



EMPLOYEE HANDBOOK



DISCLAIMER:

This handbook is provided as a reference for the convenience of the Walla Walla Community College (WWCC or the College) community. It includes policies and guidance but is not intended to be inclusive of all the important policies, procedures and guidance governing the WWCC community in all circumstances related to an employee's role at the College. Nor is the information in this handbook intended to constitute an express or implied contract of employment with the College. Employees are directed to consult the [WWCC Policies and Procedures](#) information, as needs arise.

Similarly, WWCC Policies and Procedures are regularly reviewed and revised to stay current with Federal and State regulations and Collective Bargaining Agreements, and the latest version of relevant policies and procedures should be consulted situationally. WWCC expressly reserves the right to amend its policies and procedures as it is deemed to be in the best interests of the College. Any amendments, as well as any new policies determined 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 guide, including any suggestions for additional content.

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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 contains helpful information about things you will want to know as a WWCC employee. It is presented in an electronic format with hyperlinks to ensure that you always access to the most up-to-date information, policies and procedures. The WWCC website (wwcc.edu) includes information about the campus, an organizational overview, campus emergency procedures, and directory information. The WWCC website also contains copies of the College's current collective bargaining agreements. If you are a represented employee, we encourage you to familiarize yourself with the CBA governing your job classification.

You are encouraged to direct any questions you may have related to their areas of expertise to your supervisor, department administrator, program/division chair or union representative. 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 are always looking for better ways to serve our students and our community, and we welcome your input and ideas. Additional questions can also be directed to the Human Resources department at personnel@wwcc.edu, who will 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 92,230 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 on the [College Dashboards and Reporting](#) page.

ACCREDITATION

WWCC is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and certified by the Washington State Board for Community and Technical Colleges (SBCTC) to offer courses in Academic Transfer Education, Professional-Technical Education, Transitional Studies, and Extended Learning. 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.

Documents describing the College's [accreditation](#) are available through the Office of the Vice President of Planning, Effectiveness, and Economic Development.

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, as well as educational programs at the Coyote Ridge Corrections Center (CRCC) in Connell, Washington and the Washington State Penitentiary (WSP) in Walla Walla. WWC provides educational services to 40% of Washington's incarcerated population, serving nearly 1,500 students at the Clarkston campus, almost 1,500 students at CRCC, and over 700 students at WSP.

MISSION, VISION, AND PLANNING

MISSION STATEMENT

Walla Walla Community College removes barriers to access, provides high-quality educational experiences, and facilitates equitable learning and success to cultivate thriving rural communities.

VISION STATEMENT

Walla Walla Community College is the best community college in the nation at producing a well-educated and highly skilled workforce and promoting thriving communities.

GUIDING PRINCIPLES

Actively Promote Learning Opportunities – We value learning and encourage everyone to acquire a rich and wide body of knowledge and skills, as well as a passion for their chosen discipline. We provide an environment that fosters active learning and the support services necessary to help everyone achieve their potential. Our actions focus on expanding student access, retention, completion and success, both inside and outside of the classroom.

Create an Environment for Community to Flourish - We strive to build community connections where all individuals are welcomed and given the opportunity to be meaningfully involved. We support and demonstrate respect for one another.

Model and Promote Integrity – We value integrity as an essential component of the common bond within Walla Walla Community College. Trust and mutual respect serve as the foundation for achieving institutional goals. We value and expect honesty, fairness and ethical behavior at all times.

Foster Health, and Celebrate Kindness and Humor – We provide a safe and healthy atmosphere that encourages humor, creativity and positive interactions. We promote health, wellness, and safety within the College and the communities we serve.

Expect Excellence – We foster excellence through accountability to the mission and dedicate appropriate resources and support to advance continuous improvement in all college programs and services.

Champion Equity, Diversity, Inclusion and Belonging – We strive to achieve equity for students and for all members of the communities we serve. We are committed to dismantling or overcoming barriers that separate people from opportunities. Such barriers include, but are not

limited to, socioeconomic status, race, ethnicity, national origin, age, gender expression/identity, sexual orientation, belief system, physical/mental abilities, and experience with the educational system.

