



*WALLA WALLA COMMUNITY COLLEGE*

# **EMPLOYEE HANDBOOK**



**DISCLAIMER:**

*The information in this handbook is provided for the convenience of members of the WWCC community. Although the policies and other statements found here cover a wide variety of subjects, readers should be aware that there are other important policies and procedures specific to the College that should be consulted as the need arises. The handbook cannot and is not intended to address all circumstances related to an employee's role in the College nor is the information contained in the handbook intended to constitute an express or implied contract of employment with the College.*

*Similarly, in an institution as complex as WWCC, policies and procedures are regularly in the process of review and revision. WWCC expressly reserves the right to amend its policies and procedures from time to time as it determines to be in the best interest of the College. Such amendments, as well as any new policies deemed to be in the College's interest, will be effective as of the date of their enactment unless the action itself specifies a different effective date.*

*We welcome your comments, suggestions, corrections, and questions regarding this handbook and any suggestions for other areas that might be addressed appropriately in this handbook.*

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# WELCOME TO WALLA WALLA COMMUNITY COLLEGE

**Welcome to Walla Walla Community College!** You are now an employee of the state of Washington and a valued member of the College staff. This handbook has helpful information about things you will want to know as a WWCC employee. It is presented in electronic format with links to important documents to ensure that you always have access to the most up to date information, policies and procedures.

The WWCC home page [wwcc.edu](http://wwcc.edu) is a good place to start. It includes information about the campus, an organizational overview, and campus emergency procedures along with departmental and individual telephone and fax numbers. Sections in this Employee Handbook contain hyperlinks to items such as policies and procedures, ethics and other pertinent information. The bargaining unit contracts are another good source of information.

If you have any questions, we encourage you to ask your supervisor, department administrator, or program/division chair. We also encourage you to share suggestions for improvement as you learn more about your new job and the way it fits into the College's overall activities. We're always looking for better ways to serve our students and our community, and your ideas are important.

If you have additional questions about items in this handbook or need more information, please contact the Human Resources department who will be able to help you find the answers you need.

Again—welcome to Walla Walla Community College! We're glad to have you here!

## **ABOUT WALLA WALLA COMMUNITY COLLEGE**

Community College District #20, Walla Walla Community College, was established in 1967 to serve residents of Asotin, Columbia, Garfield and Walla Walla counties. The district, which is one-hundred-fifty miles in width and extends from the Snake River to the Oregon border, contains a population of approximately 86,748 persons.

Though the College was founded in an area of relatively small population base, and is served by two established private baccalaureate colleges, initial enrollment quickly exceeded projections. The first year 1967-68 had a headcount of 852; and the 1995-96 headcount was over 11,500. In the past fifteen years enrollment has been relatively stable with a steady increase in headcount.

Walla Walla Community College is accredited by the Northwest Commission on Colleges and Universities and certified by the Washington State Board for Community and Technical Colleges to offer courses in Academic Transfer Education, Workforce Education, Transitional Studies, and Extended Learning. In general, academic courses (100 level or higher) taken at this institution are transferable to most baccalaureate institutions. Walla Walla Community College is approved for veterans' benefits for students eligible under the United States Code. Anyone may review the documents that describe the College's accreditation. The documents are found in the office of the Vice President of Instruction and on the College's website at [wwcc.edu](http://wwcc.edu).

In addition to the on-campus day and evening programs at the main Walla Walla campus, the College operates a campus in Clarkston, Washington; at Coyote Ridge Corrections Center (CRCC) in Connell, Washington; and, at the Washington State Penitentiary (WSP) in Walla Walla. Almost 1500 students are served by the Clarkston campus; over 700 offenders at the Washington State Penitentiary; and, nearly 1500 at CRCC.

# WWCC'S VISION, MISSION, GOALS & VALUES

## VISION

Walla Walla Community College will be one of the most innovative, professional, and successful service-oriented rural community colleges in the United States based on its performance in meeting student needs and public expectations.

## MISSION

Walla Walla Community College inspires students to discover their potential and to achieve their goals by providing diverse and challenging learning opportunities.

## GOALS

To accomplish this mission, our outcome goals are to:

- Encourage and support life-long learning;
- Prepare students for transfer to four-year institutions;
- Prepare students for the 21st-century work force;
- Strengthen basic skills of students; and,
- Serve as a leading partner in strengthening communities.

Our process goals are to:

- Embrace relevant technologies;
- Provide services that support student learning;
- Hire, develop and retain highly qualified personnel;
- Value and promote diversity and multiculturalism;
- Collaborate with public and private partners;
- Acquire and maintain high quality facilities; and,
- Pursue additional sources of funding.



## VALUES

We, the Board of Trustees and Walla Walla Community College employees, value:

Learning Opportunities – We value learning and encourage students to acquire a rich and wide body of knowledge, as well as a love of their chosen discipline. We provide an environment that fosters active learning and the support services necessary to help all students achieve their potential. Everything we do is focused on expanding student access, retention and completion.

Integrity – Integrity is an essential component of the common bond within Walla Walla Community College. Efficient accomplishment of institutional goals is based on trust and mutual respect. We value honesty, fairness and ethical behavior.

Sense of Community – We strive to build community. We value a climate where all individuals feel accepted and meaningfully involved in a common cause. We recognize we are interdependent and demonstrate respect for one another.

Teamwork – We value partnerships within the College and with members of the communities we serve. We practice collaboration in plans, actions, and shared results.

Diversity – We oppose all barriers that separate people from opportunities: barriers of socioeconomic status, color, ethnicity, age, gender, sexual orientation, and inexperience with the educational system. We embrace cultural diversity on our campus and in the communities we serve and strive to reflect the global community in our curricula. We seek to attract and nurture a diverse student body, faculty, and staff.

Innovation – Walla Walla Community College values, respects, and rewards the enthusiastic pursuit of new ideas, creative risk-taking, and entrepreneurial endeavors. Encouraging the pursuit of excellence and innovation will help the College prepare students and staff to shape the future. Creativity is one of our most important resources in the 21st Century.

Health and Humor – We value a healthy environment that encourages humor, creativity, and enjoyment of work. We promote health, wellness, and safety within the College and the communities we serve.

