/___

Related policies and procedures

500.405 Service Animal Policy

1000.350 COMPLAINT PROCEDURE—DISCRIMINATION AND HARASSMENT

A. INTRODUCTION

Wenatchee Valley College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Wenatchee Valley College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment. Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the college's Title IX / EEO coordinator identified below. If the complaint is against that coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

Name: Reagan K. Bellamy
Title: Executive Director of Human Resources, Title IX / EEO coordinator
Office: Human Resources
Contact info: 509.682.6445, rbellamy@wvc.edu

The Title IX / EEO coordinator or designee:

1. Will accept all complaints and referrals from college employees, applicants, students, and visitors.
2. Will make determinations regarding how to handle requests by complainants for confidentiality.
3. Will keep accurate records of all complaints and referrals for the required time period.
4. May conduct investigations or delegate and oversee investigations conducted by a designee.
5. May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
6. Will issue written findings and recommendations upon completion of an investigation.
7. May recommend specific corrective measures to stop, remediate and prevent the recurrence of inappropriate conduct.

The college encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available online on the policies and procedures webpage, the end of this procedure ~~or click here~~. Hardcopies of the complaint form are available at the following locations: human resources office, Wenatchi Hall on the Wenatchee campus and the front desk of the administrative office on the Omak campus

B. DEFINITIONS

1.—Complainant: employee(s), applicant(s), student(s), or visitors(s) of Wenatchee Valley College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.

2.—Complaint: a description of facts that allege violation of the college's policy against discrimination or harassment.

3.—Consent: knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

4.—Discrimination: unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

5.—Harassment: a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

1a. Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

2b. Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

3e. Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

6.—Protected Class: persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

7.—Resolution: the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.

8. Respondent: person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

9. Sexual Harassment: a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

1a. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing.

2b. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

ai. Persistent comments or questions of a sexual nature.

bii. A supervisor who gives an employee a raise in exchange for submitting to sexual advances.

ciii. An instructor who promises a student a better grade in exchange for sexual favors.

dii. Sexually explicit statements, questions, jokes, or anecdotes.

ev. Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.

fvi. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.

gvii. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.

hvi. Direct or indirect propositions for sexual activity.

ix. Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

10. Sexual Violence: is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

1a. Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

2b. Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

3e. Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

4d. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

5e. Stalking means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.

C. WHO MAY FILE A COMPLAINT

Any employee, applicant, student or visitor of the college may file a complaint. Complaints may be submitted in writing or verbally. The college encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online on the policies and procedures webpage, the end of this procedure ~~or here~~. Hardcopies of the complaint form are available at the following locations: human resources office, Wenatchi Hall on the Wenatchee campus and the front desk of the administrative office on the Omak campus

D. CONFIDENTIALITY AND RIGHT TO PRIVACY

Wenatchee Valley College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Wenatchee Valley College policies and procedures. Although Wenatchee Valley College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO coordinator.

E. CONFIDENTIALITY REQUESTS AND SEXUAL VIOLENCE COMPLAINTS

The Title IX / EEO coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the college not investigate the allegation, the Title IX / EEO coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the college not investigate, the Title IX /EEO coordinator will determine whether the college can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

1. The seriousness of the alleged sexual violence.
2. The age of the complainant.
3. Whether the sexual violence was perpetrated with a weapon.
4. Whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints.

5. Whether the respondent threatened to commit additional acts of sexual violence against the complainant or others.
6. Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the college is unable to honor a complainant's request for confidentiality, the Title IX / EEO coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the college decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

F. INVESTIGATION PROCEDURE

Upon receiving a discrimination complaint, the college shall commence an impartial investigation. The Title IX / EEO coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO coordinator or his or her designee. If the investigation is assigned to someone other than the Title IX / EEO coordinator, the Title IX / EEO coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

Interim Measures. The Title IX / EEO coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the college's student conduct code or the college's employment policies and collective bargaining agreements.

Investigation. Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally 60 days, barring urgent circumstances.

At the conclusion of the investigation, the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO coordinator. The Title IX / EEO coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

Written Notice of Decision. The Title IX / EEO coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as a

finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

Informal Dispute Resolution. Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Final Decision/Reconsideration. Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO coordinator. Requests for reconsideration shall be submitted in writing to the Title IX / EEO coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO coordinator shall respond within 30 days. The Title IX / EEO coordinator shall either deny the request or, if the Title IX / EEO coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

G. PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of this procedure will be provided a copy of this procedure.

H. LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the college president or designee from taking immediate disciplinary action in accordance with Wenatchee Valley College policies and procedures, and federal, state, and municipal rules and regulations.

I. NON-RETALIATION, INTIMIDATION AND COERCION

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO coordinator immediately.

J. AMNESTY

The college considers the reporting and adjudication of discrimination or harassment cases on either campus to be of paramount importance. The college does not condone underage drinking or use of illegal drugs. However, the college will extend amnesty to complainants, third-party reporters, witnesses, and those assisting a potential victim of discrimination or harassment from punitive sanctioning for illegal use of drugs and/or alcohol when evidence

of such use is discovered in the course of a discrimination or harassment investigation or while individuals are assisting a potential victim. Similarly, the college may, in its discretion, provide amnesty for other minor conduct code violations that are discovered in the course of discrimination or harassment report or investigation.

KJ. CRIMINAL COMPLAINTS

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

Wenatchee Police Department, 140 South Mission St, 509.888.4200

Chelan County Sheriff's Office, 401 Washington St, 509.667.6851

Washington State Patrol, 2822 Euclid Ave, Wenatchee, 509.682.8090

The college will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

LK. OTHER DISCRIMINATION COMPLAINT OPTIONS

Discrimination complaints may also be filed with the following federal and state agencies:

[Washington State Human Rights Commission](https://www.hum.wa.gov), <https://www.hum.wa.gov>

[US Dept of Education Office for Civil Rights](https://www2.ed.gov/about/offices/list/ocr/complaintintro.html),
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

[Equal Employment Opportunity Commission](http://www.eeoc.gov/), <http://www.eeoc.gov/>

Originally approved by the president's cabinet: 3/28/01

Revised: 5/29/01, 3/28/06, 4/15/08, 3/5/09, 8/16/10

Name changed and renumbered (from 1000.310) approved by the president's cabinet: 8/1/07

Revision approved by the president's cabinet: 3/10/09, 9/10/10, 6/25/13, 8/26/14

Presented to the board of trustees: 4/15/09, 9/22/10, 9/18/13, 9/11/14

Related policies and procedures

- 000.300 Freedom of Inquiry and Expression
- 000.330 Nondiscrimination and Harassment
- 000.340 Sexual Harassment
- 500.125 Equal Opportunity/Affirmative Action
- 1400.100 Student Rights and Freedoms
- 1400.115 Student Discipline

**Discrimination/Harassment
Complaint Form**

This form is designed to assist you with filing a discrimination and/or harassment complaint. Please write clearly and focus on the alleged discriminatory and/or harassing conduct. The complaint should include as much information regarding the incident giving rise to the complaint as possible, including the location, date and time of the alleged incident(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought.

Name filing the complaint: _____ Date: _____

DRAFT

Signature: _____ Date: _____

You may use the backside of this sheet if needed. Please return this form to the Title .IX / EEO coordinator.

1500.375 SHARED LEAVE PROCEDURE

The shared leave program allows eligible Washington state employees who accrue leave to donate some of their accrued annual leave, sick leave, and/or personal holiday hours to a co-worker or other state employee who will need to take leave without pay or separate from employment for the reasons listed below under "Receiving Shared Leave." In addition, eligible state employees may donate leave under this program subject to the limitations defined below under "Donating Shared Leave". In addition to [RCW 41.04.650](#) though [RCW 41.04.670](#) that creates and governs this program, [WAC 357-31-380](#) through [WAC 357-31-455](#) provides shared leave guidance with respect to civil service employees who are not members of a bargaining unit. Employees who are members of a collective bargaining unit should refer to the applicable bargaining unit agreements regarding shared leave rules and procedures.

A. UNIFORMED SERVICES, FOSTER PARENT & VETRANS' IN-STATE SERVICE SHARED LEAVE POOLS

In addition to donations that one employee may make directly to another employee, eligible employees may request to donate to or receive shared leave hours from the Washington state uniformed services shared leave pool ([USSLP](#)), [the foster parent shared leave pool](#) and/or [the veterans' in-state services shared leave pool](#). More information can be found in WVC policies [500.380](#), [500.385](#), and [500.390](#) and procedures [1500.380](#), [1500.385](#) and [1500.390](#).

B. RECEIVING SHARED LEAVE

An employee is eligible to receive shared leave donations if the director of human resources or designee has determined the employee meets the following criteria:

1. The employee suffers from or has an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature ~~severe, extraordinary, or life-threatening illness or injury~~ and the employee has used, or is about to use all of their eligible compensatory time, personal holiday, annual and sick leave.
2. The employee has caregiver responsibilities for a [relative](#) or ~~a~~ [household member suffering from, an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature, with a severe, extraordinary, or life-threatening illness or injury, and the employee has used, or is about to use all of their eligible compensatory time, personal holiday, annual and sick leave.](#)
3. The employee needs the time for parental leave and has used, or is about to use all of their eligible compensatory time, personal holiday, annual and sick leave. The employee may retain a reserve of up to 40 hours of sick and annual leave.
4. The employee is sick or temporarily disabled because of a pregnancy-related medical condition or miscarriage, and has used, or is about to use all of their eligible compensatory time, personal holiday, annual and sick leave. The employee may retain a reserve of up to 40 hours of sick and annual leave.
5. The employee is a victim of [domestic violence](#), [sexual assault](#), or [stalking](#) and has used, or is about to use all of their eligible compensatory time, personal holiday and annual leave.
64. The employee is called to [service in the uniformed services](#) (also see [RCW 38.40.060](#)) and has used or is about to use all eligible compensatory time, personal holiday, annual and paid military leave.

- ~~7~~5. The employee is serving as an [approved emergency worker](#), and has used or is about to use all eligible annual leave.
8. The employee is a current member of the uniformed services or is a veteran as defined under RCW 41.04.005, and is attending medical appointments or treatments for a service connected injury or disability, and the employee has used, or is about to use all of their eligible compensatory time, personal holiday, annual and sick leave.
9. The employee is a spouse of a current member of the uniformed service or a veteran as defined under RCW 41.04.005, and who is attending medical appointments or treatment for a service connected injury or disability and requires assistance while attending the appointment or treatment, and the employee has used, or is about to use all of their eligible compensatory time, personal holiday, annual and sick leave.

