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	Chapter 2 – Human Resources
Administrative Policy	PERSONNEL ADMINISTRATION POLICY 200

## 200 Personnel Administration

Lower Columbia College, aware of its obligations as an institution of higher education and steward of the public trust, will ensure personnel administration procedures and practices comply with federal, state and local laws and statutes, are based upon sound human resource management principles, satisfy the standards of regional and national accrediting organizations, and promote a work environment of collegiality, respect, and professionalism. The College personnel policies are consistent with the broad principles included in sections of the Community College Act of 1967, as amended, and the Higher Education Personnel Act.

- Replaces policies 307 adopted October 1989
- Reviewed by the Cabinet and Leadership Team November 2008.
- Campus Review February 1-22, 2009
- Adopted 2/23/09

### 200.1 Classification of Personnel

Because the College is a member of the State system of Community and Technical Colleges, all of its employees are considered state employees.  
**(Replaces policies 300-302 approved 10/89)**

#### 200.11 Chief Executive Officer

The Board of Trustees of Community College District 13 shall employ a President who is the Chief Executive Officer of the College as outlined in [Board Policies](#).

#### 200.12 Classified Employee

A classified employee occupies a position covered by Washington State Civil Service Law, [RCW 41.06](#), and the [Washington Federation of State Employees collective bargaining agreement](#).

#### 200.13 Administrative Employee


An administrator is an employee who is assigned administrative responsibilities for more than fifty percent of his/her total assignment.

#### 200.14 Exempt Employee

An exempt employee is one who occupies a position that is exempted from Civil Service status based on [RCW 41.06.070\(2\)](#).

#### 200.15 Academic Employee

Any person, who is employed on a full-time, part-time, or temporary basis as a teacher, counselor, or librarian by the College, is considered an academic employee.

	Chapter 2 – Human Resources
Administrative Policy	<b>FREEDOM OF EXPRESSION POLICY 203</b>


### 203 Freedom of Expression

Students, faculty, administrators and staff shall be intellectually free to express their scholarship and reasoned conclusions by orderly means which do not disrupt the regular and essential operations of the College. We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom even when individual or group points of view are controversial or out of favor with prevailing perspectives.

A complete explanation of freedom of expression can be found in [WAC 132M-121-010 through 132M-121-320](#).

- Reviewed by Leadership Team February 24, 2014
- Campus Review: March 4-24, 2014
- Adopted by the Leadership Team: April 28, 2014

Resource/Reference/Procedure	Title	Unit Responsibility
WAC <a href="#">13M-121-101 – 132M-121-320</a>		VP of HR and Legal Affairs
NWCCU <a href="#">Standard 2.A.28</a>		

	Chapter 2 – Human Resources
Administrative Policy	<b>FACULTY EMERITUS POLICY 205</b>

## 205 Faculty Emeritus Titles

Emeritus is a designated honorary status in the faculty that may be conferred upon a retired member of the faculty or in anticipation of the retirement of a faculty member, effective upon retirement. Conferring of these titles is not automatic upon retirement. The title confers lifetime academic appointments and shall be conferred based upon individual distinction and quality of contribution and service to the College. Emeriti will remain in force until death. The emeritus appointment carries no formal associated responsibilities or compensation.

### 205.1 Qualifications

- Any retired tenured faculty member may qualify for emeritus status after at least 20 years of continuous service.
- Any faculty retired prior to approval of this policy that has not previously been awarded emeritus status may be appointed to such status retroactively to the date of his/her retirement.
- Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at Lower Columbia College.

### 205.2 Privileges and honors attendant to emeritus status

- Listing in the college catalog and other publications as appropriate.
- A faculty identification card denoting emeritus status.
- Faculty library and computer lab privileges.
- Access to college events, performance, athletic events and college publications as available to all members of the faculty.
- An invitation to college receptions and similar events including commencement.
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#### Procedure:


Upon publication of a faculty member's intent to retire, the faculty member or his/her department may initiate a letter of request for Faculty Emeritus status. The letter of request shall include the faculty member's qualifications for the title. These qualifications should demonstrate the faculty member's individual distinction and quality of contribution and service to the College. The letter will be submitted to the Sabbatical Committee who will review the documentation and make a recommendation to the President.