Personal and Professional Growth – We value the growth of both our students and staff. We believe that our own engagement in the learning process enhances our ability to enrich our personal lives, careers, and work in the global community.

Excellence – We value superior quality and are dedicated to continued improvement in all of our College programs and services. We practice an ongoing systematic planning and evaluation process to ensure that our programs and services are distinctive, relevant, responsive, and of the highest quality.

Sustainability – Walla Walla Community College values the well-being of our communities and is dedicated to protecting and restoring our resources. We advocate for and demonstrate practices that promote economic and environmental sustainability.

# COLLEGE ORGANIZATION

## STATE LEVEL ADMINISTRATION

The Community College Act of 1967 provides two levels of responsibility -- state and district -- for carrying out the mission of community college education. The state is divided into 30 community and technical college districts, each with a board of trustees.

The state community college system is governed by a nine-person Board of Trustees. There are specific responsibilities assigned to the [State Board for Community and Technical Colleges \(SBCTC\)](#). These can be found on their website and these functions are administered through the state office located in Olympia.

## WALLA WALLA COMMUNITY COLLEGE ADMINISTRATION

Click here to go to the [WWCC Administration Organizational Chart](#).

Board of Trustees – Walla Walla Community College is governed by a five-person Board appointed by the Governor. The Board meets monthly and sets the College’s strategic direction, establishes policy, awards tenure, oversees facilities, and approves budgets. Each member serves a five-year term and must be a resident within the College’s service district boundaries. Additional powers and duties of the Board can be found in [RCW 28B.50.140](#). The names of the current Board members can be found on the College’s website.

Office of the President – The President of Walla Walla Community College is the College’s chief executive officer appointed by and reporting to the Board for Trustees of Community College District #20. In addition, the President serves as secretary to the Board of Trustees. The following are key administrators for the College:

Vice President of Academic Education – The Vice President of Academic Education provides leadership and is responsible for managing the academic education and transitional studies programs, and serves as the Chief Instructional Officer. Responsibilities include planning, implementation, coordination, and evaluation of the academic program to ensure that the educational needs of the students and the community are satisfied and that the educational mission and goals of the College are realized.

Vice President of Instruction - WorkForce Education – The Vice President of Instruction - WorkForce Education provides leadership to the instructional programs in the WorkForce Education department including professional-technical, nursing and allied health, continuing and distance learning, workforce effectiveness, and the Clarkston Center. Responsibilities include planning, implementation, coordination, and evaluation of the instructional program to ensure that the educational needs of the students and the community are satisfied and that the educational mission and goals of the College are realized.

Vice President of Student Services – The Vice President of Student Services provides leadership for the planning, organizing, staffing and assessment of programs and services that support the intellectual, cultural, academic, social and emotional development of students. The Vice President provides vision and leadership for providing activities, programs, policies, and services that enhance the recruitment, persistence, and academic success of students in support of the College’s mission and goals.

Vice President of Administrative Services – The Vice President of Administrative Services provides leadership and is responsible for managing all the College’s administrative services programs. Responsibilities include coordinating all physical plant operations; overseeing capital construction projects; and, managing the College’s safety programs, custodial, maintenance, and grounds departments to maintain and promote a clean, safe, open, and inviting atmosphere that is supportive of the mission, vision, values, goals, and high standards of Walla Walla Community College. Currently, the Vice President of Administrative Services is also the Director of the Water & Environmental Center.

Vice President of Financial Services – The Vice President of Financial Services provides leadership to ensure the financial vitality of the College by helping all staff secure and manage resources. Responsibilities include working to align financial practices and resources with the College’s mission, goals, and objectives, and establishing systems to ensure compliance with College priorities. As the Chief Financial Officer for the College, this position is also responsible for providing vision, leadership, planning, and coordination for the following functions: budget, payroll, grants/contracts, financial monitoring, accounting, purchasing, investment management, bookstore operations, mail and information desk services; risk management, motor pool, technology services, and the culinary café’s financial activities.

Dean of Correctional Education Programs – The Dean of Correctional Education Programs provides educational leadership and oversees offender education programs at the Washington State Penitentiary and Coyote Ridge Corrections Center. Responsibilities include ensuring that Walla Community College’s offender education programs deliver the educational courses consistent with the requirements of our contract with the Department of Corrections.

Director of the Clarkston Campus – The Director of the Clarkston Campus provides leadership and manages the day-to-day operations of the Clarkston Campus. In cooperation with instructional administrators, the Director is responsible for classes scheduled throughout Asotin and Garfield counties. The Director of the Clarkston Campus will be a member of the Administrative Council, Instructional Council, College Council, and other ad hoc committees as assigned.

Director of Human Resources – The Director of Human Resources serves as the chief human resource officer and is responsible for administration of personnel policies and procedures for the College's employees. Responsibilities include recruitment and employment services, compensation and benefits, labor relations, records management, federal and state government reporting; serving as the College liaison to the state of Washington Department of Personnel and other state and federal agencies and employee representatives, and for serving as the College's affirmative action officer.

Director of Resource Development – The Director of Resource Development provides leadership, strategic direction, and manages the Walla Walla Community College Foundation. Working with a volunteer board of governors, college leadership, and staff, he/she is responsible for developing and implementing comprehensive resource development initiatives that support the College and its students. This position manages the Foundation and assists with College marketing and public relations activities.

# **EQUAL OPPORTUNITY IN EDUCATION & EMPLOYMENT**

Walla Walla Community College is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For further information, please visit our website for our [Non-Discrimination Statement](#) or contact our Human Resources department at (509) 527-4603; fax (509) 527-4313.

## **PREVENTION OF DISCRIMINATION, HARASSMENT & RETALIATION**

It is the policy of Walla Walla Community College to provide a working and learning environment free from discrimination, harassment, or retaliation. The College expressly prohibits conduct that discriminates against individuals or groups based on their race or ethnicity, color, national origin, sex, marital or family status, sexual orientation including gender identity or expression, age, religion, creed, disability, veteran status, or any other basis prohibited by federal, state, or local law. College policy also prohibits retaliation directed at any individual who reports or files a claim of discrimination or harassment, or who participates in an investigation of a claim of discrimination or harassment. Any member of the College community who is found to have engaged in unlawful discrimination, harassment or retaliation is subject to appropriate corrective or disciplinary action in accordance with applicable College policies and collective bargaining agreements.