NOTE: An employee is not eligible to receive shared leave for illness or injury if the employee is approved for time loss compensation (also called workers' compensation) from the Washington State Department of Labor and Industries (RCW 51.32).

C. REQUEST TO RECEIVE SHARED LEAVE

Employees, who believe they meet the eligibility requirements outlined above, may request shared leave by submitting all the following documentation to the human resources office:

1. A shared leave request form—available on the human resources (HR) website ~~or the HR office.~~
2. A family medical leave request form—available on the HR website ~~or the HR office.~~
3. Appropriate documentation for the reason you are requesting shared leave, as follows:
 - a. A shared leave medical certification form (not needed for parental leave), available on the HR website.
 - a.b. For the employee's severe, extraordinary, or life-threatening illness or injury; a U.S. Department of Labor certification form WH-380-E, available on the HR website or the HR office.
 - b.c. For the employee's need to care for a family or household member's severe, extraordinary, or life-threatening illness or injury; a U.S. Department of Labor certification form WH-380-F, available on the HR website or the HR office.
 - d. For parental leave, verification of childbirth or placement of adoption or foster care.
 - e. For pregnancy disability, a U.S. Department of Labor certification form WH-380-E, available on the HR website.
 - e.f. For victims of domestic violence, sexual assault or stalking; one or more of the following (WAC 357-31-405):
 - i. A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking.
 - ii. A court order protecting or separating the employee from the perpetrator of the act of domestic violence, sexual assault or stalking.
 - iii. Evidence from the court or prosecuting attorney that the employee appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault or stalking where the employee is the victim.
 - iv. An employee's written statement that the employee is a victim of domestic violence, sexual assault or stalking.

- v. Documentation that the employee is a victim of domestic violence, sexual assault or stalking from any of the following persons whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault or stalking:

- 1) An advocate for victims of domestic violence, sexual assault, or stalking.
- 2) An attorney.
- 3) A member of the clergy.
- 4) A medical or other professional qualified to render an opinion in this manner.

~~d.g.~~ For active duty service in a uniformed service; a copy of their military orders.

~~h.~~ eFor service as an emergency worker; a copy of the proof of having volunteered to provide services for governmental agency or a nonprofit organization engaged in humanitarian relief in an area of the United States where a state of emergency has been declared, **and** proof that a governmental agency or nonprofit organization has accepted the employee's offer of service.

Human resources will notify the requesting employee ~~and the supervisor~~ of the request's approval status.

D. NOTIFICATION OF NEED FOR SHARED LEAVE

The human resource office will publicize the need via campus e-mail. The requestor's name and reason for shared leave (event or crisis) will remain confidential and will not be publicized without explicit permission of the employee requesting the leave.

E. DONATING SHARED LEAVE

A WVC employee who accrues annual leave, sick leave or personal holiday may request approval to donate leave to an approved shared leave recipient by submitting a completed shared leave donation form, available on the HR website ~~or HR office~~. Donations of shared leave must meet the following requirements specific to the type of leave being donated:

1. Annual (vacation) Leave:

Employees donating annual leave may not donate an amount of hours that would drop their annual leave balance below 80 hours.

2. Sick Leave:

Employees donating sick leave may not donate an amount of leave that would drop their accumulated compensable sick leave balance below 176 hours for classified and exempt and 154 hours(22 days for faculty).

3. Personal Holiday:

Employees may donate all or part of a personal holiday.

4. Personal Leave Days:

Personal leave days may not be donated.

5. Shared Leave Between Agencies/Institutions/Districts:

With the approval of the heads of both employers, shared leave, in the form of monetary funds, may be transferred from employees from one employer to an employee of another state employer, educational service district or school district.

The director of human resources or designee will approve the form to verify that the employee is eligible to donate leave.

NOTE: Employees may not donate annual leave hours that would otherwise be lost on the next anniversary date due to exceeding maximum leave accruals. Employees may not donate annual leave, sick leave or personal holiday that would otherwise be lost due to separation of employment.

F. COMPUTATION OF SHARED LEAVE

Computation of shared leave shall be performed in accordance with [the Washington State Office of Financial Management \(OFM\) 25.40.10](#)). It shall be the donor's dollar value of the leave that transfers and purchases shared leave for the donee at the donee's salary rate.

G. ADMINISTRATION OF LEAVE

The shared leave procedure will be administered in accordance with OFM regulations. In an effort to improve the administrative workload process of the shared leave program, the procedure for processing shared leave will be "batched" at the discretion of the human resources director or designee processing the leave i.e., each "batch" will be processed and used up in full based on the leave needs of the employee requesting the leave per payroll period. Once that leave is exhausted, that batch will be closed and leave from the next batch will be processed.

H. LEAVE USE AND UNUSED SHARED LEAVE

~~1.~~—The recipient employee uses the donated leave as if it was their own, and is not required to repay the value of the leave that he or she uses.

~~2.~~—An employee using shared leave continues to receive the same treatment in respect to salary and employee benefits as the employee normally receives if using their own leave.

~~3.~~—Employees may receive and use a maximum of 522 days of shared leave for the entire duration of state employment. The college may authorize shared leave in excess of 522 days in extraordinary circumstances for an employee qualifying for shared leave because the employee is suffering from an illness, injury, impairment, or physical or mental condition which is of an extraordinary or severe nature. [Shared leave received for B. 8 and 9 above, is not included in the five hundred twenty-two \(522\) day limit.](#)

~~4.~~—The value of any unused shared leave will be returned at its original value to the employee or employees who donated the leave when the human resources director or designee finds that the leave is no longer needed or will not be needed at a future time in connection with the qualifying condition. Before a determination is made to return unused shared leave, the human resource director or designee must receive from the affected employee a statement from the employee's healthcare provider verifying that the illness or injury is resolved. To the extent administratively feasible, the value of unused leave which was transferred by more than one employee will be returned on a pro rata basis.

I. RETURNING TO WORK FOLLOWING LEAVE

If an employee was on leave due to their own serious illness, a return to work/fitness for duty form, or equivalent, must be submitted to the human resources office prior to the employee's return.

J. SHARED LEAVE RECORDS

The human resources office will code and transfer all approved shared leave and maintain all records of such transfers. The records will include:

1. Number of leave requests received and granted.
2. Approved shared leave request forms with appropriate documentation, if applicable.
3. Approved shared leave donation forms, including the name and agency of the donors.
4. Amount of leave transferred in or out and the monetary value of such leave.
5. Dates of all shared leave transactions, including the restoration of unused donated leave.
6. Interagency transfer information, including agency head approval and fund transfer records.

All shared leave transactions will be processed and maintained in accordance with OFM regulations.

Supersedes 2.A.63

Revised 9/99, 4/24/07, 11/02/09

Revisions approved by the president's cabinet: 8/1/07, 12/8/10, 9/10/10, / /

Presented to the board of trustees: 10/17/07, 1/20/10, 9/22/10, / /

DRAFT

1500.385 FOSTER PARENTS SHARED LEAVE POOL PROCEDURE

The foster parents shared leave pool (FPSLP) allows eligible Washington state employees who accrue leave to donate some of their leave to a pool where eligible co-workers or other state employees may receive leave from the pool so they may care a foster child and/or prepare to accept a foster child in their home. In addition to [RCW 41.04.674](#) that creates and governs this pool, [WAC 357-31-835](#) through [WAC 357-31-920](#) provides FPSLP guidance with respect to civil service employees who are not members of a bargaining unit. To the extent that this procedure addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

The FPSLP program allows state employees to maintain a level of compensation and employee benefits as they would normally receive if using accrued vacation leave or sick leave.

A. SHARED LEAVE PROGRAM

In addition to leave donations that employees make to or leave received from the FPSLP, eligible employees may request to donate leave directly to another employee or may request to receive shared leave hours through the Washington state shared leave program. More information can be found in WVC shared leave policy 500.375 and procedure 1500.375.

B. ADMINISTRATION

The FPSLP is administered by the Washington state Department of Social and Health Services (DSHS) in consultation with the office of financial management.

C. ELIGIBILITY

To receive shared leave from the pool, you must meet the following requirements:

1. The employee has used or will shortly deplete their available paid compensatory time, annual leave, sick leave and personal holiday. The employee may maintain up to 40 hours of both sick and vacation time off.
2. The employee is a licensed foster parent and is either caring for or preparing for a foster child.

Caring for means taking a foster child to health appointments, court appointments, visitation with family members and/or any other reasons that sick time off may be used.

Preparing for means arranging a foster child's living space, enrolling in school, and/or enrolling in child care.

An eligible employee may receive up to five days of shared leave, per occurrence, from the foster parent shared leave pool to prepare to accept a foster child in their home.

D. REQUESTING LEAVE

Though the program is administered by the DSHS, you apply through WVC Human Resources who will submit your request to the DSHS.

An employee must submit a Shared Leave-Foster Parent Shared Leave request form—available on the human resources (HR) website. In order to process the request, you will be prompted to provide:

1. Proof of a current foster parent license.
2. Foster parent placement information (to support the timing of the leave).

DSHS cannot grant more leave than the leave balance in the FPSLP available at the time a request is received.

Shared leave received under the FPSLP program is not included in the 522-day total specified in the general shared leave program but leave granted under FPSLP is also limited to 522 days.

E. DONATING LEAVE

An employee who is eligible to donate leave under Washington state shared leave program, [RCW 41.04.665](#), may request approval to donate leave to the FPSLP by submitting a completed FPSLP leave donation form, available on the HR website. Donations of leave to the FPSLP must meet the following requirements specific to the type of leave being donated:

1. Annual (vacation) Leave:

The employee's request to donate leave will not cause their annual leave balance to fall below 80 hours after the transfer.

2. Sick Leave:

The employee's request to donate leave will not cause their compensable sick leave balance to fall below 176 hours for classified and exempt and 154 hours for faculty, after the transfer.

3. Personal Holiday:

The employee may donate all or part of a personal holiday.

NOTE: Employees may not donate annual leave hours that would otherwise be lost on the next anniversary date due to exceeding maximum leave accruals. Employees may not donate annual leave, sick leave or personal holidays that would otherwise be lost due to separation of employment.

Employees who donate leave to the FPSLP may not rescind their donation later.

