



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 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.

UPDATED BY HUMAN RESOURCES FALL 2023

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WELCOME

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 hyperlinks to ensure that you always have access to the most up to date information, policies and procedures. The WWCC website wwcc.edu and the bargaining unit contracts are also great resources. It includes information about the campus, an organizational overview, campus emergency procedures, and directory 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

HISTORY

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 a 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. Current enrollment information can be found on our website in the [Enrollment Dashboard](#).

ACCREDITATION

WWCC 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. The College's [accreditation documents](#) can be found on our website and in hard copy in the office of the Vice President of Instruction. In general, academic courses (100 level or higher) taken at this institution are transferable

to most baccalaureate institutions. WWCC is approved for veterans' benefits for students eligible under the United States Code.

LOCATIONS

In addition to the on-campus day and evening programs at the main campus in Walla Walla, 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 1,500 students are served by the Clarkston campus; over 700 offenders at WSP; and, nearly 1,500 at CRCC.

VISION, MISSION, CORE THEMES & INSTITUTIONAL VALUES

VISION STATEMENT

Walla Walla Community College will be the catalyst that transforms our students' lives and the communities we serve.

MISSION STATEMENT

Walla Walla Community College inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services.

CORE THEMES

Walla Walla Community College identified three core themes that manifest essential elements of its mission. The core themes are: Student Success, Strong Communities, and Resource Stewardship. Core Themes describe the fundamental aspects of the College's mission by translating it into practice.

INSTITUTIONAL VALUES

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, race and ethnicity, age, gender, sexual orientation and inexperience with the educational system.

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 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 34 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), which can be found on the [SBCTC](#) website. These functions are administered through the state office located in Olympia.

WALLA WALLA COMMUNITY COLLEGE ADMINISTRATION

Current [organizational charts](#) can be found on our website.

WWCC is governed by a five-person Board appointed by the Governor, referred to as the Board of Trustees. 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 in the WWCC Administration organizational chart.

The WWCC President is the College's chief executive officer appointed by and reporting to the Board of 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 Instruction:** provides leadership and is responsible for managing instructional programs and serves as the Chief Instructional Officer. Responsibilities include planning, implementation, coordination and evaluation of programs to ensure that the educational needs of the students and the community are satisfied and that the educational mission and core themes of the College are realized.
- **Vice President of Student Services:** provides leadership to and administers a comprehensive student services program that supports student success, as well as student rights and responsibilities. The position is responsible for managing Enrollment Strategies and Services, Student Life, Student Success Center, Guided Pathways and TRiO Student Support services, Athletics, Bookstore operations, and the College's Environmental Health, Safety and Security programs.
- **Vice President of Administrative Services:** provides leadership ensuring the financial vitality of the College by helping staff to secure and manage resources and is responsible for managing all of the College's administrative services programs. Coordinates physical plant operations; oversees capital construction projects; custodial, maintenance and grounds departments to maintain and promote a clean, safe, open and inviting atmosphere that is supportive of the mission, vision, institutional values and core themes of WWCC. This position is also responsible for aligning financial practices and resources, and ensuring compliance with College priorities while providing leadership, planning and coordination of budget, payroll, grants/contracts, financial monitoring, accounting, purchasing, investment management, mail services, risk management, motor pool, technology services and the culinary café's financial activities.
- **Vice President of Human Resources:** serves as the Chief Human Resource Officer and the College's Affirmative Action 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. This position also serves as the College's Title IX Coordinator, Section 504 Officer, Public Records Officer and Ethics Advisor.

- **Vice President of Planning, Effectiveness and Economic Development / Accreditation Liaison Officer:** provides leadership to all aspects of strategic planning, research and assessment processes for WWCC. Responsibilities include linking planning, budgeting, accreditation, and research with long-term institutional decision making and planning initiatives. Additional responsibilities include supporting the college's economic development program with research, analysis and interpretation of industry and labor market information.
- **Deans 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 WWCC's offender education programs deliver the educational courses consistent with the requirements of our contract with the Department of Corrections.
- **Dean of the Clarkston Campus:** provides leadership and manages the day-to-day operations of the Clarkston Campus. In cooperation with instructional administrators, the Dean is responsible for classes scheduled throughout Asotin and Garfield counties.