Upon recommendation from the President and approval by the Board of Trustees, the faculty member will be granted emeritus status. However, the Board of Trustees may rescind such status for just cause. The President will publish the faculty member's appointment to emeritus status to the campus community during commencement.

- **Replaces policy 319 adopted April 2003**
- **Reviewed by the Cabinet and Leadership Team November 2008.**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**


<b>Resource/Reference/Procedure</b>	<b>Title</b>	<b>Unit Responsibility</b>
<a href="#"><u>Faculty Contract</u></a>	Faculty Emeritus Nominating Procedure	VP of HR and Legal Affairs Faculty Negotiating Team

	Chapter 2 – Human Resources
Administrative Policy	<b>DESIGNATION OF APPOINTING AUTHORITY POLICY 210</b>

**210 Designation of Appointing Authority**

The Board of Trustees of Community College District 13 delegates full authority to the president to take all personnel actions, consistent with established policies and procedures of Lower Columbia College, and to otherwise act as appointment authority to the College relating to all employees, except the president. ([Refer to Resolution 39, and RCW 28B.50.140\(14\)](#)).

- **Replaces policy 303.2 approved 10/8**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

	Chapter 2 – Human Resources
Administrative Policy	<b>SELECTION OF PERSONNEL POLICY 215</b>


**215 Selection of Personnel**

Lower Columbia college shall consistently adhere to merit-based personnel selection and appointment standards that ensure excellence in all phases of district operations, satisfy the standards of regional and national accrediting organizations, comply with federal and state laws, affirm and promote diversity, and provide for a globally competent, highly qualified faculty and staff who represent a wide range of educational and professional experience.

- **Replaces policy 303.3-303.4 adopted 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
		VP of HR and Legal Affairs

	Chapter 2 – Human Resources
Administrative Policy	<b>DIVERSITY POLICY 220</b>

**220 Diversity**

Lower Columbia College’s commitment to diversity shall be consistently reflected in its policies and procedures, with the objective that full and part-time faculty, classified and exempt staff will reflect the diversity that exists in the communities and the students we serve. Faculty and staff recruitment and hiring procedures shall include processes and outreach efforts designed to enhance the success of applicants from under-represented groups and communities.

Lower Columbia College shall adopt practices that enhance the retention, success and promotion of employees, particularly those who are new to LCC, or from under-represented groups and communities.


LCC’s commitment to diversity will also be reflected in staff development efforts that will ensure that LCC fosters awareness and understanding of, and sensitivity to, people of diverse academic, socio-economic, cultural, religion, gender, disability and ethnic backgrounds in the communities and the students we serve.

- **Replaces policy 303.1 approved 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">Affirmative Action Plan</a>		VP of HR and Legal Affairs and the Affirmative Action Officer



 Administrative Policy	Chapter 2 – Human Resources  <b>GENERAL ETHICS FOR EMPLOYEES &amp; OFFICERS POLICY 225</b>
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**225 General Ethics for Employees and Officers/Conflict of Interest**

Trustees and employees of Lower Columbia College are governed by the Executive Branch Conflict of Interest Act ([RCW 42](#)). It shall be the policy of Lower Columbia College that no employees or officers of this district, including student employees, may have a financial interest or engage in any activity that is in conflict with the proper discharge of the employee’s or officer’s official duties. Furthermore, no district employee or officer may use his/her official position to secure special privileges for himself/herself or any other person, and no district employee or officer may receive compensation from any person or entity except the State of Washington for performing his or her official duties. The statutory requirements of [Chapter 42.52 RCW](#), as rules and advisory opinions adopted by the State Executive Ethics Board, shall apply to all district employees and officers, as well as personal uses considered de minimis under [WAC 292-110-010](#).

