Policies and Procedures

- Affirmative Action Policy/Commitment to Diversity Statement
- Employee Assistance Program – First Choice Health
- Drug Free Workplace Policy
- Information Resources Acceptable Use Policy
- Nepotism Policy
- Family & Medical Leave Act
- Grievance Procedure
- Reasonable Accommodations
- Sexual Harassment
- Shared Leave
- Suspended Operations
- Tuition Payment for WWCC Employees

All of these policies and administrative procedures, plus more, can be found on our website in Human Resources-Policies and Procedures.

Holiday Schedule 2014
The Walla Walla Community College Board of Trustees approved the current Holiday Schedule. The Holiday Schedule is in accordance with Articles 8.1 and 8.2 of the WPEA Collective Bargaining Agreement. The College’s official 2013-2014 calendar is as follows:

- The first day of January (New Year’s Day);
- The third Monday of January (Martin Luther King, Jr.’s birthday);
- The third Monday of February (Presidents’ Day);
- The last Monday of May (Memorial Day);
- The fourth day of July (Independence Day);
- The first Monday in September (Labor Day);
- The eleventh day of November (Veterans Day);
- The fourth Thursday of November (Thanksgiving Day);
- The day immediately following Thanksgiving Day;
- The twenty-fifth day of December (Christmas Day);

Here is a link to the 2013-2014 Instructional Calendar approved by the Board of Trustees.

Summer Schedule/Sustainability Days
The Board of Trustees approved College Calendar includes a summer schedule with the college being closed on Fridays and three (3) sustainability days (November 26th and December 24th & 26th).

For the summers, the majority of the WWCC main campus and Clarkston Center will operate on a Monday – Thursday work schedule. The college will be open for business from 7:30 am through 5:30 pm, Monday through Thursday, and will be closed on Fridays from June 23rd through August 29th. The Department of Corrections will remain on their regular schedule and some departments on the main campus may work some or partial Fridays to meet workload demands.

To receive full pay for these weeks, employees are able to work a 4/10 schedule (40 hours per week with either a half or full hour for lunch). Actual work hours for employees will depend on department needs and employee requests. Work hours and assignments may be adjusted based on department need during the July holiday week.
For the three (3) sustainability days during the Thanksgiving and Christmas holidays, to receive full pay for these weeks, full-time (250 day) exempt employees are able to use vacation leave or a personal holiday on a sustainability day. For other employees, these days are considered non-contract or unpaid non-working days.

**Copyright**
The principles of copyright laws, including the Copyright Act, are designed to promote the creation, publication, and use of works of the intellect. They include both the exclusive rights of copyright owners and certain exceptions including the doctrine of "fair use." Under copyright law, certain photocopying of copyrighted works for educational purposes may take place without permission of the copyright owner. All academic employees and others that are copying material are urged to read the full text. More information can be found on our College website. If you have any questions regarding copyright law, please contact Stacy Prest at 527-4294 or stacy.prest@wwcc.edu.

**Equipment Use**
The use of state equipment is restricted by law and regulation to official state business, on and off campus. Removing college owned equipment from campus for personal use is a violation. (RCW 43.19.1917; RCW 42.20.080)

**Public Information**
WWCC will publish directory information related to your employment on our web site. This may include your name, picture, and class schedule (if teaching), as well as having your name on a publicly accessible organizational chart. Additionally, the earnings of our employees are made public through the State of Washington’s Office of Financial Management. If you have safety concerns with this information being made public, please contact Sherry Hartford, Human Resource Director.

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**Please read and acknowledge the following:**

I acknowledge and understand that I am required to know and understand the above list of policies and administrative procedures.

I acknowledge receipt of the above information regarding EAP, holiday schedule, specific leave, copyright, and equipment use information provided in this email.

I understand that if I have any further questions I can contact my supervisor or a representative in the Human Resources department.

**CLICK HERE**
As your Acknowledgement