EQUAL OPPORTUNITY IN EDUCATION & EMPLOYMENT

WWCC is committed to providing access, equal opportunity and reasonable accommodation(s) in its services, programs, activities, education and employment for individuals with disabilities. For further information, please refer to the College's [Non-Discrimination Statement](#) and [Affirmative Action-Equal Opportunity](#) or contact Human Resources.

PREVENTION OF DISCRIMINATION, HARASSMENT & RETALIATION

It is the policy of WWCC 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.

WWCC 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.).

All members of the WWCC community 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(s) 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.' An employee and supervisor/unit administrator should together contact Human Resources for assistance. Reasonable Accommodations [Policies and Procedures](#) under Human Resources, Regulations and Standards (5600).

GRIEVANCE PROCEDURE

Any employee who has concerns is encouraged to contact Human Resources. The College encourages attempts to resolve issues early and through direct approaches prior to initiating formal complaints. Refer to the [Grievance Procedure AP](#) for more information.

EMPLOYEE RESPONSIBILITIES

CHILDREN ON CAMPUS/LACTATION ROOM

We love children 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 provides a [lactation room](#) for breastfeeding mothers in accordance with [RCW 43.70.640](#). Please contact the office of Equity, Diversity & Inclusion for additional information.

COPYRIGHT

WWCC expects all students, faculty, and staff members to comply with federal laws governing the use of copyrighted material.

DATA SECURITY

Many WWCC employees, as a requirement of their job duties, have access to sensitive or confidential information. It is of utmost importance that employees are aware of the laws and regulations

governing the handling of sensitive or confidential data and that they take appropriate measures to safeguard any sensitive or confidential data with which they are entrusted. Sensitive and Confidential data are defined in [Washington State OCIO Policy 141.10](#).

DRUG-FREE WORKPLACE

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

EMERGENCIES

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

ETHICS LAW

WWCC 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 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. In addition, 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](#).

Violation of ethics laws may result in disciplinary action and/or civil penalties assessed against the employee personally. Please see the WWCC Ethics Policy 5610 under Human Resources, Regulations and Standards [Policies and Procedures RCW 42.52](#) for complete details, or contact Human Resources for more information.

FAMILY RELATIONSHIPS/NEPOTISM

WWCC administrators considering the employment of relatives of any College employee, in any capacity, should first review the Nepotism Policy 5010 under Human Resources, General [Policies and Procedures](#) then contact Human Resources to discuss the implications of Affirmative Action, Equal Employment Opportunity, College policy and the Ethics Law.

FINES

Employees who incur fines for parking 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.

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.

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 [Confidentiality of Student Records](#) webpage.

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. [WWCC Information Resources Acceptable Use Policy](#).

TOBACCO FREE CAMPUS POLICY

WWCC prohibits smoking and tobacco use on campus. Please visit the [Tobacco Guidelines](#) page on our website for FAQ's, Support Program information and Policy information.

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, visit the [Washington State Auditor's Office](#) website and the [WWCC Whistleblower Protection](#).

EMPLOYMENT INFORMATION

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, dependents and state registered domestic partners and/or additional life insurance according to PEBB policies. For further information on insurance benefits, contact the [Human Resources office](#) 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. PEBB information is discussed at the time of eligibility.
- **Life Insurance Benefits:** A basic life insurance policy comprised of \$35,000 of basic life and \$5,000 of accidental death and dismemberment insurance is provided to eligible employees at no cost. Additional life insurance coverage may be purchased at low group rates. 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. 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. The information describing this program is provided at the time of eligibility.
- **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. The information describing this program is provided at the time of eligibility.

- **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. Information on retirement plans is provided at the time of eligibility.
- **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 through the [Department of Retirement Systems](#) 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's [Retirement](#) webpage.