Off-duty activities that are a conflict of interest under [Chapter 42.52 RCW](#), are detrimental to the employee’s work performance or district programs, or otherwise constitute violation of this policy may be cause for disciplinary action, up to and including termination.


Employees will report all arrests and any court-imposed sanctions or conditions that affect their ability to perform assigned duties to their appointment authority within 24 hours or prior to their scheduled work shift, whichever occurs first.

Lower Columbia College, as a steward of the public trust and consistent with its obligations under [Chapter 42.40 RCW](#) (State Employee Whistleblower Protection) will protect any employee who has reported improper governmental action from retaliation.

- Replaces policy 317 approved 9/90
- Reviewed by the Cabinet and Leadership Team November 2008.
- Campus Review: February 1-22, 2009
- Adopted 2/23/09

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">See WAC and RCW references above</a>		VP of HR and Legal Affairs

	Chapter 2 – Human Resources
Administrative Policy	<b>COMPENSATION POLICY 230</b>


**230 Compensation**

Lower Columbia College is committed to recruiting and retaining globally competent, highly qualified faculty and staff at all levels of the organization. Externally competitive and internally consistent reward systems, including salary and benefit structures and non-fiscal reward programs, shall be developed and maintained by administration. Compensation administration shall be objective and non-discriminatory in theory, application and practice.

- **Replaces policies 308 and 310 approved 10-89**
- **Reviewed by the Leadership Team November 2008.**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

<b>Resource/Reference/Procedure</b>	<b>Title</b>	<b>Unit Responsibility</b>
<a href="#"><u>Faculty Contract</u></a>		VP of HR and Legal Affairs
<a href="#"><u>Washington Federation of State Employees collective bargaining agreement.</u></a>		
<a href="#"><u>Administrative and Exempt Handbook</u></a>		

	Chapter 2 – Human Resources
Administrative Policy	<b>NON-DISCRIMINATION and ANTI-HARASSMENT POLICY 235</b>

**235 NON-DISCRIMINATION AND ANTI-HARASSMENT**

Lower Columbia College provides equal opportunity in education and employment and does not discriminate 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.

Harassment is defined as 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.

Sexual Harassment is defined as 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.

- a. 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.
- b. 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.

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

The following College officials have been designated to handle inquiries regarding this policy:

Title: Director of Human Resources & Legal Affairs, Title IX /EEO Coordinator

Office: Administration Building 122  
 Contact info: PO Box 3010 Longview, WA 98632; phone 360-442-2121; e-mail title9@lowercolumbia.edu

Title: Vice President for Student Success; Title IX /EEO Deputy Coordinator  
 Office: Admissions Center 158  
 Contact Info: PO Box 3010 Longview, WA 98632; phone 442-2300; e-mail [title9@lowercolumbia.edu](mailto:title9@lowercolumbia.edu)

College employees, except those statutorily barred from doing so, have a duty to immediately report information related to sexual harassment to the Title IX Coordinator.


- Re-review by Leadership Team 11/24/14
- Campus Review: 12-2-14 – 12-19-14
- **Adoption:** 1-26-15 by Leadership Team

Historic Information:

- Review of Revisions by Campus 2/3/14 – 2/18/14
- Review of Revisions by Leadership Team 1/17/14 – 1/29/14
- Reviewed by Cabinet 11/20/13
- Reviewed by the Leadership Team 11/25/13
- Adopted 2/23/09

**Resources, References, Procedures, or contact information relating to this policy**

<b>Resource/Reference/Procedure</b>	<b>Title</b>	<b>Unit Responsibility</b>
<a href="#">WAC 132M-300-001</a>	Prevention of Harassment or Discrimination	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
<a href="#">Affirmative Action Plan</a>		
<a href="#">Procedures 235.1A</a>	Discrimination & Harassment Complaint – Administrative Procedure	
<b>Title IX</b>	<a href="#">Mandatory Reporter Protocol</a>	

	Chapter 2 – Human Resources
Administrative Policy	<b>REASONABLE ACCOMODATION POLICY 236</b>