Leave donated to the FPSLP is withdrawn from the pool by employees according to procedures established by the DSHS. For more information regarding these procedures, contact DSHS at FosterParentSharedLeavePool@dshs.wa.gov.

F. ABUSE OF THE POOL

The college and/or the DSHS shall investigate any alleged abuse of the FPSLP and on a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool. The only time an employee will have to repay leave credits is when there is a finding of wrongdoing.

G. HUMAN RESOURCES/PAYROLL RESPONSIBILITIES

It is the responsibility of the human resource and payroll offices to:

1. Provide guidance and consultation to employees, supervisors and managers who have questions regarding the FPSLP.

2. When an employee submits a shared leave – FPSLP donation form, review the employee section of the form for accuracy and complete the rest of the form.
3. Approve or deny donation request for leave from the FPSLP ensuring compliance with applicable RCWs, WACs, college policies and procedures, and collective bargaining agreements.
4. If donation form is approved, deduct leave donated from the employee’s leave balances and convert employee’s leave to dollars and work with fiscal services to forward payment to the DSHS shared leave pool.
5. When an employee submits a shared leave – FPSLP request form, review for completeness and submit the request to the DSHS.
6. Document receipt of payment from the DSHS and convert monetary payment to leave for the use of foster parent care.
7. Update the recipient employee’s leave balance(s).

Approved by the president’s cabinet: ___/___/___

Presented to the board of trustees: ___/___/___

DRAFT

1500.390 VETERANS' IN-SERVICE SHARED LEAVE POOL PROCEDURE

The veterans' in-service shared leave pool (VISSLP) allows eligible Washington state employees who accrue leave to donate some of their leave to a pool where eligible co-workers or other state employees may receive leave from the pool if they will need to take leave without pay or separate from employment for the reasons listed below under "Requesting Leave." Eligible state employees who donate leave to the pool are subject to the limitations defined below under "Donating Leave." In addition to [RCW 41.04.672](#) that creates and governs this pool, [WAC 357-31-750](#) through [WAC 357-31-830](#) provides VISSLP guidance with respect to civil service employees who are not members of a bargaining unit. To the extent that this procedure addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

The VISSLP program allows state employees to maintain a level of compensation and employee benefits, as they would normally receive if using accrued vacation leave or sick leave.

A. SHARED LEAVE PROGRAM

In addition to leave donations that employees make to or leave received from the veteran's in-state service shared leave pool, eligible employees may request to donate leave directly to another employee or may request to receive shared leave hours through the Washington state shared leave program. More information can be found in WVC shared leave policy 500.375 and procedure 1500.375.

B. ADMINISTRATION

The veteran's in-service shared leave pool is administered by the Washington State Department of Veterans Affairs in consultation with the office of financial management.

C. ELIGIBILITY

To receive shared leave from the pool, you must meet the following requirements:

1. The employee has depleted or will shortly deplete their paid military leave, compensatory time, annual leave, sick leave and personal holiday.
2. The employee is a veteran as defined under [RCW 41.04.005](#), and is attending medical appointments or treatments for a service connected injury or disability, or
3. The employee is a spouse of a veteran as defined under [RCW 41.04.005](#) and who requires assistance while attending medical appointment or treatments for a service connected injury or disability.

D. REQUESTING LEAVE

Though the program is administered by the WDVA, you apply through WVC Human Resources who will submit your request to the WDVA.

An employee is eligible to request leave from the VISSLP if there is leave available in the pool, and the employee meets the following criteria:

1. The employee has applied for Veterans In-Service Shared Leave using the shared leave - VISSLP leave request form—available on the human resources (HR) website.
2. The employee seeking leave provide a veteran's affairs benefits summary letter from the U.S. Department of Veterans Affairs and a copy of "DD Form 214" verifying that:
 - a. The employee has a service connected injury or disability or
 - b. The employee is a spouse of a veteran who requires assistance while attending medical appointments or treatments for a service connected injury or disability.

Shared leave received from the VISSLP is not included in the five hundred twenty-two (522) days limit specified in RCW 41.04.665.

E. DONATING LEAVE

An employee who is eligible to donate leave under Washington state shared leave program, [RCW 41.04.665](#), may request approval to donate leave to the veterans in-service shared leave pool (VISSLP) by submitting a completed VISSLP leave donation form, available on the HR website. Donations of leave to the VISSLP must meet the following requirements specific to the type of leave being donated:

1. Annual (vacation) Leave:

The employee's request to donate leave will not cause their annual leave balance to fall below 80 hours after the transfer.

2. Sick Leave:

The employee's request to donate leave will not cause their compensable sick leave balance to fall below 176 hours for classified and exempt and 154 hours for faculty, after the transfer.

3. Personal Holiday:

The employee may donate all or part of a personal holiday.

NOTE: Employees may not donate annual leave hours that would otherwise be lost on the next anniversary date due to exceeding maximum leave accruals. Employees may not donate annual leave, sick leave or personal holidays that would otherwise be lost due to separation of employment.

Employees who donate leave to the VISSLP may not rescind their donation later.

Leave donated to the VISSLP is withdrawn from the pool by employees according to procedures established by the Washington State Department of Veterans Affairs. For more information regarding these procedures, see the [Washington State Department of Veterans Affairs website](#).

F. ABUSE OF THE POOL

The college and/or the department of veterans' affairs shall investigate any alleged abuse of the VISSLP and on a finding of wrongdoing, the employee may be required to repay all of the shared leave received from the pool. The only time an employee will have to repay leave credits is when there is a finding of wrongdoing.

G. HUMAN RESOURCES/PAYROLL RESPONSIBILITIES

It is the responsibility of the human resource and payroll offices to:

1. When an employee submits a shared leave – VISSLP donation form, review the employee section of the form for accuracy and complete the rest of the form.
2. Approve or deny donations request for leave from the VISSLP ensuring compliance with applicable RCWs, WACs, college policies and procedures, and collective bargaining agreements.
3. Provide guidance and consultation to employees, supervisors and managers who have questions regarding the VISSLP.
4. If donation form is approved, deduct leave donated from the employee's leave balances and convert employee's leave to dollars and work with fiscal services to forward payment to the state WDVA.

5. When an employee submits a shared leave – VISSLP request form, review for completeness and submit the request to the state WDVA.

Approved by the president's cabinet: __/__/__

Presented to the board of trustees: __/__/__

1540.090 CLASSIFIED LEAVE PROCEDURE

To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

This procedure references Chapter 357-31 of the Washington Administrative Code (WAC). This procedure provides guidance to staff and supervisors in addressing employee's time away from work. This procedure is to be used in conjunction with the WAC, applicable RCWs and college policies and procedures.

The college recognizes that employees have occasions to be absent from work and, therefore, provides a variety of leave intended to enable employees to balance their personal life and work responsibilities.

This procedure covers the following areas (direct link to each section):

- | | |
|--|---|
| A. <u>Approval or Denial of Leave</u> | |
| B. <u>Bereavement Leave</u> | |
| C. <u>Civil Duty Leave</u> | |
| D. <u>Compensatory Time</u> | |
| E. <u>Domestic Violence Leave</u> | |
| F. <u>Faith or Conscience Leave</u> | |
| G. <u>Family Care Emergency Leave</u> | |
| H. <u>Family Medical Leave</u> | |
| I. <u>Foster Parent Shared Leave</u> | |
| J. <u>Inclement Weather & Suspended Operations</u> | |
| KJ. <u>Leave Without Pay</u> | |
| LK. <u>Military Leave</u> | |
| ML. <u>Military Family Leave</u> | |
| | NM. <u>Miscellaneous Paid Leave</u> |
| | <ul style="list-style-type: none">• EAP, Interviews and Examinations• Life-Giving Procedures |
| | ON. <u>Paid Family and Medical Leave</u> |
| | P. <u>Parental Leave</u> |
| | Q. <u>Personal Holiday Leave</u> |
| | RP. <u>Requesting or Reporting Absences</u> |
| | SQ. <u>Shared Leave</u> |
| | TR. <u>Sick Leave</u> |
| | US. <u>Temporary Disability Leave</u> |
| | VF. <u>Uniformed Service Shared Leave Pool</u> |
| | WU. <u>Vacation (Annual Leave)</u> |
| | X. <u>Veterans In-Service Shared Leave Pool</u> |

A. APPROVAL OR DENIAL OF LEAVE

Upon the employee's request for leave, the supervisor shall approve or deny the request for absence per this procedure. Failure to receive prior approval of leave, as described in this procedure, may be cause for denial of the leave request or designation of the absence as unauthorized. Unauthorized absence must be treated as unauthorized leave without pay and may be grounds for separation or discipline.

Conflicting requests for vacation, personal holiday, compensatory time off, and holiday equivalent time off shall be handled in a fair and equitable manner in accordance with departmental procedures.

The employee may be required to submit a written statement from a health care provider explaining the requirement to be absent if charging the time to sick leave.

B. BEREAVEMENT LEAVE ([WAC 357-31-250](#))

Up to three days of paid bereavement leave will be granted for the death of any family member or household member that requires the employee's absence from work.

Family members are defined as mother, father, stepmother, stepfather, sister, brother, mother-in-law, father-in-law, domestic partner's mother, domestic partner's father, husband, wife, domestic partner, grandparent, great-grandparent, grandchild, great-grandchild, son, daughter, stepchild, and a child in the custody of and residing in the home of an employee.

Household members are defined as persons who reside in the same home who have reciprocal duties to or do provide financial support for one another. This term will include, but is not limited to, foster children and legal wards. The term does not include persons sharing the same general house when the living style is primarily of a dormitory or commune.

In addition to paid bereavement leave, the college may approve an employee's request to use paid leave (accrued compensatory time, sick leave, vacation leave, and/or a personal holiday) or to take leave without pay for purposes of bereavement.

C. CIVIL DUTY LEAVE

~~1.~~—In accordance with this procedure and [WAC 357-31-310, 315](#) and [320](#), the college will grant a leave of absence with pay when an employee is required to report for jury duty service, to serve as a trial witness, or other subpoenaed civil duties.—An employee may keep any compensation received for serving as a jury member or as a trial witness.

~~2.~~—An employee will inform their supervisor when notified of a jury summons or subpoenaed civil duties and will cooperate in requesting a postponement of jury duty service if warranted by business demands.

~~3.~~—An employee whose work shift is other than day shift will be considered to have worked a full work shift for each workday during the period of jury duty or subpoenaed civil duties. If a day shift employee is released from jury duty or subpoenaed civil duties and there are more than two hours remaining on his or her work shift, the employee will call their supervisor and may be required to return to work.