CLASSIFIED EMPLOYEE PROBATIONARY PERIOD

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, to enable supervisors to evaluate work performance and to offer assistance. If an employee's work performance is acceptable during the probationary period, he/she may be recommended for permanent status. Contact Human Resources or consult the classified employee contract for details.

EMPLOYEE CATEGORIES

- **Administrative/Exempt Staff:** All College administrators and professional/exempt support staff. Administrative/Exempt staff are "at will" employees who are not represented by a union but who may have individual work contracts. Administrative/Exempt staff are exempt from the state civil service rules.
- **Faculty:** Any person employed full or part-time by Community College District 20 as an instructor, counselor or librarian. Faculty are represented by the WWCC Association for Higher Education (AHE) and have a negotiated [AHE Contract](#) which should be referenced for more information on the terms and conditions of employment.
- **Classified Employees:** All college positions that are subject to the State Personnel Law, [RCW 41.06](#), which establishes a civil-service system and are represented by the Washington Public Employees Association (WPEA) [WPEA Contract](#) which should be referenced for more information on the terms and condition of employment. Classified staff members are those college employees who are not faculty members, administrative staff, hourly or student employees.
- **Part-Time Classified Non-Represented Hourly (Temporary):** "At-will" employees paid for actual time worked and are not represented or contracted. In accordance with [WAC 357-04](#) and [357-19](#), temporary employees work limited hours. Additionally, they are generally ineligible for health insurance, retirement and vacation leave benefits.

- **Student Employment:** Students enrolled in six 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. Student employees earn sick leave, but are ineligible for health insurance, retirement and vacation leave benefits.

FACULTY TENURE

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.

FAIR LABOR STANDARDS ACT

WWCC 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 Human Resources. For more information on FLSA, visit the [United States Department of Labor](#) website.

HIRING PROCESS

WWCC 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, in most cases a screening committee will review applications and an interview committee will conduct interviews.

ON-THE-JOB INJURIES

WWCC 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 by completing the online [Accident/Injury Report](#). Injuries requiring medical treatment must also be reported to the Department of Labor and Industries through the employee’s 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 Human Resources.

PERSONNEL RECORDS

Personnel files are maintained in Human Resources office and contain information relating to employment at WWCC (e.g., application materials, performance evaluations). With advance notice, employees may review their own files during regular business hours. Contact Human Resources for details or to make an appointment.

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 professional development are outlined in WWCC's collective bargaining agreements. Technology-related training sessions are offered to help employees learn new technologies.

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 via WarriorLink Employee Self Service.

BEREAVEMENT LEAVE

Eligible employees are entitled to bereavement leave for the death of a family member. Leave may be accounted for differently depending on the terms of your negotiated contract. Contact the Human Resources office 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), Washington Family Leave Act (WFLA) and/or [Washington State Paid Family & Medical Leave](#) (PFML). 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](#) and/or [Washington State Paid Family & Medical Leave](#).

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	Native American Heritage Day
Juneteenth	Christmas Day
Independence Day	

The College may be closed on additional days.

INCLEMENT WEATHER ABSENCES

WWCC 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. More information on this subject can be found in the [Suspended Operations Policy 2270 under General Operations, Facilities](#).

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 and conditions of employment in the applicable 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 phone line. In addition, employees are encouraged to sign up for the [WWCC Alert System](#) on the College website.

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 Human Resources 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 HOLIDAY/PERSONAL LEAVE

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

SHARED LEAVE

Eligible employees suffering from an extraordinary or severe illness, injury, or who has exhausted leave benefits may request shared leave if they meet certain criteria. Eligible employees may donate accumulated leave to benefit a co-worker who has requested shared leave. Contact Human Resources for details or view the [Shared Leave Program](#) policy.

SICK LEAVE

Employees accrue sick leave based on their classification and length of service. Employees represented by a bargaining unit should refer to their negotiated agreement for sick leave rules and accrual rates.

VACATION

Classified and administrative/exempt staff accrue vacation leave at rates determined by their employee status. An employee may not take vacation that they have not yet accrued. 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 via WarriorLink Employee Self Service. For further information, contact the Human Resources office.