**236 Reasonable Accommodation**


It is the policy of Lower Columbia College, being aware of its obligations under Executive Order 96-04, chapter [RCW 49.60](#), and the [Americans with Disabilities Act of 1990, as amended by ADA Amendments Act of 2008, Rehabilitation Act of 1973](#), to ensure qualified persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation, unless accommodation would impose an undue hardship on the institution, require a fundamental program alteration or would lower academic standards. Reasonable accommodation includes 1) ensuring equal opportunity in application process, 2) enabling qualified individual with disability to perform essential functions of job, 3) enabling employee with disability to enjoy equal benefits and privileges of employment, 4) enabling student with disability equal access to services, programs, activities and facilities of the College. This includes good-faith consideration and interactive engagement regarding reasonable accommodation to all employees, candidates for employment and students. Disability Support Services is the designated office at Lower Columbia College that determines reasonable accommodations and/or services for students with disabilities. Disability Support Services maintains disability-related documents and verifies disability for students who are requesting reasonable accommodations. Disability Support Services also assists Human Resource Services in recommending and/or providing accommodations for employees. Any employee or candidate for employment requesting reasonable accommodation may contact Human Resource Services.

- Approved by the Leadership Team: 2/24/14
- Review of Revisions by Campus 2/3/14 – 2/18/14
- Review of Revisions by Leadership Team 1/17/14 – 1/29/14
- Reviewed by Cabinet 11-20-13
- Reviewed by Leadership Team 11-25-13

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">WAC 132M-300</a>	Grievance Procedure	Director of HR/Legal Affairs and VP of Student Services
<a href="#">The Rehabilitation Act of 1973</a>	Section 504	
<a href="#">CFR Title 34/Education</a>		
<a href="#">Americans with Disabilities Act of 1990</a>	Title 42/Chapter 126 and Title 47/Chapter 5	
<a href="#">RCW 49.60</a>	Discrimination	
Cross Reference LCC Policy 430	Reasonable Accommodation	

Historic Info:

- Adopted 2/23/09; Campus Review: February 1-22, 2009; Reviewed by the Cabinet and Leadership Team November 2008; Replaces policy 303.1 approved 10/89

	Chapter 2 – Human Resources
Administrative Policy	<b>MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT POLICY 238</b>

**238 MANDATORY REPORTING OF CHILD ABUSE**

It is the policy of Lower Columbia College that all employees report child abuse as described below. The report must be made at first opportunity, and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect.

**238.1 Reporters**

Mandatory reporters are Academic, Administrative, Athletic employees and other employees as required by state or federal law, including student employees if applicable, who have reasonable cause to believe that a child has suffered abuse or neglect. The report must be made to the proper law enforcement agency or the Department of Social and Health Services (DSHS). Contact DSHS at **1-866-ENDHARM (1-866-363-4276)**. Find common manifestations of child abuse here: <http://www.dshs.wa.gov/ca/safety/abuseWhat.asp?2>

All other employees who have reasonable cause to believe that a child has suffered abuse or neglect must report the suspected child abuse or neglect immediately to the Director of Human Resource Services & Legal Affairs via phone, in person or email. The Director of Human Resource Services & Legal Affairs must make a report to the proper law enforcement agency or the Department of Social and Health Services.

**238.2 Elements of the Report**

You must report child abuse as described below. You must make the report at the first opportunity and never later than 48 hours after you have reasonable cause to believe a child suffered abuse or neglect.

The report must include as much detail as possible. It must include the identity of the accused if known. Detail includes:

1. The child’s name, address, and age.
2. The name and address of the child's parents, stepparents, guardians, or other persons who have custody of the child.
3. The nature and extent of the alleged:
  - a. Injury or injuries.
  - b. Neglect.
  - c. Sexual abuse.
4. Any evidence of previous injuries, including their nature and extent.
5. Any other information that may help to establish the cause of the child's injury, injuries, or death.
6. The identity of the alleged perpetrator(s).