Walla Walla Community College prohibits discriminatory, harassing, or retaliatory conduct occurring on the College campus, in College facilities (including vehicles), and at any College-sponsored event or activity; whether on or off campus (such as social functions, athletic events, celebrations, conferences, etc.). [WWCC Sexual Harassment AP](#)

All members of Walla Walla Community College are responsible for ensuring that their conduct does not discriminate, harass, or retaliate against any other member of the College community. Any employee who becomes aware that discrimination may be occurring, receives a complaint, or obtains other information indicating possible discrimination, must notify Human Resources as soon as reasonably possible, even if the problem or alleged problem is not within their area of responsibility and authority.

## **AMERICANS WITH DISABILITIES ACT**

WWCC employees are covered by the Americans with Disabilities Act (ADA). Employees may request reasonable accommodation under ADA provisions if they have medical certification of a disability affecting the performance of their major work activities.

Reasonable accommodation means modification(s) or adjustment(s) to a job, work environment, policies, practices, or procedures that enables a qualified individual with a disability to perform the essential functions of a job and that can be accomplished without ‘direct threat’ to an individual or cause ‘undue hardship’. The employee and supervisor/unit administrator should together contact Human Resources for assistance. [WWCC Reasonable Accommodations AP](#)

To request disability accommodations, students should contact our Disabilities Support Services Coordinators: Walla Walla Campus, Claudia Angus (509) 527-4262; Clarkston Campus, Carol Bennett (509) 758-1718. The College’s TDD number is (509) 527-4412. [WWCC Affirmative Action Administrative Policy & Commitment to Diversity](#)

## **COMPLAINT PROCEDURES**

Any employee who has concerns is encouraged to contact Human Resources. For concerns not covered by the negotiated contracts the Grievance Procedure is available to help. The College encourages attempts to resolve issues early and through direct approaches prior to initiating formal complaints. [WWCC Grievance Procedure AP](#)

# **YOUR RESPONSIBILITIES AS A WWCC EMPLOYEE**

## **CHILDREN ON CAMPUS**

We love children and babies and look forward to meeting those close to you in supervised social settings. Employees should not, however, bring children with them to their work sites or leave them unsupervised on the College campus. If you have a new addition to your family, the College will provide an appropriate location for breastfeeding mothers in accordance with RCW 43.70.640. Please contact the Human Resources department for additional information.

## **COPYRIGHT**

Walla Walla Community College expects all students, faculty, and staff members to comply with federal laws governing the use of copyrighted material. Visit our website for more [Copyright Information](#).

## **DRUG-FREE WORKPLACE**

In compliance with the Federal Drug-Free Workplace Act of 1988, Walla Walla Community College is a drug-free work and educational environment. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to contact the Employee Assistance Program, Human Resources and/or employee medical insurance plans, as appropriate. [WWCC Drug Free Workplace Policy – Employee Assistance Program information](#)

## **ETHICS LAW**

Walla Walla Community College is a state agency operated in accordance with Washington state law. To protect the public interest, College employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the College only to advance the public interest. The State Ethics Law of 1994 sets out strict conflict-of-interest standards for all state employees. The guiding principle is that public employees, whether elected or appointed, may not use their public employment for personal gain or private advantage. The law also prohibits state employees from engaging in political activities at work or using or loaning College-owned equipment for personal or outside business activities. Violation of ethics laws may result in disciplinary action and/or civil penalties assessed against the employee personally. Please see the [Ethics Policy for Walla Walla Community College](#); [RCW 42.52](#) for complete details, or contact Human Resources for more information.

## **FAMILY RELATIONSHIPS/NEPOTISM**

Walla Walla Community College administrators considering the employment of relatives of any College employee, in any capacity, should first contact Human Resources to discuss the implications of Affirmative Action, Equal Employment Opportunity, College policy, and the Ethics Law. [\*Nepotism Policy of Walla Walla Community College\*](#)

## **FINES**

Employees who incur fines for traffic citations, overdue library materials, etc., are expected to pay them promptly. All fines may be paid at the Cashier's office during business hours. Library fines may be paid in the Library. Questions regarding the fines should be directed to the issuing office.

## **FIREARMS / WEAPONS ON CAMPUS**

Carrying, exhibiting, displaying, or drawing any weapon is prohibited on College property. This regulation does not apply to law enforcement personnel required by their office to carry such weapons or devices.

## **HONORARIA**

Under the 1994 State Ethics Law, any state employee must have the approval of the employing agency before accepting an honorarium in connection with their official role. If any WWCC employee is offered an honorarium for an activity that is clearly linked to the employee's work at the College, he or she must complete an Honorarium Authorization form, available on the College website in the Forms Library.

## **PROPERTY AND EQUIPMENT**

All College property and equipment legally belongs to the state of Washington. State property is not to be used for personal or private purposes, nor may it be removed from campus without authorization.

## **SMOKING POLICY**

Walla Walla Community College limits smoking and tobacco use on campus to designated locations outside of the campus buildings. Smoking and tobacco use is not permitted indoors or in College vehicles.



## **STUDENT RECORDS**

All employees are responsible for helping to maintain the confidentiality of student information. Students' educational records are protected by the federal Family Education Rights and Privacy Act (FERPA). For more information, visit the College website [wwcc.edu](http://wwcc.edu).

## **TECHNOLOGY RESOURCES GUIDELINES**

It is expected that College technology resources will be used by members of the College community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the College. All email and documents on the college server are the property of the college/state and can be reviewed if needed.

In addition to using the email system in a legally responsible manner, employees should understand and practice courteous electronic messaging. [\*Walla Walla Community College Information Resources Acceptable Use Policy\*](#)

## **WHISTLEBLOWER**

The Whistleblower Law was enacted to encourage employees of the state of Washington to report improper governmental actions that violate state law, abuse authority, waste public funds, or endanger public health or safety.

A whistleblower is entitled to protection from reprisal or retaliation. Whistleblowers who believe they have been the subject of such action may file claims with the Washington Human Rights Commission.