~~4.~~—Employees must submit a leave request for absence due to civil duty leave in accordance with this procedure as soon as possible to their supervisor.—The college may require documentation or verification of civil service.

D. COMPENSATORY TIME ([WAC 357-31-230](#))

1. Compensatory Time Eligibility

When an overtime eligible employee works more than 40 hours in a work week, the employee may request to accrue compensatory time instead of receiving overtime pay. The supervisor may approve the request if it fits into the business needs of the department.

2. Maximum Compensatory Time

Employees may accumulate no more than 160 hours of compensatory time.

3. Compensatory Time Use

Each employee is responsible to monitor their balance of compensatory time and use compensatory time prior to using vacation leave, unless this would result in the loss of his or her vacation leave or the employee is using vacation leave for domestic violence leave.—If vacation leave is submitted and compensatory time is available, the compensatory time will be used first, with the exceptions as noted above. Compensatory time must be used and scheduled in the same manner as vacation leave. Employees may use compensatory time for leave as required by the Domestic Violence Leave Act, [RCW 49.76](#).—The college may schedule an employee to use his or her compensatory time with seven calendar days' notice.

4. Compensatory Time Cash Out

All compensatory time must be used by June 30 of each year. If compensatory time balances are not scheduled to be used by the employee by April of each year, the supervisor may contact the employee to review his or her schedule. The employee's compensatory time balance will be cashed out every June 30 or when the employee:

- a. Leaves state service for any reason;
- b. Transfers to a position in the college with different funding sources; or
- c. Transfers to another state agency.

E. DOMESTIC VIOLENCE LEAVE

In accordance with [WAC 357-31-100\(2\)](#), an employee who is a victim, or a family member of a victim of domestic violence, sexual assault, or stalking as defined in [RCW 49.76.020](#), may request to use a reasonable amount of sick leave, vacation, compensatory time, personal holiday or leave without pay.

For the purposes of domestic violence, sexual assault, or stalking provisions within WAC 357, "family member" is defined in [WAC 357-01-172](#), and also includes a domestic partner as defined in [RCW 26.60.020](#), or person with whom the employee has a dating relationship as defined in [RCW 26.50.010](#).

The employee shall give their supervisor advance notice of the intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, the employee or their designee must give notice to their supervisor no later than the end of the first day that the employee takes such leave. Notice shall be consistent with requesting leave or reporting an absence as stated in this procedure. The college may require the request for leave under this section be supported by verification in accordance with [WAC 357-31-730](#).

F. FAITH OR CONSCIENCE LEAVE

~~1.~~ Leave without pay will be granted for up to two workdays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization in accordance with [WAC 357-31-052, 053](#). Leave without pay may only be denied if the employee's absence would impose an undue hardship on the employer as defined by [WAC 82-56-020](#) or the employee is necessary to maintain public safety.

~~2.~~ The college will allow an employee to use compensatory time, personal holiday or vacation leave in lieu of leave without pay. All requests to use compensatory time, personal holiday or vacation leave requests must indicate the leave is being used in lieu of leave without pay for a reason of faith or conscience. An employee's personal holiday must be used in full workday increments.

~~3.~~ An employee's seniority date, probationary period or trial service period will not be affected by leave without pay taken for a reason of faith or conscience.

~~4.~~ Employees will only be required to identify that the request for leave is for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

~~5.~~ When requesting leave under this section, an employee must give at least 14 calendar days' notice to the supervisor. The employee and supervisor may agree upon a shorter time frame. Unpaid leave for this purpose must not be denied due to not meeting the timeframe.

G. FAMILY CARE EMERGENCY LEAVE

In accordance with [WAC 357-31-290](#), a family care emergency is a circumstance which causes an employee's inability to report for or continue scheduled work because of a serious situation or occurrence that happens unexpectedly and demands immediate action related to the employee's responsibility to provide care for the employee's family member such as unexpected absence of the regular care provider, unexpected closure of a child's school, unexpected need to pick up a child at school earlier than normal or unexpected closure of an assisted living facility.

For purpose of family care emergency leave, "family member" includes: spouse, registered domestic partner, household member or the employee's/spouse's/registered domestic partner's minor/dependent child, parent or grandparent as stated in [WAC 357-31-285](#).

No advance approval is required for an employee to take time off for a family care emergency as cited in [WAC 357-31-305](#); however, the employee must notify the supervisor at the beginning of the absence. – The employee may be required to provide verification of the need to take leave and that the situation was such that advance notice was not possible.

After an employee has used all compensatory time, an employee is allowed to use up to three work days each of vacation, sick leave, and/or leave without pay each calendar year; supervisors, at their discretion, may approve more than the three days each per [WAC 357-31-300](#).

H. FAMILY MEDICAL LEAVE

See WVC policy 500.200 Family Medical Leave.

I. FOSTER PARENT SHARED LEAVE

[See WVC procedure 1500.385 Foster Parent Shared Leave Pool.](#)

J. INCLEMENT WEATHER AND SUSPENDED OPERATIONS

See [WAC 351-31-255](#) and WVC procedure 1500.600 Suspended Operations and College Closure.

KJ. LEAVE WITHOUT PAY

1. Leave Without Pay Request and Approval

A request for leave without pay is submitted according to the procedure used for the corresponding paid leave type for which it is being substituted (e.g., vacation leave, sick leave, bereavement leave, etc.). – Leave without pay for which the supervisor has specifically granted approval is considered "approved leave without pay." – Leave without pay may be considered "unapproved" when an employee is placed on leave without pay for reasons such as, but not limited to, unauthorized absence from work, tardiness, failure to provide required verification for the need for an absence.

Leave without pay requests will be approved or denied within 14 calendar days when practicable of the request. – If the leave request is denied, a reason will be provided in writing.

Normally, eligible paid leave should be used before a supervisor approves leave without pay.

2. Leave Without Pay Use

Leave without pay may be approved for any of the reasons for which leave with pay is approved, as long as the conditions for leave with pay are met. – Leave without pay must

be approved for those conditions under [WAC 357-31-327](#) and, in addition, may also be approved for those conditions under [WAC 357-31-330](#), including the following reasons:

- a. Educational leave.
 - b. Leave for government service in the public interest.
 - c. Military leave. See Section K: Military Leave.
 - d. Military family leave. See Section L: Military Family Leave.
 - e. Parental leave. See Section N: Parental Leave.
 - f. Family care emergencies. See Section G: Family Care Emergency Leave.
 - g. Bereavement or condolence. See Section B: Bereavement Leave.
 - h. Absence due to suspended operations or inclement weather as provided in [WAC 357-31-255](#) and WVC procedure 1500.600 Suspended Operations and College Closure.
 - i. To accommodate annual work schedules of employees occupying cyclic year positions as specified in [WAC 357-19-295](#).
 - j. Serious health condition of an eligible employee's child, spouse, registered domestic partner, or parent as required by [WAC 357-31-525](#) and WVC policy 500.200 Family Medical Leave.
 - k. Leave taken voluntarily to reduce the effect of an employer's layoff.
 - l. Leave that is authorized in advance by the appointing authority as part of a plan to reasonably accommodate a person of disability.
 - m. Employees receiving time loss compensation.
 - n. When an employee who is a volunteer firefighter is called to duty to respond to a fire, natural disaster or medical emergency.
 - o. Domestic violence leave. See Section E: Domestic Violence Leave.
 - p. Faith or conscience leave. See Section F: Faith or Conscience Leave.
3. Leave Without Pay Limitations ([WAC 357-31-335](#))

With the exceptions of 2.a. through 2.c. and 2.i. through 2.p., above, leave without pay will be limited to no more than 12 months in any consecutive five year period. Leave without pay may be extended for an additional 12 months upon signed request of the employee and signed approval of the president.

4. Returning Employee Rights ([WAC 357-31-340](#))

Employees returning from authorized leave without pay must be employed in the same position or a similar position in the same class and in the same geographical area, provided that such return to employment is not in conflict with rules relating to layoff.

LK. MILITARY LEAVE

Employees will be entitled to military leave with pay not to exceed 21 working days during each year, beginning October 1 and ending the following September 30, in order to report for required military duty, when called, or to take part in training or drills including those in the National Guard or state active status. ([WAC 357-31-360](#))

1.—~~Such Military~~ leave will be in addition to any vacation and sick leave to which an employee is entitled and will not result in any reduction of benefits, performance ratings, privileges or pay.

2.—During military leave, the employee will receive the normal base pay.—Employees required to appear during working hours for a physical examination to determine physical fitness for military service will receive full pay for the time required to complete the examination.

3.—In addition to 21 working days of paid leave granted to employees for active duty or active training, employees must be granted a military leave of absence without pay for service in the uniformed services of the United States or the state, and to reinstatement as provided in [RCW 73.16](#).—([WAC 357-31-370](#))

ML. MILITARY FAMILY LEAVE

In accordance with [WAC 357-31-373](#) and the Military Family Leave Act, [RCW 49.77](#), leave will be granted to an employee whose spouse or state registered domestic partner as defined by [RCWs 26.60.020](#) and [26.20.030](#) is on leave from deployment or before and up to deployment, during a period of military conflict.—Use of leave without pay, compensatory time, vacation leave, sick leave and all or part of a personal holiday is limited to a combined maximum of 15 working days per deployment.—Employees must provide the college with five business days' notice after receipt of official notice that the employee's spouse or state registered domestic partner will be on leave or of an impending call to active duty.

NM. MISCELLANEOUS PAID LEAVE

1. In accordance with [WAC 357-31-325](#), leave with pay will be granted for the following reasons:
 - a. To allow an employee to receive assessment from the employee assistance program (if the college subscribes to the program).
 - b. To take an examination or participate in an interview for a position with the college or other Washington state agency or institution during scheduled work hours.

The employee may be required to provide verification of the examination or interview.—No more than four hours of leave of absence with pay per fiscal year for travel and interviews will be approved.
 - c. When an employee is required to appear during working hours for a physical examination to determine physical fitness for military service.
2. In accordance with [WAC 357-31-326](#), leave with pay may be granted for the following reasons:
 - a. To perform unpaid civil duties including but not limited to fire fighting and search and rescue efforts. Civil duty is defined as unpaid service provided as a moral obligation of an ordinary citizen to aid with the protection of life or property by performing functions for which the employee has received training.
 - b. To donate blood.