The reporting requirement doesn't apply to the discovery of abuse or neglect that occurred during childhood if it's discovered after the child becomes an adult. However, if there's reasonable cause to believe other children are or may be at risk of abuse or neglect by the accused, the reporting requirement does apply and you must make a report.

**238.3 Definitions**

<i>Child:</i>	Anyone under age 18.
<i>Abuse:</i>	<ol style="list-style-type: none"> <li>1. Sexual abuse, sexual exploitation, or injury of a child by anyone under circumstances that causes harm to the child's health, welfare, or safety; OR</li> <li>2. The negligent treatment or maltreatment of a child by a person responsible for or who provides care to the child.</li> </ol>
<i>Abused child:</i>	A child subjected to child abuse or neglect.
<i>Allowable physical discipline:</i>	<p>Reasonable and moderate physical discipline inflicted by a parent, teacher, or guardian to restrain or correct the child.</p> <p>Any use of force on a child by anyone else is unlawful unless it's:</p> <ol style="list-style-type: none"> <li>1. Reasonable and moderate.</li> <li>2. Authorized in advance by the child's parent or guardian to restrain or correct the child.</li> </ol>

**238.4 Legal Liability**

Anyone who takes part in reporting alleged child abuse or neglect in good faith will not have any legal liability that comes from such reporting. If you, in good faith, cooperate in an investigation of a report of child abuse or neglect, you won't be subject to civil liability that comes from your cooperation. If you, intentionally and in bad faith, knowingly make a false report of alleged abuse or neglect, you will be guilty of a misdemeanor and violating college policy.


**238.5 More Information**

The College's Director of Human Resource Services & Legal Affairs receives reports and provides guidance on employees' reporting obligations. Contact **the** Director of Human Resource Services & Legal Affairs or call **442-2120**. Also see [RCW 26.44.030](#) for more information.

- Reviewed by the Cabinet: August 15, 2012
- Campus Review: August 23-September 21, 2012
- Reviewed by the Leadership Team: October 25, 2012
- Adopted : October 25, 2012

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">RCW 26.44.030</a>		VP of HR and Legal Affairs

	Chapter 2 – Human Resources
Administrative Policy	<b>DRUG-FREE WORKPLACE POLICY 240</b>

## 240 Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under the control of Lower Columbia College shall not be tolerated and, pursuant to this policy, shall be prohibited. Lower Columbia College will comply with the [Federal Drug-Free Workplace Act of 1988](#), Drug-Free Schools and Communities Act of 1989, U.S. Department of Transportation regulations implementing the [Federal Omnibus Transportation Employee Testing Act of 1991](#). Employees or students engaging in prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

- **Replaces policy 318 adopted 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

### Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">Washington Federation of State Employees collective bargaining agreement.</a>		VP of HR and Legal Affairs
<a href="#">Available Assistance for Treatment Washington State Employee Assistance Program</a>		
<a href="#">Campus &amp; Community Resources</a>		
<a href="#">Drug Free Workplace Resources</a>		






	Chapter 2 – Human Resources
Administrative Policy	<b>EMPLOYEE WELLNESS POLICY 243</b>

## **243 Employee Wellness Policy**

Lower Columbia College is committed to the wellness of its faculty and staff. Recognizing that employees perform their best when they are healthy and that optimal employee performance is necessary for the college to achieve its mission, the Wellness Committee will provide wellness tools, resources, and activities.

- Reviewed by Cabinet April 22, 2015
- Reviewed by Leadership Team April 27, 2015
- Campus Review: 5-6-15 to 5-22-15
- Revised and modified by the Leadership Team on 6-1-15
- (WFSE Demand to Bargain resulted in no change to the policy)
- Adopted by the Leadership Team: 6-1-15

	Chapter 2 – Human Resources
Administrative Policy	<b>WORKPLACE SAFETY POLICY 245</b>

**245 Workplace Safety**


Lower Columbia College is committed to the health and safety of its faculty and staff, and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

- **Replaces policies 309 approved 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">Campus Closure</a>		VP of HR and Legal Affairs
<a href="#">Emergency Handbook</a>		

	Chapter 2 – Human Resources
Administrative Policy	<b>WORKPLACE VIOLENCE POLICY 246</b>

## 246 Workplace Violence

Lower Columbia College is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of Lower Columbia College students, faculty, staff and visitors are of vital importance.