Nurture Collaboration and Partnerships – We value partnerships across all parts of the College and with the communities we serve to create. We collaborative plans, actions and shared results.

Embrace Mission-Driven Innovation – We value and respect the thoughtful and purposeful pursuit of new ideas, creative risk-taking and entrepreneurial endeavors.

Support Personal and Professional Growth – We promote the growth of our employees. We believe that life-long learning enriches personal lives, leads to fulfilling careers, and benefits the global community.

Cultivate Sustainability – We value the well-being of our communities and are dedicated to protecting, managing, and restoring our resources. We advocate for, invest in, and demonstrate practices that promote economic and environmental sustainability.

INSTITUTIONAL LEARNING OUTCOMES

At Walla Walla Community College, **institutional learning outcomes** (ILOs) represent essential skills that support the success and achievement of every student, both personally and professionally. Institutional learning outcomes align with the college’s mission, are woven throughout the curriculum regardless of program or field of study and reflect the core competencies of every graduate.

WWCC’s Institutional Learning Outcomes are:

- **Communication:** Graduates have the ability to create meaning and enhance understanding between author and audience by listening, reading, speaking, and writing effectively.
- **Community Engagement:** Graduates are able to express the value of cultural differences and commonalities among people and engage with others in the learning environment and community with respect for those differences.
- **Critical Thinking:** Graduates engage in the comprehensive exploration of ideas, issues, artifacts, and experiences across college disciplines that transfer to new, complex situations within and beyond the campus. This includes both quantitative and non-quantitative problem solving.
- **Information Literacy and Technology:** Graduates use current technology and data to accomplish tasks.

2023-2028 STRATEGIC PLAN

Priority 1: Students learn and achieve their goals

- a. Promote student access and success
- b. Identify and close equity gaps
- c. Create a culture of Inclusivity and belonging

Priority 2: WWCC is an employer of choice

- a. Attract robust applicant pools
- b. Support employees
- c. Develop employees
- d. Retain employees

Priority 3: Institutional stability and sustainability

- a. Produce a balanced budget
- b. Grow reserves/fund balance
- c. Develop organizational infrastructure

Priority 4: Thriving communities

- a. Support economic development – growth/expansion of business
- b. Deepen connections between the WWCC Foundation and the communities it serves
- c. Grow and sustain strong partnerships
- d. Welcome the community to campus

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 College’s Executive Leadership Team (ELT):

- **President:** The President is the Chief Executive Officer of Walla Walla Community College District No. 20 and reports to the five-member Board of Trustees. As the College’s leader, the President collaborates with internal and external stakeholders to define the vision and set the strategic plan for the College focusing on the strong instructional programs and the economic development of the district. As the champion of its reputation, the President

articulates the strategic goals and messages to build broad support amongst the many constituents including faculty, staff, students, Trustees, the WWCC Foundation, local communities, government representatives and elected officials, industry leaders, and the media.

- **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, TriO Student Support services and Athletics.
- **Vice President of Administrative Services:** provides leadership ensuring the financial vitality of the College by helping staff to secure and manage resources. Manages administrative services programs and coordinates Facilities operations; Aligns financial practices and resources, and ensures 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 management of the culinary café's financial activities.
- **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 integrating planning, budgeting, and research with long-term institutional decision making and planning initiatives. Leads the process to ensure the college is accredited and in good standing with the Northwest Commission on Colleges and Universities. Additional responsibilities include supporting the college's economic development program with research, analysis and interpretation of industry and labor market information.
- **Executive Director of Human Resources:** serves as the senior HR leader, providing strategic direction and oversight for all human resources functions, including recruitment, compensation, benefits, payroll, labor and employee relations, organizational development, diversity, equity and inclusion, and compliance. This position also serves as the College's Title IX Coordinator, Section 504 Officer, Public Records Officer and Ethics Advisor.
- **Director of Marketing, Communications and Public Relations Officer:** provides leadership to institutional marketing and recruitment campaigns. Formulates external and internal communications; plans and manages their execution. As Public Relations Officer, serves as spokesperson and key point of contact for media. Working with other members of the WWCC team, generates creative ideas and projects that reflect all that WWCC has to offer its students and the communities the college serves.