3. Life-Giving Procedures

When approved, employees will receive leave of absence with pay, not to exceed five working days in a ~~two-year~~**two-year** period, for participating in life-giving procedures. "Life-giving procedure" is defined as a medically-supervised procedure involving the testing, sampling, or donation of blood, platelets, organs, fluids, tissues, and other

human body components for the purposes of donation, without compensation, to a person or organization for medically necessary treatments.—Employees will provide reasonable advance notice and written proof from an accredited medical institution, physician or other medical professional that the employee participated in a life-giving procedure.

This leave authorization is in compliance with Executive Order No. 02-01.

Employees shall submit requests for leave with pay in accordance with this procedure as soon as possible to their supervisor.

Additional time off must be charged to applicable paid leave or leave without pay if no applicable paid leave is available.—Requests for miscellaneous paid leaves may be denied based upon operational necessity.

Q.N. PAID FAMILY AND MEDICAL LEAVE

Employees shall abide by the current paid family and medical leave law provisions. Premium contributions by employer and employee are set forth in the law. Paid family and medical leave is administered by the Employment Security Department in accordance with state law.

Q.O. PARENTAL LEAVE (WAC 351-31-460-495490)

Parental leave will be granted to a permanent employee because of the birth of a child of the employee and in order to provide care, or because of the placement of a child with the employee for adoption or foster care.

1.—Parental leave will not total more than six months, and will run concurrently with leave granted under the federal family and medical leave act (FMLA) or the Washington family leave act (WFLA), and any pregnancy disability leave following the birth or placement of a child.

2.—Requests for parental leave that exceed the provisions of the FMLA, may be denied on the basis of operational necessity.

3.—Parental leave must be taken during the first year following the child's birth or placement of the child with the employee for adoption or foster care.

4.—Only permanent employees or employees who have worked for the state for at least 12 months and for at least 1250 hours during the previous 12-month period qualify for parental leave.

5.—The employee will submit a written request for parental leave to their supervisor and must receive the approval prior to taking parental leave.—The employee will provide not less than 30 days' notice, except that if the child's birth or placement requires leave to begin in less than 30 days, the employee will provide notice as is practicable.

6.—Parental leave may be a combination of the employee's accrued vacation leave, sick leave for pregnancy disability or other qualifying events, personal holiday, compensatory time or leave without pay.

7.—Sick leave may be used for qualifying absences under the FMLA for parental leave for the purpose of bonding with the parental leave to bond with an employee's newborn, adoptive, or foster child.—A maximum of 80 hours 18 weeks of sick leave can be used for this purpose and must be taken during the first year following the child's birth or placement, during the 12-week FMLA period.

Q.O. PERSONAL HOLIDAY LEAVE

Employees who are scheduled to be, or have been, continuously employed by the state of Washington for at least four months are entitled to one personal holiday per calendar year as specified in [WAC 357-31-055](#).—As specified in [WAC 357-31-065](#), full-time employees receive eight hours of regular pay on a personal holiday.—Any differences between the scheduled shift for the day and eight hours may be adjusted by use of compensatory time, vacation leave or leave without pay.—Part-time employees are entitled to the number of paid hours on a personal holiday that their monthly schedule bears to a full time schedule.

1. Per [WAC 357-31-070](#) an employees' request to use their personal holiday must be approved as long as:
 - a. The employee has requested the personal holiday in accordance with leave procedures.
 - b. The employee has given at least 14 calendar day's written notice to the supervisor. The supervisor, at his or her discretion, may allow a shorter notice period.
 - c. The number of employees choosing a specific day off allows an institution to continue its work efficiently and not incur overtime.
2. Personal holidays may not be carried over to the next calendar year except when an eligible employee's request to take his or her personal holiday has been denied or canceled.—The employee will attempt to reschedule his or her personal holiday during the balance of the calendar year.—If he or she is unable to reschedule the day, it will be carried over to the next calendar year.—The employee or supervisor must notify the human resources office in writing to facilitate the carryover of the personal holiday. ([WAC 357-31-080](#))
3. Part or all of a personal holiday may be donated to another employee for shared leave as provided in [WAC 357-31-425 \(3\)](#) and WVC policy 500.375: Shared Leave.—Any remaining portions of a personal holiday must be taken as one absence, not to exceed the work shift on the day of absence. ([WAC 357-31-090](#))
4. At any time, an employee's request to use part or all of their personal holiday must be approved for the following reasons:
 - a. To care for a minor/dependent child with a health condition that requires treatment or supervision.
 - b. To care for a spouse, registered domestic partner as defined by [RCWS 26.60.020](#) and [26.20.030](#), parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency health condition.
 - c. For domestic violence leave.—See Section E: Domestic Violence Leave.
 - d. For military family leave.—See Section L: Military Family Leave.

Any remaining portions of a personal holiday must be taken as one absence, not to exceed the work shift on the day of absence. ([WAC 357-31-090](#))

RP. REQUESTING OR REPORTING ABSENCES ([WAC 351-31-100](#))

For all instances of absence from work, including but not limited to those described in this procedure, an employee shall submit the leave request using the standard WVC leave request process to their immediate supervisor in advance of the requested leave date.

When it is not possible for the employee to provide advance notice of the need to be absent and obtain advance approval, the employee shall provide the immediate supervisor a leave request as soon as possible.

If not covered more specifically in other sections, the general rule is that employees shall call must notify their immediate supervisor or designee before their shift if unable to work their assigned shift (excluding leave taken for emergencies in accordance with RCW 49.76 Domestic Violence Leave) and daily thereafter unless prearranged to do otherwise.

SQ. SHARED LEAVE

Employees are eligible for shared leave in accordance with [WAC 357-31-380](#) through [WAC 357-31-455](#) and WVC policy 500.375, Shared Leave.

TR. SICK LEAVE

1. Sick Leave Accrual

a. In accordance with [WAC 357-31-115](#), full-time employees will earn eight hours of sick leave per month and part-time employees earn sick leave on the same pro rata basis that their appointment bears to a full-time appointment. ~~— An employee is not entitled to use sick leave in advance of its accrual. — (WAC 357-31-140)~~

~~b. Full-time and part-time overtime exempt employees with leave without pay exceeding 80 hours in a month (prorated for part time) more than 10 working days of leave without pay in a month do not earn a monthly accrual of sick leave. — For purposes of this procedure, a “working day” is defined as eight hours (prorated for part-time employees). — (WAC 357-31-120)~~

~~c. Full-time and part-time overtime eligible employees with leave without pay exceeding 80 hours in a month (prorated for part-time) will accrue a minimum of one hour for every 40 hours worked. (WAC 357-31-121)~~

2. Sick Leave Request, Approval, Reporting and Verification [\(WAC 357-31-135\)](#)

a. Use of sick leave is subject to the supervisor's approval. ~~— Where the need to use sick leave is foreseeable, as for medical appointments, the employee must notify the supervisor of the need to use sick leave as soon as the need becomes known. — The employee will use the college's leave request process. — Where the need to use sick leave cannot be foreseen, the employee must notify the supervisor of the need to use sick leave no later than the start of the shift on which the employee is scheduled to work, and each day after, unless there is mutual agreement to do otherwise. — If an employee is in a position where a relief replacement is necessary if they are absent, he or she will notify the supervisor at least two hours prior to the scheduled time to report to work (excluding leave taken for emergencies in accordance with ~~the~~ [RCW 49.76](#) Domestic Violence Leave Act).~~

~~b. For absences exceeding three days, the employee may be required to provide medical verification that the employee's sick leave is for an authorized purpose. Such medical certification or verification required of over-time-eligible employees shall be in accordance with RCW 49.46.210 and WAC 296-128-660.~~

~~b.c.~~ As described in [WAC 357-31-130](#), the college may require a written medical certificate for any sick leave absence explaining the nature of the illness or absence in circumstances where the college suspects an abuse of sick leave. ~~— When a medical certificate is required, the college will state reasons for suspicion of sick leave abuse. — The college will not require continuous medical verification for longer than six months as a result of the college suspecting abuse. The required medical certificate will be provided by the employee to the human resources office no later than the day the employee returns to work.~~

~~e.d.~~ An employee returning to work after any sick leave absence may be required to provide written certification from his or her health care provider that the employee is able to return to work and perform the essential functions of the job with or without reasonable accommodation.

3. Sick Leave Use ([WAC 357-31-130](#))

Sick leave may be used for the following:

- a. ~~An employee's mental or physical illness, disability, injury or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or an employee's need for preventive medical care. A personal illness, injury, or medical disability that prevents the employee from performing his or her job, or personal medical or dental appointments.~~
- b. ~~By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.~~
- c. ~~When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such reason. Health care reason, as in WAC 296-128-600 (8), mean a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health related reason does not include closure for inclement weather.~~
- d. ~~To care for a minor/dependent child with a health condition requiring treatment or supervision.~~
- d. ~~To allow an employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care. All in accordance with RCW 49.12.270 Family Care Act, WAC 296-130, Family Care, RCW 49.46.210, Paid Sick Leave. Family members include:~~
 - i. ~~A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.~~
 - ii. ~~A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.~~
 - iii. ~~A spouse.~~
 - iv. ~~A registered domestic partner, as defined by RCW 26.60.~~
 - v. ~~A grandparent.~~
 - vi. ~~A grandchild.~~
 - vii. ~~A sibling.~~
 - ~~i.viii. Other category as provided by RCW 49.46.210. To care for a spouse, registered domestic partner as defined by RCWs 26.60.020 and 26.20.030, parent, parent-in-law, or grandparent of the employee who has a serious health condition or emergency health condition.~~
- e. ~~For family care emergencies. – See Section G: Family Care Emergency Leave.~~

- f. ~~e~~For family members' health care appointments when the presence of the employee is required, if arranged in advance with the supervisor or designee.
 - g. ~~f~~To care for relatives of an employee's household member, which is limited to a spouse's or registered domestic partner's child, grandchild, grandparent or parent.
 - h. ~~g~~For domestic violence leave.—See Section E: Domestic Violence Leave.
 - i. ~~h~~For military family leave.—See Section L: Military Family Leave.
 - j. ~~i~~For parental leave.—See Section N: Parental Leave.
 - k. ~~j~~For condolence or bereavement. See Section B: Bereavement Leave.
 - l. ~~k~~When an employee is unable to report to work due to inclement weather in accordance with [WAC 357-31-255](#) and WVC procedure 1500.600 Suspended Operations and College Closure.
 - m. ~~l~~To donate as shared leave in accordance with WAC 357-31 and WVC policy 500.375: Shared Leave.
4. Sick Leave While on Vacation
- In the event an employee is injured or becomes ill while on vacation leave, the employee may submit a written request to use sick leave and have the equivalent amount of vacation leave restored.—The supervisor may require a written medical certificate. ([WAC 357-31-145](#))
5. Sick Leave Annual and Retirement Cash Out
- See [WAC 357-31-150, 155](#) and WVC procedure 1500.350 Sick Leave Buy-Out (Attendance Incentive and VEBA Programs).
6. Sick Leave Restored After Reemployment
- Former state employees who are re-employed within five years of leaving state service will be granted all unused sick leave credits they had at separation.—([WAC 357-31-160](#))

US. TEMPORARY DISABILITY LEAVE

Temporary disability leave will be granted to a permanent employee who is precluded from performing his or her job duties because of a disability (including those related to pregnancy or childbirth).—Temporary disability leave includes a serious health condition of the employee as provided under family medical leave.