Violent or threatening behavior directed at students, faculty, staff, visitors, oneself, or property will not be tolerated by Lower Columbia College (LCC). This applies to any acts of violence or threats made on LCC property, at events, or under other circumstances that may negatively affect the College’s ability to conduct business


Employees and visitors may not possess, carry, or store firearms, or other weapons on College property or in privately-owned vehicle parked on College property unless such items are pre-approved for a class or class-related activity. These items are also prohibited at College events and functions that take place off campus.

Violation of this policy by any employee will result in disciplinary action that may result in termination of employment and/or criminal prosecution. Violations by students will result in discipline through the Student Conduct Code and/or criminal prosecution. Violations by groups or individuals who are neither employees nor students will result in restriction from College property and/or criminal prosecution.

- **Replaces policy 806 approved 7/93**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

### Resources, References, Procedures, or contact information relating to this policy

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#">Procedure 246.1A</a>	Workplace Violence Procedures	VP of HR and Legal Affairs

	Chapter 2 – Human Resources
Administrative Policy	<b>LEAVE ADMINISTRATION POLICY 250</b>


**250 Leave Administration**

Lower Columbia College, aware of its obligations under the [Family Medical Leave Act of 1993](#), chapters 357-31, and all related chapters of the [Revised Code of Washington](#), will provide and administer a program for employee leaves of absence. This program will serve both the well-being of LCC’s employees and the organization as a whole. Leaves will be administrated in good faith, consistent with the rights and responsibilities provided for by law and in collective bargaining agreements, including those responsibilities placed upon the employee to provide the notice and information necessary for the district to effectively direct its workforce and serve the best interest of students.

- **Replaces policies 308.2-308.3 approved 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

<b>Resource/Reference/Procedure</b>	<b>Title</b>	<b>Unit Responsibility</b>
<a href="#">Washington Federation of State Employees collective bargaining agreement.</a>		VP of HR and Legal Affairs
<a href="#">Faculty Contract</a>		
<a href="#">Administrative and Exempt Handbook</a>		
<a href="#">Procedure 250.1A</a>	Family Medical Leave Procedure	

	Chapter 2 – Human Resources
Administrative Policy	<b>Holidays</b> <b>POLICY NO. 251</b>

**251 HOLIDAYS**

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1<sup>st</sup>)
- Martin Luther King's Birthday (3<sup>rd</sup> Monday of January)
- Presidents' Day (3<sup>rd</sup> Monday of February)
- Memorial Day (last Monday of May)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday of September)
- Veterans' Day (November 11<sup>th</sup>)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Thanksgiving Holiday (Friday immediately following the 4<sup>th</sup> Thursday in November)
- Christmas Day (December 25<sup>th</sup>)

Whenever a holiday falls on a Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on a Saturday, the preceding Friday shall be considered a legal holiday. Permanent employees must be in pay status on the workday immediately before the holiday in order to be credited with holiday pay.

**251.A Holidays for Reasons of Faith or Conscience**

College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

An employee may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the college or the employees are necessary to maintain public safety. Undue hardship is defined by WAC 82-56-020.


Employee seniority will not be impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them.

Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

- ADOPTED by Leadership Team 11-24-14
- Campus Review 11-17-14 through 12-1-14
- Reviewed by Leadership Team 10-27-14
- Reviewed by Cabinet 10-1-14

<b>Resource/Reference/Procedure</b>	<b>Title</b>	<b>Unit Responsibility</b>
<a href="#">RCW 1.16.050;</a>	"Legal holidays" and "legislatively recognized days"	VP of HR and Legal Affairs
<a href="#">WAC 82-56-020</a>	Definition of Undue Hardship	

	Chapter 2 – Human Resources
Administrative Policy	<b>ILLNESS POLICY 252</b>

**252      Illness**

**252.1    Life-Threatening Illness**

Lower Columbia College recognizes that students and employees with life-threatening illnesses--including, but not limited to, cancer, heart disease, and AIDS--may wish to continue to engage in as many of their normal pursuits, including work, as their conditions allow. As long as these students and employees are able to meet acceptable performance standards and medical evidence indicates that attendance at LCC is not a threat to themselves or others, the College will treat them the same as any other students and employees.