For more information on the Whistleblower Law, see the [\*Washington State Auditor's Office website\*](#); and, [\*Walla Walla Community College Whistleblower Protection Administrative Policy\*](#).

# GENERAL INFORMATION ABOUT EMPLOYMENT

## EMPLOYEE CATEGORIES

Administrative Staff – The administrative staff includes all College administrators and professional/exempt support staff. Administrative staff are “at will” employees who are not represented by a union but who may have individual work contracts. Administrative staff are *exempt* from the state civil service rules.

Faculty – Faculty are represented by the WWCC Association for Higher Education (AHE) and have a negotiated contract. The terms ‘faculty’ and ‘faculty member’ include any person employed by Community College District 20 as an instructor, counselor, or librarian. Faculty members can be full- or part-time. Refer to the WWCC AHE current negotiated agreement for more information on the terms and conditions of employment for faculty.

Classified Employees – Classified employees are represented by the Washington Public Employees Association (WPEA). Under state definitions, ‘classified staff’ include all college positions that are subject to the State Personnel Law, RCW 41.06, which establishes a civil-service system. Classified staff members are those college employees who are not faculty members, administrative staff, or hourly or student help. For more information on the terms and condition of employment for classified staff, please refer to the current negotiated agreement.

Temporary (Part-Time Hourly) – Temporary employees at WWCC are not represented or contracted. They are “at-will” employees paid for actual time worked. In accordance with WAC 357-04 and 357-19, temporary employees work limited hours. Additionally, they are generally ineligible for health insurance, retirement and leave benefits.

Student Help – Students enrolled in 6 or more credits at WWCC may be employed in accordance with WAC 357-04. Students are also “at-will” employees subject to hour limitations and paid for actual time worked. Students are ineligible for health insurance, retirement and leave benefits.

## FAIR LABOR STANDARDS ACT

Walla Walla Community College complies with the Fair Labor Standards Act (FLSA), which establishes standards for minimum wage, equal pay, overtime pay, record-keeping, and child labor.

Generally, FLSA provisions apply to most classified, temporary and student employees at WWCC and not to administrative staff and faculty members. If you have any questions about the status of your position, or your eligibility for overtime compensation, please contact the Human Resources department. For more information on FLSA, visit the [United States Department of Labor website](#).

## **HIRING PROCESS**

Walla Walla Community College seeks to recruit, hire, and retain highly qualified individuals representing the cultural diversity of our community. Recruitment and selection procedures in each employee category are consistent with College policies about equal employment opportunity, bargaining unit agreements, and applicable state law. For full-time positions, a screening committee reviews applications and an interview committee conducts interviews, in most cases.

## **INSURANCE BENEFITS**

Eligible employees may choose from insurance plans offered by the Public Employees Benefits Board (PEBB). PEBB insurance plans are administered by the Washington Health Care Authority. The College contributes to medical and dental coverage, a life insurance policy, and long-term disability coverage for all eligible employees. Employees may choose to add medical and dental coverage for spouses and dependents and/or additional life insurance according to PEBB policies. For further information on insurance benefits, contact Human Resources or go to the [PEBB website](#). Coverage while on leave of absence without pay for a calendar month or more may require that employees self-pay benefit premiums.

Medical/Dental Insurance Benefits – Eligible employees have a choice of medical insurance and dental plans, to provide a comprehensive medical/dental package. The College pays a portion of the cost of the chosen plan for employees and eligible dependents. Public Employees Benefits Board (PEBB) information is discussed at the time of eligibility.

Life Insurance Benefits – A basic life insurance policy comprised of \$25,000 of basic life and \$5,000 accidental death and dismemberment insurance is provided to eligible employees at no cost. Additional life insurance coverage may be purchased at low group rates. The life insurance information is provided at the time of eligibility.

Disability Insurance Benefits – The College offers eligible employees a basic long-term disability insurance plan. Additionally, the College contributes to the State Workmen's Compensation Plan, which provides benefits for job-related injuries. An optional long-term disability plan is available to eligible employees at low group rates. The information describing disability insurance is provided at the time of eligibility.

Flexible Spending Account – The College offers eligible employees a medical flexible spending account (FSA) program that allows you to set aside money from each paycheck before taxes to pay for certain out of pocket medical expenses.

Dependent Care Assistance Program – The College offers eligible employees a dependent care assistance program (DCAP) that allows you to set aside money from each paycheck before taxes to pay for certain out of pocket dependent care expenses.

Again, for a summary of the benefits listed above, as well as any necessary forms, please visit the [PEBB website](#).

Retirement Plans – Eligible employees will be required to choose from available retirement plan options. Plan options are dependent on your employment category, eligibility and previous plan participation.

Deferred Compensation Program & SBRP Voluntary Tax Deferred Savings Plan 403(b) – the College offers eligible employees access to these two optional programs.

Learn more about the Deferred Compensation Program and how to enroll thru the [DRS website](#).

More information about the SBRP Voluntary Tax Deferred Savings Plan 403(b) and how to enroll on-line can be found on the College website, [wvcc.edu](#).

## **ON-THE-JOB INJURIES**

WVCC provides Washington State Industrial Insurance coverage for its employees to cover on-the-job injuries. The College and employees are required to pay proportionately for medical aid and pension remuneration coverage. The employee's deductible contribution for this purpose is subject to change each year. Employees are required to report on-the-job injuries promptly on College provided forms. Injuries requiring medical treatment must also be reported to the Department of Labor and Industries through the employees attending physician. Contact Human Resources for details. See also Worker's Compensation Leave.

## **PERFORMANCE EVALUATIONS**

Employees are evaluated consistent with their employment category and the terms of their contracts, if applicable. Employees are encouraged to discuss the evaluation process and results with their supervisors and/or the Human Resources department.

## **PERSONNEL RECORDS**

Personnel files are maintained in Human Resources and/or the Payroll department and contain information relating to employment at Walla Walla Community College (e.g., application materials, performance evaluations). Employees may review their own files during regular business hours. Contact Human Resources for details or to make an appointment.

## **PROBATIONARY PERIOD (FOR CLASSIFIED EMPLOYEES)**

All new classified employees serve a probationary period to give them an opportunity to demonstrate the skills, knowledge, and ability required for their position; and, for enable supervisors to evaluate work performance and offer assistance. If an employee's work performance is acceptable during the probationary period, he/she may be recommended for permanent status. There are restrictions on taking vacation leave or personal holidays during the probationary period. Contact Human Resources or consult the classified employee contract for details.