~~1.—Temporary disability leave will not total more than 12 months, and will~~ run concurrently with leave granted under family medical leave. ~~Temporary disability leave will not total more than 12 months or 2088 straight-time hours. For purposes of intermittent use, each hour taken will be deducted from the balance of temporary disability leave.~~

~~2.—The temporary disability and recovery period will be as defined and certified by the employee's licensed health care provider.—The employee will provide, in a timely manner, a copy of such certification to the human resources office.~~

VF. UNIFORMED SERVICE SHARED LEAVE POOL (USSLP)

Employees are eligible for USSLP in accordance with [WAC 357-31-640](#) and WVC policy 500.380, Uniformed Service Shared Leave Pool.

WU. VACATION LEAVE

1. Vacation Leave Credits

After six months of continuous state employment, permanent full-time and less than full-time employees will be credited with vacation leave they accrued during the previous six continuous months. Thereafter, full-time and part-time employees will be credited with vacation leave accrued monthly. An employee is not entitled to use vacation leave in advance of its accrual. (WAC 357-31-190, 195)

2. Vacation Leave Accrual

Employees will accrue vacation leave according to the rate schedule below and under the following conditions:

- a. In accordance with WAC 357-31-165, full-time employees accrue vacation leave at various rates depending on the length of total and/or continuous state service. Part-time employees accrue on the same pro rata basis that their appointment bears to a full-time appointment in accordance to WAC 357-31-170.
- b. Full-time and part-time employees with more than 10 working days of leave without pay in a month do not earn a monthly accrual of vacation leave. For purposes of this policy a day is defined as eight hours (prorated for part-time employees). (WAC 351-31-175)
- c. Leave without pay taken for military leave of absence without pay, for temporary layoff as provided in WAC 357-46-063, or for scheduled mandatory periods of leave without pay for employees in cyclic year positions do not affect the rate at which employees accrue vacation leave. (WAC 357-31-180)

Years of Service	Monthly Accrual Rate (Hourly)
1st and 2nd year of current (continuous state employment)	8.00 9.33
3rd year of 2 (current continuous state employment)	8.67 10.00
3 and 4th year of current (continuous state employment)	9.33 10.67
5th and, 6th, and 7 (years of total state employment)	10.00 11.33
7th, 8th, and 9th, and 10 years of (total state employment)	10.67 12.00
10th, 11th, 12th, 13th and 14th years of (total state employment)	11.33 13.33
12 (15th, 16th, 17th, 18th and 19th years of total state employment)	12.00 14.67
13 20th, 21st, 22nd, 23rd and 24th years of (total state employment)	12.67 16.00
14 25th year of (total state employment)	13.33 16.67
15 (total)	14.00
16 and the succeeding years (total)	14.67

3. Vacation Leave Requests and Approval

- a. Vacation requests must be approved in advance, except as noted under number 4 below. – Vacation requests will be considered on a first come, first served basis. – In the event that two or more employees request the same vacation period, the supervisor may limit the number of people who may take vacation leave at one time due to business needs and work requirements.
- b. When considering requests for vacation leave, the supervisor will take into account the desires of the employee but may require that leave be taken at a time convenient to the college. – ([WAC 351-31-205](#))
- c. Employees will not request or be authorized to take scheduled vacation leave if they will not have sufficient vacation leave to cover such absence at the time the leave will commence.
- d. Vacation leave requests will be approved or denied within 10 calendar days of the request. – If the leave request is denied, a reason will be provided in writing.

4. Vacation Leave Use

An employee can use vacation leave without advance approval under the following conditions as specified in [WAC 357-31-200](#):

- a. As a result of the employee's serious health condition.
- b. To care for a spouse, registered domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition.
- c. To care for a minor/dependent child with a health condition that requires treatment or supervision.
- d. For parental leave. – See Section N: Parental Leave.
- e. For domestic violence leave. – See Section E: Domestic Violence Leave.
- f. For military family leave. – See Section L: Military Family Leave.
- g. For faith or conscience leave. – See Section F: Faith or Conscience Leave.
- h. Employees may donate vacation leave as shared leave in accordance with WAC 357-31 and WVC policy 500.375: Shared Leave.

Approval for the reasons listed above may be subject to verification that the condition or circumstance exists.

5. Vacation Leave Cancellation

- a. Should the college be required to cancel scheduled vacation leave because of an emergency or exceptional business needs, affected employees may select new vacation leave from available dates. – In the event the affected employee has incurred non-refundable, out of pocket, vacation expenses, the employee may be reimbursed by the college.
- b. In those cases where an employee will not have sufficient vacation leave to cover the absence at the time it is scheduled to commence, the college may cancel the approved vacation leave or authorize leave without pay. – Should the college cancel the vacation leave due to insufficient vacation leave, the affected employee will not be reimbursed for any vacation expenses.

6. Vacation Leave Maximum ([WAC 351-31-210](#), [215](#))

Employees may accumulate a maximum vacation balance not to exceed 240 hours. However, there are two exceptions that allow vacation leave to accumulate above the maximum:

- a. If an employee's request for vacation leave is denied by the supervisor, and the employee is close to the vacation leave maximum, the college will grant an extension for each month that the supervisor must defer the employee's request for vacation leave. If leave is denied prompting deferral of leave, a statement from the supervisor that meets the minimum requirements of [WAC 351-31-220](#) must be sent to human resources to help facilitate the deferral process.
- b. An employee may also accumulate vacation leave days in excess of 240 hours as long as the employee uses the excess balance prior to his or her anniversary date. Any leave in excess of the maximum that is not deferred in advance of its accrual as described above, will be lost on the employee's anniversary date.

7. Payout of Unused Vacation Leave ([WAC 351-31-225](#))

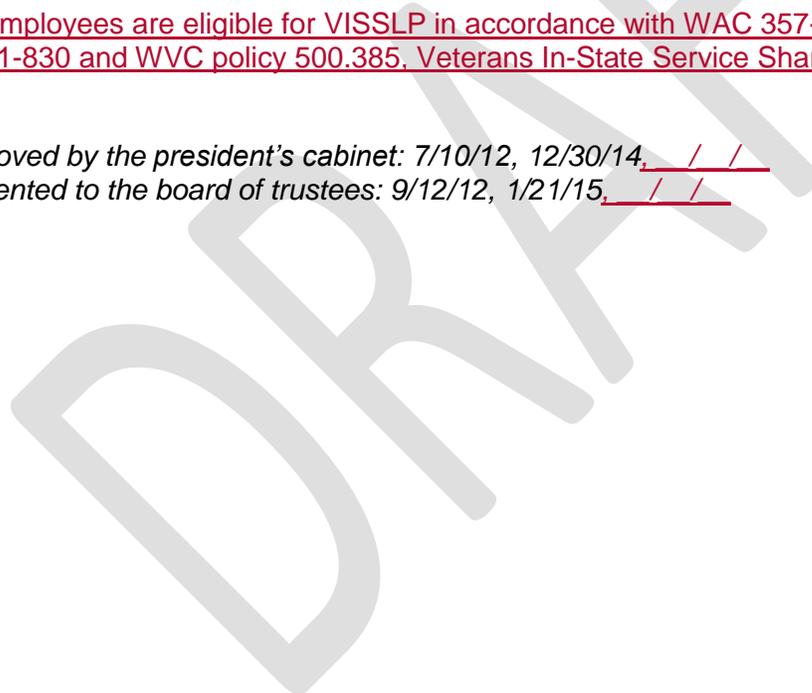
Any employee, who resigns, retires, is laid-off or is terminated by the college, will be entitled to be paid for unused vacation leave. In addition, the estate of a deceased employee will be entitled to payment for unused vacation leave.

X. VETERANS IN-SERVICE SHARED LEAVE POOL (VISSLP)

Employees are eligible for VISSLP in accordance with WAC 357-31-750 through WAC 357-31-830 and WVC policy 500.385, Veterans In-State Service Shared Leave Pool.

Approved by the president's cabinet: 7/10/12, 12/30/14, / /

Presented to the board of trustees: 9/12/12, 1/21/15, / /



1600.507 PHYSICAL AND ELECTRONIC ACCESS CONTROL PROCEDURE

A. PURPOSE AND SUMMARY

The purpose of this procedure is to regulate access to Wenatchee Valley College property and ensure that any individual, college, department, operating unit, or program within the scope of this procedure is aware of their respective responsibilities when assigned key cards and building keys. This procedure will help provide a safe and secure campus environment through the diligent control of electronic access devices and building keys.

Access control is a needs-based standard. This standard touches all areas of access to include computer access, personal access, building access and residence halls. Access will be granted based on position description and the duties and responsibilities of the position. Decision makers are determined by roles and specific responsibilities. The tiers are implemented to create separation of duties. Separation of duties allows for decision-making and implementation at different levels, so there is a collaborative decision making tree to ensure security and auditing are done in a way to track access.

B. SCOPE

Effective physical and electronic security is essential in providing security, access and protection to the public, college students, employees and assets, and to mitigate threats or hazards, either natural or human-made.

The college has implemented several security measures to include but not limited to physical security (third party security vendor) with 24/7/365 day presence, cameras (internal and external locations on campus), and programmable external electronic locks on most buildings and future buildings.

This procedure and all implemented guidelines, standards and procedures will apply to all individuals using any device to access college buildings and or resources, including but not limited to the following:

1. President, vice presidents, deans, directors and department heads.
2. Affiliates, associates and volunteers.
3. Faculty, appointed personnel, staff and students.
4. Third-party vendors, contractors and their agents.