At the same time, Lower Columbia College seeks to provide a safe environment for students and employees. Therefore, precautions will be taken, as needed, to ensure that a student's or employee's condition does not present a health and/or safety threat to any other individuals on the campus.

**252.2    ALCOHOLISM AND DRUG DEPENDENCY**

Alcohol and drug dependency are defined as illnesses that interfere with an employee's ability to perform assigned work satisfactorily or that adversely affect his/her job behavior.

Employees shall be encouraged to voluntarily seek expert assistance for alcoholism, drug dependency, or any other job-impairing personal problem. Employees whose job performance or work-related behavior is adversely affected by alcoholism or drug dependency will be expected to seek appropriate assistance. Any employee suffering from either condition will be given the same consideration that is extended to employees having any other illness, including the use of sick time to pursue a professionally prescribed program of treatment.

Supervisors are required to identify, document, and attempt to correct all employee job performance and/or work behavior problems, using standard corrective-action procedures. In those instances where such efforts fail to bring about the resolution of any employee's job-related problems, supervisors will

consider referral to appropriate agencies for professional assessment and problem-resolving assistance.


The obligation of each employee to work effectively and cooperatively in his/her respective position is affirmed. The responsibility to improve substandard job performance or to correct unacceptable work behavior rests with the individual employee, regardless of the underlying causative factors or circumstances that may be present. Failure to correct unsatisfactory job performance or behavior, for whatever reason, will result in appropriate disciplinary action, including, when necessary, termination.

### **252.3 RETURN TO WORK**

LCC is committed to preserving the economic well-being of employees by providing their return to work at the earliest possible date after an on-the-job injury. Until such time as the employee can assume the duties of his/her permanent position, consideration shall be given to alternate work assignments at LCC. Employees eligible to participate in the Return to Work Program must meet the following conditions:

- Be a permanent employee.
  - Be receiving compensation under [RCW 51.32.090](#).
  - Have a disability which makes him/her temporarily unable to return to his/her previous work but who is capable of carrying out work of a lighter or modified nature as evidenced by a written release from a physician or licensed mental health professional.
- 
- **Replaces policies 312 – 313 approved 10/89 and 11/92**
  - **Reviewed by the Cabinet and Leadership Team November 2008**
  - **Campus Review: February 1-22, 2009**
  - **Adopted 2/23/09**



	Chapter 2 – Human Resources
Administrative Policy	<b>PROTECTING PERSONAL/CONFIDENTIAL INFORMATION POLICY 253</b>

**253      Protecting Personal/Confidential Information**

Lower Columbia College will protect personal (confidential) information entrusted to it to the maximum extent possible.

Collection, release and retention of confidential information shall be minimized. The College shall critically assess its need for information from employees and will request only that information necessary to carry out its mission. The College will guard the personal information entrusted to it, releasing it only under statutory or court order. Employees shall be notified of any court order for release of their confidential information so they may, if desired, exercise their privilege to object to the disclosure.

Copies of confidential information will be controlled. The commitment to safeguarding confidential information extends to discouraging the routine forwarding of e-mails containing confidential information and, when appropriate to forward, protecting it properly.


The College will not sell or give confidential information to any unauthorized entity. This includes a prohibition against selling or giving of any lists of employees or members for marketing or campaign purposes.

Employees shall be given opportunities to review and correct their personal information held by the College. Employees may contact Human Resource Services to view their personal information.

As a condition of employment, employees shall provide their social security card upon hire. The College will collect and track information using an Employee Identification Number.

Paperwork containing personal information will be disposed of by on-premises shredding or placement in secured containers for the purpose of shredding.