## **PROFESSIONAL DEVELOPMENT**

The College is committed to professional development for all employees. Faculty and classified staff have professional development committees that arrange activities for their respective groups. Funds for activities may also be available through the Exceptional Faculty Award Program or a Classified Training Committee Scholarship. Technology-related training sessions are offered to help employees learn new technologies.

## **TENURE (FOR FACULTY MEMBERS)**

Washington State law authorizes the Board of Trustees to grant tenure to certain College instructors, counselors, and librarians. Tenure provides faculty members with the right to due process and protection against dismissal without cause. Please see the WWCC AHE contract for more details.

# **LEAVE AND ABSENCES**

## **ABSENCES**

Employees must notify their supervisors when they will be absent from campus during their regular work day. Unanticipated absences must be reported in accordance with department policy. Staff record their absences and leave through the automated Time and Leave Reporting system.

## **BEREAVEMENT LEAVE**

Eligible employees are entitled to bereavement leave for the death of a family member or member of the employee's immediate family. Leave may be accounted for differently depending on the terms of your negotiated contract. Contact Human Resources for details.

## **CIVIL DUTY LEAVE**

Leave of absence with pay is granted to an eligible employee who has been called to jury duty, to witness at a trial, or to fulfill some other subpoenaed civil duty.

## **DOMESTIC VIOLENCE LEAVE**

In accordance with the Domestic Violence Leave Act ([RCW 49.76](#)), leave without pay, including intermittent leave will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Human Resources may require verification from the employee requesting leave.

## **FAMILY & MEDICAL LEAVE**

Employees are eligible for parental leave and medical leave in accordance with the terms of the Family and Medical Leave Act (FMLA). Employees may use sick leave or vacation leave during a FMLA leave, in accordance with the terms of usage. Human Resources is responsible for determining eligibility for FMLA leave. Contact Human Resources for eligibility requirements. See also [\*Family and Medical Leave Act Procedures for Employees of Walla Walla Community College\*](#).

## **HOLIDAYS**

WWCC's annual calendar observes the following holidays and the College is closed on these days:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

The College may be closed on additional days.

## **INCLEMENT WEATHER ABSENCES**

Walla Walla Community College is committed to keeping its facilities open and continuing its operations without disruptions, except for the most severe weather conditions, natural disasters or other significant emergency events. The President or designee is the only WWCC official with the authority to suspend operations.

The public information officer is responsible for notifying students, faculty, staff and the general public through appropriate communication channels as identified in the [Emergency Procedures Handbook](#). More information on this subject can be found in the [WWCC Suspended Operations AP](#).

Employees absent from work due to inclement weather may be able to charge the absence to accrued compensatory time (where applicable), vacation leave, personal leave day, or leave without pay. Compensation for lost work time due to inclement weather is subject to the terms & conditions of employment in negotiated agreement and/or College policy.

To determine whether the College is closed due to inclement weather, employees can check the WWCC website, listen to local radio stations, or call the main campus line. In addition, employees may sign up for the WWCC Alert System on the College website, [wwcc.edu](http://wwcc.edu).

## **LEAVE WITHOUT PAY**

Under certain circumstances a request for leave without pay may be granted. Requests for leave of absence without pay must be submitted in writing and approved through appropriate channels. Leave without pay may be addressed in negotiated agreements. Represented employees are encouraged to consult their contract.

## **MILITARY LEAVE**

Military Leave – Eligible employees who are called to active duty or active training duty in any of the organized reserve or armed forces of the United States are eligible for paid leave in accordance with state law. Employees who are called to active duty are eligible to apply for shared leave in accordance with state regulations. For additional information or if you are called into long term active service, contact Human Resources.

Military Family Leave – In accordance with the Military Family Leave Act ([RCW 49.77.030](#)), an eligible employee whose spouse is a member of the armed forces, National Guard, or reserves who has been notified of an impending call or order to active duty or leave from deployment is entitled to a total of fifteen (15) days of leave. The employee can use leave without pay, vacation leave, sick leave and all or part of a personal holiday for a combined maximum of fifteen (15) working days per deployment. Employees must provide notice to the Human Resources department within five (5) working days after receipt of the official notice of an impending call or order to active duty or leave from deployment, of the employee's intention to take leave. Contact Human Resources for more details.

## **PERSONAL LEAVE/HOLIDAY**

In addition to college-wide holidays, faculty, classified and administrative staff may receive additional personal holiday/personal leave day(s) each calendar year. Personal holidays are not cumulative and lapse at the end of each calendar year. Newly-hired employees may not take the personal holiday during the first four months of employment.

## **SHARED LEAVE**

Eligible employees may donate accumulated leave to benefit a co-worker who is suffering from an extraordinary or severe illness, injury, and who have exhausted his or her leave benefits. Employees may request shared leave if they meet certain criteria. Contact Human Resources for details or view the [WWCC Shared Leave AP](#).

## **SICK LEAVE**

Eligible employees accrue sick leave. Employees represented by a bargaining unit should refer to their negotiated agreement for sick leave rules and accrual rates.



## **VACATION**

Classified and administrative staff accrue vacation leave at rates determined by their employee status. An employee may not take vacation that he/she has not yet accrued; newly-hired classified staff accrue vacation but will not be credited for this accrual until after six (6) months of continuous state employment. Employees may accumulate a maximum vacation leave balance of 240 hours. Use of vacation requires prior approval from the appropriate supervisor. Vacation leave balances can be found in the electronic Time & Leave Reporting (TLR) system. For further information, contact Human Resources.

## **WORKER'S COMPENSATION LEAVE**

An employee who suffers a work-related injury or illness that is eligible under the state Worker's Compensation Law may choose time-loss compensation, leave payment, or a combination of time-loss compensation and accrued paid leave. Contact Human Resources for further information and assistance.

# **PAYROLL INFORMATION**

## **ANNUAL REPORTING**

At the end of each January, employees will receive a W-2 form (Annual Wage & Tax Statement) summarizing his/her wages, federal withholding taxes, and OASI medical deductions for the preceding year. Please be sure you keep a current address on file with the Payroll department.