C. DEFINITIONS

Access Device/s: See definition of key.

Department Access Coordinator (DAC): Person designated by a vice president, dean, director, department head, or building manager to be responsible for authorizing and processing all access control transactions for the department.

Device: See definition of key.

Electronic Access Security: Any electronic or electro-mechanical locking device, using a key, which can be controlled from a site that is remote from the device. Any device that can be programmed or reprogrammed, that could have users added, modified or removed from a site that is remote from the device. Any device that can be opened, unlocked, locked or disabled from a remote location.

Key: Any means or device used to lock, unlock, open or gain access into a secured area. This includes but is not limited to metal key, combination, keypad code, keypad PIN code,

key card, magnetic, proximity, biometric, radio frequency identification (RFID), or any combination of devices used to lock, unlock, open or gain access to a secured area.

Key card: Wenatchee Valley College ID (key card) can be used as a key. See definition for key.

Mechanical Security: Mechanical locking device requiring no electrical power to open, lock, unlock or secure access to an area. Mechanical locking devices use a metal key or other apparatus.

Monitoring Center: Underwriters Laboratories (UL) listed monitoring center that provides 24-hour, 7-day-per-week off-site monitoring of security, fire, and other alarms and dispatches security, police, and/or fire personnel when an alarm is received. Monitoring center can be a third-party vendor.

Physical Security: Composed of mechanical security, electronic access security and a security system.

Security Levels:

Level 1 - Basic Security: These areas are typically unlocked during business hours, allowing access by college personnel or the public. After hours, these areas are secured and access is by college key card and use of PIN. College support units will have access to these areas. Security systems are also integrated into this program and may be required to be armed and disarmed by authorized personnel, as necessary, to maintain the desired level of security.

Level 2 - Enhanced Security: Areas that are mechanically and electronically locked at all times, including during normal business hours, require college key card to gain entry each time, and may also require use of PIN. College support units will have access to these areas. Security systems are also integrated into this program and may be required to be armed and disarmed by authorized personnel, as necessary, to maintain the desired level of security.

Level 3 - High-Risk Security: Areas that by federal, state, or local laws or code have restricted access, or are restricted by college policies and/or procedures. These areas may require higher security access control devices such as biometric control devices. In some cases, access by college support services may be restricted or limited and may require that support services be escorted by approved department personnel. Security systems are also integrated into this program and may be required to be armed and disarmed by authorized personnel, as necessary, to maintain the desired level of security.

Security System: Devices to detect unauthorized intrusion or breach of a security parameter and notify a local or remote monitoring center.

Third-Party Security Vendor: A third-party sole-source vendor has been selected and is reviewed on an annual basis to ensure the level of service meets Wenatchee Valley College standards. This vendor provides a 24/7 support staff, and in the future may in conjunction with a UL-listed monitoring center, be able to monitor all of the designated security systems.

Unit: Any college, department, program or other operating unit.

D. COMPLIANCE AND RESPONSIBILITIES

The facilities and operations director and the safety, security and emergency manager are responsible for establishing electronic access and metal key policies and supporting procedures. They are also responsible for regulating metal key issuance. The college locksmith, or designee, maintains electronic access systems and maintains mechanical and

electronic locking devices and all related door hardware specification, design, deployment, maintenance and integration with other security systems. The technology department oversees the computer data, back up and proper security integration protocol.

Responsibility for access to college buildings and resources and for implementation of this procedure rests with the vice presidents, deans, directors and department heads. This overall responsibility may not be delegated. Specific responsibilities within this procedure may be delegated within their respective units based on need and position held within Wenatchee Valley College.

The safety, security and emergency manager, or designee, will have responsibility for the following:

1. Oversight of mechanical security, electronic access security, alarm security and the third-party security vendor.
2. Development, revision, and oversight of this procedure and related procedures.
3. Enforcement of this procedure.
4. Issuing procedures and guidance to assist units in implementing this procedure. This procedure is the governing foundation for future policies and procedures related to physical security of campus buildings, property and resources.

Vice presidents, deans, directors, department heads and building managers will work together with the safety, security and emergency manager, or designee to serve as the primary contact between their respective units, facilities and operations, and any third-party security vendor regarding matters relating to physical security.

All security-related systems need to have a two, multi-factor authentication process.

E. ACCESS CONTROL AUTHORITY

Decision making on access control will be determined by roles and responsibilities. There are three tiers:

1. Physical buildings and access points.

Physical building access is facilitated and scheduled by the locksmith, or designee, using the building scheduler management tool [the schedule].

2. Residence hall(s).

The vice president of student services and director of campus life and equity determine physical access to the residence hall(s) and level of access for employees.

3. Employee access.

The president's cabinet, deans or designees in their chain of command determine level of access given to faculty and staff as supported by separation of duties.

Access is granted based on need. Need is determined by position.

F. ACCESS RESPONSIBILITIES

The vice president, dean, supervisor or designee that authorizes access for an individual is also responsible for revoking or reauthorizing that access as necessary. This includes any metal keys or electronic access devices issued to allow access to department controlled areas.

The locksmith or designee will have overall responsibility for the distribution of electronic key card access to building perimeter doors in conjunction with the college-established schedule and all internal doors that need to be scheduled to open/close.

The locksmith or designee is responsible for activating/deactivating electronic key card access to building perimeter doors and to all buildings under WVC access control system, RS2 electronic access, as determined by hours of operation and special events, via established schedules and cancellations.

The locksmith or designee is responsible for monitoring and tracking of locks and keys to include scheduled maintenance.

The safety, security and emergency manager or designee shall be notified when granting or removing access card authorization. This includes granting or removing access for faculty and staff, departmentally sponsored visitors, and include real-time employee status changes for hiring, retiring or separating employees.

Access authorization will be granted at the level of need. All access should have a termination date.

G. REVIEW OF ACCESS

Review of access needs to be done quarterly to look for people who have the incorrect level of access or for things that are out of the norm. This should be conducted by the vice president of administrative services or designee.

H. USER RESPONSIBILITIES

The user, which could be an employee, student, faculty, staff, visitor, contractor, subcontractor, or any other individual affiliated with the college, is responsible for securing and safeguarding any access device they have been issued. This includes but is not limited to, metal keys, key card, proximity device, biometric device, combination, PIN code, or any device used to gain access to any college buildings or areas under the control of, or maintained by, Wenatchee Valley College.

Users are individually responsible to confirm their key card and pin code work properly, prior to the necessity of afterhours building access, weekend access or to attend to any type of critical research in college buildings. Failure to do this could result in delays in gaining building access.

If any access device for which the user is responsible is lost, stolen or compromised, the user must report it immediately to security, the building manager or facilities/locksmith, or for contractors, their college point of contact.

Upon leaving the department or separation of employment with Wenatchee Valley College, either voluntarily or involuntarily, individuals are required to return all issued access devices to human resources or safety and security including metal building keys, which must be returned to be properly documented.

I. FACILITIES MANAGEMENT RESPONSIBILITIES

Since each college building is unique in design and purpose, the facilities director and the safety, security and emergency manager will coordinate with vice president(s) and deans to determine and develop and implement a workable plan to secure and schedule buildings converted to the new security protocol.

The college locksmith or designee (to include Stanley Best) is the only position authorized to originate or duplicate metal keys to any building or other area owned, operated or controlled

by Wenatchee Valley College. Individuals in possession of an unauthorized college building key may be referred to security.

J. BUILDING ACCESS

Depending on building design and layout, access points will operate in the following manner:

1. Designated perimeter doors will be electrically locked and unlocked according to electronic schedule, but capable of key card reader entry after hours or on weekends.
2. Secondary perimeter doors will be locked and unlocked according to established schedules may or may not have a key card reader.
3. Egress only doors will remain locked at all times.
4. All perimeter doors are (or will be) equipped with door status contacts and will be monitored for status.

Afterhours building access will be granted by presenting a valid WVC key card, creating an audit trail. The locking and unlocking of designated entry doors will be accomplished electronically, according to established schedules.

K. BENEFITS OF ELECTRONIC ACCESS CONTROL

Provides building access for faculty, staff and students, without the need for metal keys.

1. Access to multiple buildings can easily be added or removed in accordance with needs based determination.
2. The extended liability of stolen or lost building entrance keys will be diminished.
3. An audit trail can be provided to document activity at each door.
4. Perimeter door lock and unlock schedules for buildings are adjusted per established schedules.
5. Campus Security can be notified if entry doors are forced open or propped open.
6. Campus Security - Perimeter doors on buildings can be remotely locked in the event of an emergency or threat situation.

L. NON-COMPLIANCE

Failure by individuals, departments, or units to follow this procedure and procedures may be subject to disciplinary action in accordance with negotiated agreements and Wenatchee Valley College policies and procedures as appropriate. Violations of this procedure may result in additional costs to the individual, department or unit.

M. EXCEPTIONS

The vice president of administrative services, the safety, security and emergency manager (SSEM) or his/her designee may grant exceptions to this procedure or related procedures after a security risk assessment. The vice president may rescind any exceptions to this procedure or procedures based on a new risk assessment or abuse of any exceptions granted. Residence life will be an exception to this procedure as that unit has its own keyless access procedure due to the unique living arrangements.

Exceptions to this procedure will be reviewed by the SSEM on an annual basis.

N. AFTERHOURS ACCESS SUPPORT

The following steps will be used in the event that a user, expecting to have access to a building, experiences trouble with the keyless access system:

1. Call Security at 509.682.6911
2. Security will confirm the event on the established calendar.
3. If Security cannot confirm and event, they will follow the call out procedure.

In the event of an access card failure, please contact facilities/locksmith for card programming verification.