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 their wages, federal withholding taxes, and OASI medical deductions for the preceding year. Please be sure you keep current your address current via Employee Self Service in WarriorLink.

COMBINED FUND DRIVE

WWCC 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

WWCC requires employee's paychecks to be automatically deposited into the employee's bank account. This is a convenient way to deposit earnings without the possibility of loss. Direct deposit information can be maintained in WarriorLink Employee Self Service, or by providing the Human Resources office or Payroll office with a direct deposit authorization form.

EMPLOYEE EARNINGS HISTORY

Employees have access to their current and past earnings information, as well as all paycheck details through WarriorLink Employee Self Service.

PAYDAY

All WWCC 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 directly deposited into the employee's bank account.

PAYROLL

The Payroll office handles payment of salaries and wages, and tracks deductions and leave (vacation, sick leave, personal holiday). For specific questions or concerns about a paycheck or leave, please contact the Human Resources or Payroll office.

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 the Human Resources office for details.

TIME AND LEAVE REPORTING

WWCC employees enter time and/or leave in WarriorLink via Employee Self Service. Classified, temporary and student employees enter hours worked and leave taken, if applicable, during each payroll period. Administrative/Exempt staff only enter leave hours taken. All electronic time reports must be reviewed and approved by the employee and their supervisor. Please see your supervisor for assistance using WarriorLink Employee Self Service, review WarriorLink trainings by subject in Canvas, or visit the ctcLink (WarriorLink) Reference Center: [CTCLink Reference Center Employee Self Service Tile Overview](#)
For information regarding payroll processing deadlines, contact the Payroll or Human Resources office.

WITHHOLDINGS

The mandatory deductions for withholding tax are based on an employee's salary and dependents as stipulated by the Internal Revenue Service. You may make allowable adjustments in the amount of your withholding via WarriorLink Employee Self Service or by contacting the Payroll Office.

The mandatory payroll deductions at WWCC include the following:

- **Federal Withholding Tax:** 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:** WWCC provides a variety of 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 the Human Resources office 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.

ADDITIONAL INFORMATION

ALCOHOLIC BEVERAGES

Alcoholic beverages are not to be served at WWCC events 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 Assistant to the President.

ANIMALS

It is against College policy to bring any animal into any College building or to bring any unleashed animal on College premises, including parking lots and sports fields, except for a state-registered service animal

being used pursuant to College policy and federal, state, or local laws, unless authorized by the College President or designee. Pets should not be left unattended in vehicles, if such behavior is witnessed, Walla Walla County Animal Control may be called. If you use the assistance of a state-registered service animal, please discuss your situation with Human Resources.

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.

CHILDCARE

- **Bright Beginnings:** A privately-owned child care center operates on campus for the benefit of WWCC students and employees. 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 visit the [Bright Beginnings](#) website.
- **Child Care Aware:** Child Care Aware 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 the [Child Care Aware](#) webpage.

CLASS TUITION FOR EMPLOYEES

WWCC faculty, permanent classified and administrative/exempt staff employed at 50% of full-time or more may take any class for credit, if requirements and prerequisites have been met, at a basic cost of \$5.00 per credit, plus books and any other fees associated with the class. You should plan your class schedule so as not to conflict with your work schedule and coordinate with your supervisor. For more information see the Tuition Payment for WWCC Employees Policy and Procedure 5440 on [Policies and Procedures](#) under Human Resources.

CREDIT UNIONS

WWCC employees may be eligible to join the Gesa Credit Union or the Washington State Employees Credit Union. Contact the Payroll or Human Resources office for details or visit their websites: <https://www.gesa.com/> or wsecu.org.

STUDENT RECREATION CENTER

The new WWCC Rec Center was funded by students and is located on the northwest side of the campus. Employees enrolled in a physical education or fitness class may use the Rec Center.

EMPLOYEE ASSISTANCE PROGRAM

WWCC's Employee Assistance Program (EAP), provided by First Choice Health [FIRST CHOICE HEALTH Home \(personaladvantage.com\)](https://www.firstchoicehealth.com/home/personaladvantage.com) is available 24/7 at no charge for all employees and their 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 or call First Choice Health at 800-777-4114 for more details.