## **COMBINED FUND DRIVE**

Walla Walla Community College participates in the Washington State Employee Combined Fund Drive supporting a variety of charities. Contributions are voluntary and can be made separately in one payment or deducted from monthly paychecks. For more information, visit the [Combined Fund Drive website](#).

## **DIRECT DEPOSIT**

Walla Walla Community College encourages employees to have their paychecks automatically deposited into their bank accounts. This is a convenient way to deposit earnings without the possibility of loss. Contact the Payroll department for direct deposit authorization forms.

## **EMPLOYEE EARNINGS HISTORY**

Employees have access to their current and past earnings information as well as their leave balances through the WWCC website.

## **PAYDAY**

All Walla Walla Community College employees are paid twice a month, generally on the 10th and 25th. When a payday falls on Saturday, pay is distributed on Friday; when a payday falls on Sunday, pay is distributed on Monday. All paychecks are either directly deposited into the employee's bank account or they are mailed the working day prior to payday. Checks are not available for pickup.

## **PAYROLL**

Payroll staff handle payment of salaries and wages, and record deductions and leave (vacation, sick leave, personal holiday). For specific questions or concerns about a paycheck or leave; or if an employee has lost a paycheck, please contact the Payroll department.

## **TAX-DEFERRED ANNUITIES**

The Internal Revenue Code allows college employees to contribute pre-tax dollars, up to an annual limit, into tax-deferred annuities. Various annuity plans are available for college employees. Contact Human Resources for details.

## **TIME AND LEAVE REPORTING**

WWCC employees enter their time and/or leave into the electronic Time and Leave Reporting (TLR) system. All classified, temporary and student employees must enter hours worked and leave taken, if applicable, during each payroll period. Administrative staff and faculty must enter leave hours. Students and other hourly employees enter only hours worked. All electronic time reports must be reviewed and approved by the employee and his/her supervisor. There are User Guides for the TLR system by employee categories. These guides give detailed instructions for the electronic TLR system. TLR can be accessed at [Time and Leave Reporting - Login](#). For assistance using the electronic system or for information regarding payroll processing deadlines, contact the Payroll department.

## **WITHHOLDING TAX**

The mandatory deductions for withholding tax are based on an employee's salary and dependents as stipulated by the Internal Revenue Service. Contact the Payroll department to make allowable adjustments in the amount of withholding.

The mandatory payroll deductions at Walla Walla Community College include the following:

Federal Withholding Tax – The federal tax is withheld in accordance with the current rates established by the Internal Revenue Service. All employees are required to complete a W-4 form concerning withholding status and the number of allowances.

Industrial & Medical Aid Insurance – The deduction amount is based on the number of hours worked. The College matches the employee's contribution.

Retirement – Walla Walla Community College provides retirement programs to eligible employees. Eligibility is dependent upon the number of hours employed at the College. Retirement contributions are mandatory and are automatically deducted from the employee’s monthly salary. Contact Human Resources for details about retirement plans and deductions.

Social Security – All employees are required to contribute to Federal Social Security (OASI) and Medicare, and the College matches this contribution.

## **EMPLOYEE BENEFITS**

### **BOOKSTORE DISCOUNT**

Eligible employees are able to receive a discount price on software offered through the bookstore. You must present your WWCC identification card at the time of purchase to receive the discount.

### **CHILDCARE FOR EMPLOYEES' CHILDREN**

First Flight Child Care Center is a privately owned company that has operated for Walla Walla Community College since 1989. On a space available basis, employees may enroll their children aged 6 weeks to 6 years (not already enrolled in kindergarten). For more information contact (509) 527-4544 or get more information by visiting [First Flight](#).

Child Care Resource & Referral also provides parents with referrals to licensed child care providers, as well as information on evaluating child care, understanding child development and other parenting issues. The main contact number is (509) 529-5744 or toll-free 1-877-992-9922 x 5744. For more information, visit [WWCC Child Care Resource & Referral](#).

### **CLASSES FOR EMPLOYEES**

Walla Walla Community College employees are welcome to register, and pay for college credit classes as a regular student. You should, of course, plan your class schedule so as not to conflict with your work schedule and coordinate your schedules with your supervisor.

Tuition Payment for Credit Classes – Faculty, permanent classified and administrative staff employed at 50% or more may take any credit class if requirements and prerequisites have been met. The basic cost is \$5.00 per credit, plus books and any fees associated with the class. For more information see the [Tuition Payment Board Policy](#).

### **CREDIT UNIONS**

Walla Walla Community College employees may be eligible to join the Washington School Employees Credit Union or the Washington State Employees Credit Union. Contact the Payroll department for details or visit their websites: [secuwa.org](http://secuwa.org) and [wsecu.org](http://wsecu.org).

## **DIETRICH ACTIVITY CENTER (GYMNASIUM)**

The Walla Walla Community College gymnasium or Dietrich Activity Center (a.k.a. the Dome) is located on the west side of the campus. Employees enrolled in a P.E. or Fitness class may use the Gym showers and locker rooms.

## **EMPLOYEE ASSISTANCE PROGRAM**

Walla Walla Community College provides an Employee Assistance Program (EAP) for employees and family members. EAP provides confidential consultation and counseling for a range of issues: finances, pre-retirement, child care, elder care, organizing life's affairs, and personal or family concerns. Contact Human Resources for details or see the information listed on our website - [EAP](#).

## **LIBRARY BORROWING PRIVILEGES**

Walla Walla Community College employees have full borrowing privileges at the campus library for work-related and personal use. There are library services on both the Walla Walla and the Clarkston campuses. Hours vary due to the academic schedule. See our website for the current [Library Hours](#) or call them in Walla Walla at (509) 527-4294; and, in Clarkston at (509) 758-1714 for more information.

## **PARKING**

Walla Walla Community College encourages employees to carpool, vanpool, bicycle, walk, or take the bus to work. There is designated front row parking for employees who carpool (have more than 1 person/vehicle).

## **AT YOUR SERVICE**

### **ATMs**

There is an automated teller machine (ATM) in the hallway outside of the bookstore in the main building of the Walla Walla campus. On the Clarkston campus, the ATM is located in the lobby of the main building. Service fees may apply.