O. KEY ENTRY

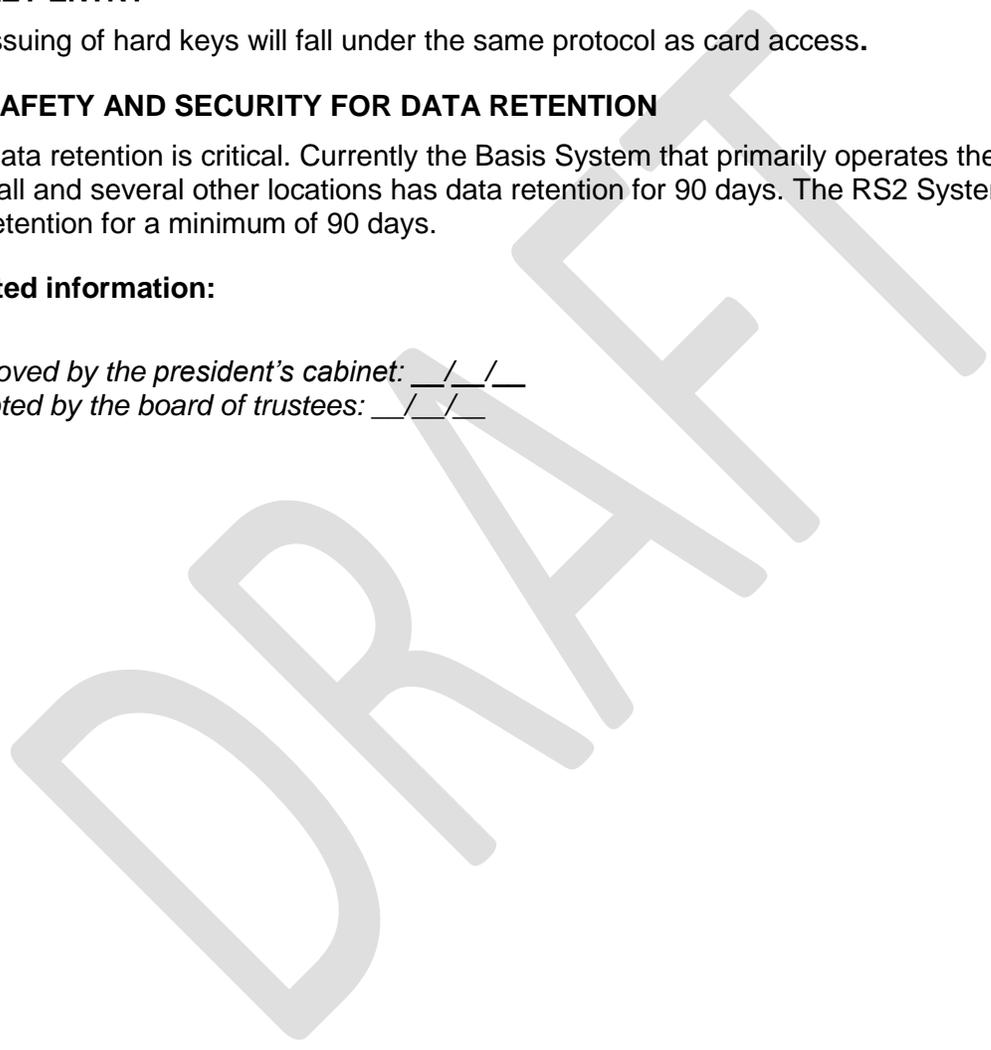
Issuing of hard keys will fall under the same protocol as card access.

P. SAFETY AND SECURITY FOR DATA RETENTION

Data retention is critical. Currently the Basis System that primarily operates the residence hall and several other locations has data retention for 90 days. The RS2 System has a retention for a minimum of 90 days.

Related information:

Approved by the president's cabinet: ___/___/___
Adopted by the board of trustees: ___/___/___



1000.250 **PROTECTION OF HUMAN SUBJECTS PROCEDURE**

A. PURPOSE

The purpose of this procedure is to ensure that the rights of human subjects in research are appropriately protected and that Wenatchee Valley College and its authorized representatives are in compliance with applicable regulations for the protection of human subjects, including [Title 45 of the Code of Federal Regulations, Part 46](#) and [RCW 42.48.020](#).

B. INSTITUTIONAL REVIEW BOARD MEMBERSHIP

The membership of the institutional review board (IRB) shall include college faculty and staff with relevant experience and training and at least one external member as defined in [45 CFR § 46.102](#). Board members must have completed DHHS compliant human subjects review training in the past two years to serve on the IRB.

C. REVIEW PROCESS

The researcher or investigator responsible for the research study shall contact the IRB prior to initiating any contact with students or employees that are intended as research subjects. The contact person shall be the WVC Executive Director of Institutional Effectiveness. The researcher or investigator will provide, in writing, the following information:

1. A complete, signed IRB request for review and approval form.
2. A brief statement describing the intent/purpose of the research project and the question under investigation.
3. A description of the intended participants in the research (employees; students; specific programs or courses, etc.).
4. A copy of the informed consent information to be provided to participants.
5. A copy of any advertisements or recruiting materials and/or a description of participation incentives to be offered (if any).
6. A statement describing how confidentiality of data will be maintained, if personal information is to be collected. Statement should include a description of measures to be taken to protect anonymity of response for non-personal information to be collected.
7. A copy of the instrument/s to be used, or a summary of the research procedures as experienced by the participants.
8. If the researcher or investigator is a WVC faculty or staff member, a statement of support from the appropriate administrator/supervisor; if a WVC student, a statement of support from the supervising faculty member. Faculty/staff statements should address workload and/or release time if applicable.
9. Evidence that the principal researcher(s) or investigator(s) have completed training in the protection of human research participants that addresses principles of ethical research and federal regulations.

D. REQUEST FOR EXEMPTION

Some research with human subjects is exempt from the requirements of this procedure if it meets the following criteria (taken from the Code of Federal Regulations, [45 CFR § 46.101](#)).

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as:
 - a. Research on regular and special education instructional strategies, or
 - b. Research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless:
 - a. Information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and
 - b. Any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
3. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the researcher or investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

If the researcher or investigator believes that the project meets one of the above criteria for exemption, this must be indicated in the space provided on the IRB request for review and approval form. The IRB will make a final determination of eligibility for exemption; research may not proceed until verification of the exemption is received by the researcher or investigator from the IRB.

E. IRB DEFERMENT TO PRIOR REVIEW

A researcher or investigator may ask WVC's IRB to defer to the ruling of a prior Institutional Review Board of another institution. That institution's IRB must meet WVC's standards for review and be compliant with federal and state regulations on human subjects research and review. The researcher or investigator will indicate a request for deferment on their request for review form and provide all documents related to the prior institution's IRB's actions. If WVC's IRB grants deferment, it may later choose to withdraw this deferment at any time.

F. IRB DECISIONS

The IRB will review all requests and will contact the investigator with a decision to approve the project; approve with modifications or restrictions; grant an exemption from review; defer to a prior IRB of another institution, table the request pending receipt of additional information; or disapprove. To ensure adequate time for review, requests should be submitted with complete documentation at least six weeks prior to the intended start of the research.

Approved by the president's cabinet: 6/4/2019
Presented by the board of trustees: 6/16/2019



**Institutional Review Board
Request for Review and
Approval Form**

In accordance with WVC policy 1000.250, protection of human subjects, the WVC Institutional Review Board must approve all research activity at Wenatchee Valley College (WVC) involving human subjects. Individuals who desire to conduct research of any kind within the context of the institution, including involvement of WVC students, employees, or facilities, must receive approval from the institutional review board before initiating a project. To ensure adequate time for review, requests should be submitted with complete documentation at least six weeks prior to the intended start of the research.

Date Submitted:	Title of Research Project:		
Principal Investigator/Project Director:	Department:	Phone:	E-mail:
Co-Investigator/Student Investigator:	Department:	Phone:	E-mail:
Co-Investigator/Student Investigator:	Department:	Phone:	E-mail:

Other organizations involved in this project, if any:

REQUEST FOR EXEMPTION: (if applicable)

- I have reviewed the criteria in WVC procedure 1000.250, Part D, and believe that this project qualifies for exemption from review under one or more of the stated criteria.

In the box below, please explain why the project should be exempt from review.

REQUEST FOR DEFERMENT TO PRIOR REVIEW: (if applicable)

- I have reviewed the criteria in WVC procedure 1000.250, Part E, and ask that WVC's IRB defer its review to the review of a prior institution's IRB.

In the box below, please explain why the project's review be deterred to a prior institution's IRB review. Remember to include documentation of prior Institution's IRB review.

For all projects: Please answer the questions below and attach the following required documentation:

1. A brief statement describing the intent/purpose of the research project and the question under investigation.
2. A description of the intended participants in the research (employees; students; specific programs or courses, etc.).
3. A copy of the informed consent information to be provided to participants.
4. A copy of any advertisements or recruiting materials and/or a description of participation incentives to be offered (if any).
5. A statement describing how confidentiality of data will be maintained, if personal information is to be collected. Also outline steps to be taken to provide for the anonymity of non-personal information.
6. A copy of the instrument/s to be used, or a summary of the research procedures as experienced by the participants.
7. If the investigator is a WVC faculty or staff member, a statement of support from the appropriate administrator/supervisor; if a WVC student, a statement of support from the supervising faculty member. Faculty/staff statements should address workload and/or release time if applicable.
8. Evidence that the principal investigator(s) have completed training in the protection of human research participants that addresses principles of ethical research and federal regulations
9. Copies of approvals obtained through other organizations, like federal departments, grant offices, theses/dissertation committees, institutional review boards, etc.

Submit completed packets to:

R. Ty Jones, Executive Director of Institutional Effectiveness, electronically at tjones@wvc.edu or by mail to 1300 Fifth St., Wenatchee WA 98801.

This project involves Wenatchee Valley College:

Students Yes No
Employees Yes No

Human subjects from the following populations will be involved in this study:

Minors High school students (includes Running Start)
 Mentally disabled Pregnant women
 Elderly None of the above

Total number of participants anticipated: _____

Required agreements:

- I hereby acknowledge that I have read WVC Policy 1000.250 regarding "Protection of Human Subjects."
- I agree to comply fully with WVC policy 000.250 in conducting my project, including maximizing benefits and minimizing risk to each participant (minimizing risk includes keeping responses confidential and not asking respondents to disclose anything that could put them at risk for criminal or civil liability, or anything that could be damaging to their financial standing, employability, reputation, or wellbeing).
- I agree to notify the institutional review board in writing of any changes to the scope or methodology of the project **prior** to implementation of said changes.

Principal Investigator Signature:	Date:	Co-Investigator/Student Signature:	Date:
Signature of IRB Chair:			Date:
<p>IRB Chair: (check appropriate box)</p> <p><input type="checkbox"/> Exempt from review</p> <p><input type="checkbox"/> Deferred to prior institution's IRB review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved with restrictions/modifications (attached)</p> <p><input type="checkbox"/> Tabled for resubmission with requested information or changes (attached)</p> <p><input type="checkbox"/> Disapproved</p>			

Rev 6/4/2019