FUNDRAISING

Major campus fundraising efforts are coordinated through the WWCC Foundation. Any non-student 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 ASG office.

HOURS OF OPERATION

WWCC 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 College is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. These hours are subject to change based on the needs of the College and are published on the College website.
- **Summer Hours:** WWCC 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 through Thursday.
- **Outside Official Hours of Operation:** Evening classes, weekend classes, special events and seminars may be scheduled outside the official hours of operation and vary.

PARKING

WWCC offers free parking to all staff and students on a first-come, first-served basis. As a sustainable practice, we encourage employees to carpool, vanpool, bicycle, walk or take the bus to work. There is designated front row parking for employees who carpool (must have more than one person/vehicle), however you must obtain a quarterly permit for use. Accessible spaces are designated for those persons having special needs 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. Refer to the [WWCC Parking Guidelines](#) more information.

POLICIES AND PROCEDURES

Policies and procedures are necessary to the efficient and orderly functioning of the College. Current policies and Procedures of the College can be found by visiting the [Policies and Procedures](#) web page.

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 while preserving confidentiality, protecting student and employee rights to privacy and minimizing disruption to college business. Please refer to the [Public Disclosure Requests](#) web page for more information and steps on how to make a request for records.

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, archiving 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 [Records Retention](#) web page.

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 the guidelines for [Travel Procedures](#) and offers training for staff members who work with the approval and reimbursement processes.

AT YOUR SERVICE

ATMs

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

CAFE SERVICES

The WWCC Culinary Program operates the Titus Creek Bistro located in the main building (Bldg. D) of the Walla Walla campus. The Bistro is open Monday through Fridays throughout the academic year and has

limited service during summer quarter. The Culinary Program also offers lunch at the College Cellars Tasting Room, and catering services for campus events, as well as outside events via their Food Truck.

COLLEGE PROCUREMENT CARDS

Authorized employees may use college-issued procurement cards to pay for college-related travel or purchases. 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. Refer to the [Information Resources Acceptable Use Policy](#) for more information on email use guidelines.

HELP DESK

The Help Desk is your one-stop center for technology services. You may request/report the following technology issues by submitting a [Help Desk Ticket](#):

- Report problems you are having with your hardware or software;
- Order new software or 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.

You can reach the Help Desk by calling (509) 527-HELP (4357) or email at helpdesk@wwcc.edu. For more information visit the [Technology Services](#) webpage.

KEYS AND LOCKS

Facility Services is responsible for issuing keys to all WWCC facilities on the Walla Walla campus. On the Clarkston campus, you would submit your key request to the Dean. 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.

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 respective department budget. Keys must be returned to Facility Services when an employee exits a division/department or WWCC employment.

LIBRARY BORROWING PRIVILEGES

WWCC 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 with 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.

LOST AND FOUND

Employees finding lost articles on the Walla Walla campus should turn those lost articles in to the Welcome Center. Items are held until the end of each quarter, then either donated to charity or discarded.

MAIL SERVICE

On the Walla Walla campus, mail is located in the Purchasing department (Bldg. D). Outgoing mail can be taken to the Purchasing department. Please contact Purchasing for more information and advice concerning sending bulk mailings.

PRINTING/GRAPHICS SERVICES

WWCC's Graphics Department is located in the basement of the main building (Bldg. D) on the Walla Walla campus. It provides graphic design, editing and printing services for the College. Work request forms ([LRF](#)) for printing services may be used. Contact the Printing/Graphics department for more information about their services and costs.

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 Purchasing 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.

PHONE NUMBERS

In Walla Walla, the campus 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.

WARRIOR'S LOCKER (COLLEGE STORE)

In Walla Walla, the Warrior's Locker is located in the main building (Bldg. D) and is open to the public. In Clarkston, the bookstore is located in the Business office in the main building. The College Store sells textbooks, school supplies, sundries, apparel and also serves as the Stockroom for some employee supplies. In addition, it also houses the Warrior Espresso Bar. See the [College Store](#) website for more information and hours of operation.