### **BOOKSTORE**

In Walla Walla, the bookstore is located in the Main Administrative building and is open to the public. The bookstore sells textbooks, school supplies, sundries and apparel. It also houses postal services and is the box office for the College theatre. The bookstore's regular hours are Monday through Friday from 7:30 a.m. to 4:30 p.m. Their summer hours are Monday through Thursday from 7:00 a.m. to 5:00 p.m.

In Clarkston, the bookstore is located in the Business office in the main building and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. In the summer, it is open Monday through Thursday from 7:30 a.m. to 4:30 p.m. In addition to textbooks, the Clarkston campus bookstore sells school supplies, food and gift items.

### **CAFETERIA**

Food Services operate the cafeteria in the main building of the Walla Walla campus, as well as the Pit Stop located in the Student Activity Center. The cafeteria and the Pit Stop are open on instructional days throughout the academic year and have limited service during summer quarter. For more information and specific hours, please contact (509) 527-4272. Food Services can also cater campus events, as well as outside events. For more information, contact Catering at (509) 520-0515.

On the Clarkston campus, in the main building, there is CC's Coffee Concession. It serves espresso coffees and other beverages, as well as light snacks and meal options. It is open Monday through Friday from 8:00 a.m. to 1:00 p.m. during the academic year. A limited service is provided during the summer session.

### **CASHIER**

The Cashier is responsible for collecting, receipting, and depositing all general institutional funds, such as student tuition and fees, parking and library fines, and facility use fees. In Walla Walla the cashier is located in the main building in the Business Services department. On the Clarkston campus, the cashier is also located in the business office.

## **CREDIT CARDS**

Authorized employees may use college-issued credit cards to pay for college-related travel. Many departments have procurement cards with which to purchase supplies and equipment as needed. Contact Business Services for details.

## **E-MAIL SYSTEM**

E-mail accounts are available for all employees. Your College email address should be used for all College business including on-line and hybrid instruction. All email and documents on the college server are the property of the college/state and can be reviewed if needed.

## **EMERGENCIES**

If you feel endangered, threatened or find yourself or someone else in an emergency situation, you can call 911, or 9-911 from a campus phone.

In Walla Walla, assistance can also be provided Monday thru Friday from 8:00 a.m. to 5:00 p.m. by the Campus Facility Contact at ext. 4686 from a campus phone or (509) 527-4686; or, by contacting the Intervention Team at ext. 5222 from a campus phone or (509) 524-5222. Also, after 5:00pm dial '0' from any campus phone to request a campus escort.

In Clarkston, assistance can also be provided Monday thru Friday from 8:00 a.m. to 5:00 p.m. by the Campus Facility Contact at ext. 1711 or 1703 from a campus phone or (509) 758-1711 or (509) 758-1703. After 5:00 p.m. dial 9-790-4714 or (509) 790-4714.

Emergency maps are posted in classrooms, offices, stairwells, and other public places throughout campus to show evacuation routes and the location of fire alarms, extinguishers, AED's and first aid kits. All employees should become familiar with the emergency procedures and evacuation routes.

More [campus safety information](#) can be located on our website.

## **HELP DESK**

The Help Desk is your one-stop center for technology services. You may report problems you are having with your hardware or software; order new software, ask for a price quote on new technology purchases; report problems with online services or applications; report issues with your phone or voice mail, or report a classroom projector or podium malfunction. Contact the Help Desk at (509) 527-HELP (527-4357) or email [helpdesk@wwcc.edu](mailto:helpdesk@wwcc.edu).



## **INFORMATION CENTER/COLLEGE SWITCHBOARD**

In Walla Walla, the campus switchboard and information number is (509) 522-2500 or toll-free 1-877-992-9922. In Clarkston, the main campus and information number is (509) 758-3339 or toll-free 1-877-471-6629. The information desk provides photocopy and scanning services for employee use. Faculty/department mailboxes are located here.

Lost and Found – Employees finding lost articles on the Walla Walla campus should turn those lost articles in to Information Center. The information/switchboard attendant will attempt to notify the owner if possible. Items are held for approximately 60 days, then either donated to charity or discarded.

Mail Service – Campus mail is delivered to and collected from designated campus mail stops. The information/switchboard staff can also assist with packages sent by U.S. Postal Service. Contact them at ext. ‘0’ for more information and advice concerning sending bulk mailings.

## **KEYS AND LOCKS**

The Vice President of Administrative Services is responsible for issuing keys to all WWCC facilities on the Walla Walla campus. A key request form, signed by the employee and their supervisor, must be presented before keys will be issued. Separate key request forms are necessary if an employee requires keys in more than one division or department. On the Clarkston campus, you would submit your key request to the Director, and if approved, the keys will be issued by Facility Services.

Keys to College facilities may not be duplicated, loaned to other WWCC employees, or loaned to non-employees. Lost keys should be reported to Facility Services promptly. If re-keying is necessary because of the loss, the labor and materials costs will be charged to the department budget.

Keys must be returned to Facility Services when an individual leaves a division/department or WWCC employment.

## **NOTARY SERVICE**

Notary services for college business are available in Admissions, and in the Vice President of WorkForce Education’s office at the Walla Walla campus. On the Clarkston campus, notary services are available in the Business office in the main building.

## **PARKING**

Free parking is available to all staff and students on a first-come, first-served basis. Handicapped spaces are designated for those with Department of Licensing issued placards. Employees are expected to obey posted speed limits in parking lots and college drives. Parking is prohibited in fire zones and yellow-curbed areas. Parking violators may find their vehicles immobilized by the “boot”. Payment of a fine is required for “boot” removal.

## **GRAPHICS/PRINTING SERVICES**

Walla Walla Community College’s printing services is located in the basement. It provides graphic design, editing, and printing services for the College. Work request forms for printing services are required. For more information about their services and the cost of their services, contact them at ext. 4378.

## **PURCHASING**

The Purchasing Department is responsible for assisting College staff in procuring goods and services in the most cost-effective manner. WWCC’s purchasing rules comply with state Office of Financial Management rules. Contact the Purchasing Office for details on purchase requisitions, special purchases, requests for proposals, bids, and state purchasing regulations.