- **Reviewed by the Cabinet on 10/13/2010 and Leadership Team on 10/25/10)**
- **Campus Review: 1-21-11 – 2-4-11**
- **Adopted 2-28-11**


	Chapter 2 – Human Resources
Administrative Policy	<b>EMPLOYEE LISTINGS</b> <b>POLICY 256</b>

## 256 Employee Listings

Lower Columbia College shall provide employee listings, consisting of names and addresses only, upon request by administrators, supervisors, employee representatives, the Higher Education Personnel Board, the State Board for Community and Technical Colleges, and other employees of the College for legitimate college-related business reasons. No such information, collective or individual, shall be provided other agencies or persons without the written consent of each employee affected, unless such is a legal requirement as per [RCW 42.56.070\(1\)](#).

Those employees who do not wish their addresses to be included in such lists may petition the Human Resource Office to have them expunged. Insofar as is possible and unless providing the information to a bona fide agency is required by law or regulation, their wishes or preferences shall be honored.

- **Replaces policy 314 approved 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

	Chapter 2 – Human Resources
Administrative Policy	<b>RESIGNATION POLICY 258</b>


**258      Resignation**

An employee is expected to submit a written resignation to the President as soon as practical after the decision has been made to resign. The President has the authority to accept or reject the resignation after considering the welfare of the College and the practicality of the situation.

- **Replaces policy 315 approved 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#"><u>Washington Federation of State Employees collective bargaining agreement.</u></a>		VP of HR and Legal Affairs
<a href="#"><u>LCC Faculty Contract</u></a>		
<a href="#"><u>Administrative and Exempt Handbook</u></a>		

	Chapter 2 – Human Resources
Administrative Policy	<b>EMPLOYMENT CONTRACTS POLICY 260</b>

**260**

**Employment Contracts**

Faculty, exempt and executive staff shall be employed under the terms and conditions of an employment contract that stipulates dates of employment, salary for the employment period and any other terms and conditions applicable to that individual’s employment.

Employment contracts shall be executed by signature of the employee and the applicable appointing authority. An employee’s failure to sign the contract offer by the date specified shall be considered a rejection of the offer.


Nothing herein shall preclude the district from entering into an employment contract of limited duration for interim, acting or other provisional appointments.

Written acceptance of an employment contract conveys that the employee agrees to conform to the rules, policies, and regulations of Lower Columbia College, District 13, and the laws of the State of Washington.

- **Replaces policy 311 approved 10/89**
- **Reviewed by the Cabinet and Leadership Team November 2008**
- **Campus Review: February 1-22, 2009**
- **Adopted 2/23/09**

**Resources, References, Procedures, or contact information relating to this policy**

<b>Resource/Reference/Procedure</b>	<b>Title</b>	<b>Unit Responsibility</b>
<a href="#"><u>Washington Federation of State Employees collective bargaining agreement.</u></a>		VP of HR and Legal Affairs
<a href="#"><u>Faculty Contract</u></a>		
<a href="#"><u>Administrative and Exempt Handbook</u></a>		

	Chapter 2 – Human Resources
Administrative Policy	<b>LABOR RELATIONS POLICY 265</b>

**265**

**Labor Relations**

Lower Columbia College will conduct all labor relations activities in good faith, with the objective of furthering the values and objectives of the Board of Trustees and the best interest of students. The Board of Trustees is authorized to sign agreements on behalf of the district, except where that authority has been specifically delegated. The terms of an approved collective bargaining agreement may amend policy.

- Reviewed by the Cabinet and Leadership Team November 2008
- Campus Review: February 1-22, 2009
- Adopted 2/23/09

**Resources, References, Procedures, or contact information relating to this policy**

Resource/Reference/Procedure	Title	Unit Responsibility
<a href="#"><u>Washington Federation of State Employees collective bargaining agreement.</u></a>		VP of HR and Legal Affairs
<a href="#"><u>Faculty Contract</u></a>		
<a href="#"><u>Administrative and Exempt Handbook</u></a>		