## **RECYCLING**

Facility Services oversees a basic recycling program to collect paper, newspaper, cardboard, plastic and aluminum cans. Employees are encouraged to take recyclables to bins located around campus.

## **STUDENT ACTIVITY CENTER**

The Student Activity Center is located on the second floor of the main building. It includes a snack bar & lounge, games, TV and vending machines. The ASB Director and Assistant Director have offices here. They give approval for any and all information posted around the College on doors, walls and/or bulletin boards.

## **TELEPHONES**

Campus telephones, like all WWCC equipment and facilities, are provided for educational and business purposes. Occasional personal local calls are allowed.

Long Distance – Long-distance telephone service for college business is provided by the State Controlled Area Network (SCAN) system. A seven-digit SCAN ID code may be assigned to employees who need to place long-distance calls as part of their work. Dial 8, the long-distance number and the SCAN code. The SCAN system must not be used for personal calls. If a personal or family emergency arises which requires a long-distance telephone call, the employee must use a personal telephone credit card.

# **GENERAL COLLEGE INFORMATION**

## **ALCOHOLIC BEVERAGES**

Alcoholic beverages will not be served at Walla Walla Community College without the approval of the president. Authorized representatives of groups wishing to serve alcoholic beverages must apply for this approval. For more information, contact the Foundation Office.

## **ANIMALS**

Pets (dogs, cats, birds, etc.) are generally not allowed inside buildings operated by WWCC. Pets should not be left unattended in vehicles. Pets on the grounds of the College shall be in the physical control of their owners. Exceptions to these regulations are service animals. Employees requiring the assistance of a service animal are encouraged to discuss their need with the Human Resources department.

## **BICYCLES & FOOT-PROPELLED DEVICES**

Bicycles or foot-propelled devices shall be operated safely on campus. Bicycle riders should obey traffic regulations and should park in designated areas only. Bicycles should be properly secured for their safety.

## **BULLETIN BOARDS**

Bulletin boards are mounted in the Student Activity Center, stairwells, and at other locations on campus for posting flyers and other literature. All literature posted on College grounds must identify the organization or individual responsible for it and must be approved and date-stamped at ASB office.

## **CAMPUS CLOSURES**

The College will be open on all scheduled work days unless, in the judgment of the College President, maintaining the work schedule would constitute a real and present danger to the safety or welfare of the employees, or if conditions make it impossible to begin or continue the regular work day, in which case the President or designee will make the decision whether to cancel classes or close College offices.

When the College must be closed, efforts are made to notify all faculty, staff, and students present at the time. Campus closure status is posted on the College website.

## **CAREER AND EMPLOYMENT SERVICES CENTER**

WWCC offers students employment and many students receive Work-Study assistance as a form of financial aid. To hire a student in your department, contact the Career and Employment Services Center for more information.

## **COMMITTEES**

Walla Walla Community College's committee structure aids in collaborative planning and decision-making. Some committees are mandated by negotiated agreements; some have grown out of a campus need. Most include representatives of the major College constituencies, including students, faculty, administrators, and classified staff.

## **EMPLOYEE OF THE YEAR AWARDS**

The Foundation supports an annual award that honors faculty members, classified staff, and administrative/exempt staff. Any employee may nominate an individual for the award. Past recipients are listed on plaques in the boardroom.

## **FUNDRAISING**

Major campus fundraising efforts are coordinated through the Foundation. For other fundraising events, employees should take care when selling tickets and collecting payments. Any College program that wishes to hold a fund-raising event should contact Business Services to ensure that it will comply with all applicable regulations. Student clubs should contact the ASB office.

## **HOURS OF OPERATION**

Walla Walla Community College is a public agency whose first responsibility is to serve the educational needs of students and potential students. To honor this commitment, it is important to ensure that College services are available and offices are open to the public during our published hours of business.

Official Hours of Operation - The official hours of operation for College activities are 8:00 a.m. – 5:00 p.m., Monday – Friday. These hours are subject to change based on the needs of the College and are published on the College website.

Hours of Instruction - Daytime classes are generally scheduled Monday through Friday between 6:30 a.m. and 4:30 p.m. Evening classes are generally scheduled Monday through Thursday between 4:30 p.m. and 9:30 p.m. Most daytime classes (with the exception of labs) begin on the half hour. Weekend college classes, special events, and seminars may be scheduled on Saturdays and Sundays.

Summer Hours - Walla Walla Community College may operate on summer hours from the first instructional day of Summer Quarter until the Friday before Labor Day. During summer hours, most offices are open from 7:30 a.m. to 5:30 p.m., Monday–Thursday.

## **POLICIES AND PROCEDURES MANUAL**

Policies and procedures are necessary to the efficient and orderly functioning of the College. The President’s Office maintains a comprehensive Policies and Procedures Manual. See the Policies section of Human Resources on the WWCC portal for Human Resource policies and procedures.

## **PUBLIC RECORDS**

Most documents at the College are public information. WWCC complies with the provisions of federal and state law governing access to public records. At the same time, the College is concerned with minimizing disruption to college business and, more important, with preserving confidentiality and protecting student and employee rights to privacy.

Requests for access to and/or copies of public records should be made in writing to the Human Resources department.

## **RETENTION GUIDELINES - RECORDS STORAGE AND DISPOSAL**

State law governs what types of records must be preserved and for how long. The Human Resources department coordinates records storage and disposal for the campus, working closely with department staff. Each department is responsible for preparing records for storage and/or disposal. Instructions for storing records are available on the College website.

## **SOLICITATION AND DISTRIBUTION**

The use of college grounds or facilities for commercial purposes or private gain is prohibited except where commercial activity such as sale of books, instructional supplies, or food contribute to the operation of the instructional program or where limited sale is specifically authorized for the benefit of the approved activity. A non-college group may be permitted to display and distribute information on campus if governed by a facilities use agreement.

## **TRAVEL**

Specific procedures govern approval and reimbursement for travel. In general, the travel must be clearly related to college business and the traveler must have prior approval for airfare, overnight lodging, meals, and out of state destinations. There are restrictions on reimbursable maximums for lodging and meals and on how airfare is procured. Business Services maintains a Travel Procedures Manual and offers training for staff members who work with the approval and reimbursement processes.