- **Executive Director, Walla Walla Community College Foundation:** responsible for achieving the college Foundation's mission and financial objectives, leading comprehensive fundraising and institutional advancement strategies and community relations. Manages daily operations of the Foundation, an institutionally-related 501(c)(3) non-profit whose mission and primary purpose is to raise, manage and grant private funds in order to provide financial assistance to WWCC students, strengthen the work and services of the college, and make strategic investments to ensure that WWCC programs are "best-in-class."
- **Executive Assistant to the President:** provides comprehensive administrative, secretarial, coordination, and public relations support to the President. Serves as a trusted advisor, principal aide, and logistics manager to the president while carrying out a wide range of complex administrative tasks. Provides confidential support to the president, oversight of projects in support of the president's agenda, and ensures seamless coordination of the president's administrative endeavors. Manages all elements of the day-to-day office operations for the President's office, including coordination and scheduling of college administrators, members of the Board of Trustees, public and private officials, various boards, faculty, staff, students, and the various entities served by the college.

EQUAL OPPORTUNITY IN EDUCATION AND 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 enable 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 contact Human Resources together for assistance. Please see [Reasonable-Accommodations Policy 5605](#), and [Reasonable Accommodations Procedure 5605](#) for more information.

GRIEVANCE PROCEDURE

Walla Walla Community College is committed to creating a safe, supporting learning and working environment for all members of the campus community. When possible, the College encourages attempts to resolve issues early and through direct approaches prior to initiating formal complaints. The College depends on community members to identify and report behaviors of concern so that the College can provide distressed students and employees with appropriate support services and resources. We are all responsible for campus safety. If you see something, say and do something about it – report any concerning behavior or suspicious activity using these forms: [Make a Report](#).

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 family restroom with a changing station, and a [Lactation Room](#) for breastfeeding mothers in accordance with [RCW 43.70.640](#). Please contact Human Resources 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. Please see the [Drug Free Workplace Policy](#) for more information.

EMERGENCIES

In an emergency, CALL or TEXT 911, then alert Campus Security via (509) 526-SAFE (7233). If you text 911, write your exact location and state what help you need. Evacuation routes are posted throughout WWCC's buildings and there are AED stations, first aid kits and Narcan kits available. In addition, Building Emergency Coordinators in each campus building are equipped with radios and additional first aid equipment.

All employees should familiarize themselves with the WWCC emergency procedures detailed in the [WWCC Emergency Operations Plan](#). Other useful numbers:

Walla Walla:

Safety and Security cell: (509) 520-5317

Campus Security Patrol: (509) 438-2428

Non-emergency 911: (509) 527-1960

Clarkston:

Campus Safety and Security: (509) 758-2331

Non-emergency 911: (509) 758-2331

If you experience a Mental Health Crisis, CALL or TEXT 988, a new national mental health hotline. Additional campus safety and security information may be found here: [Campus Safety and Security](#).

ETHICS LAW

WWCC is a state agency, operated in accordance with Washington state law. To protect the public interest, all 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 Administrative Policy 5610](#) and [RCW 42.52 Ethics in Public Service](#) for complete details and example scenarios.

FAMILY RELATIONSHIPS / NEPOTISM

WWCC administrators considering the employment of relatives of any College employee, in any capacity, should first review the [Nepotism Policy 5010](#) and [Nepotism Procedure 5010](#) then contact Human Resources to discuss the implications and options available considering Affirmative Action, Equal Employment Opportunity, College policies and 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 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 commissioned 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 Educational Rights and Privacy Act \(FERPA\) Policy 7340/WAC 132T-90](#). For more information, please see [FERPA-Administrative Policy 7345](#) and [FERPA Administrative Procedure 7345](#).

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 college servers are the property of the college/state and can be reviewed if needed. Please see: [WWCC Email Usage Administrative Policy 8010](#).

In addition to using the email system in a legally responsible manner, employees should understand and practice courteous electronic messaging. Please see [Information Resources Acceptable Use Policy 8000](#) for more information.

TOBACCO FREE CAMPUS POLICY

WWCC prohibits smoking, vaping and tobacco use on campus. Please visit the [Tobacco Guidelines](#) page for FAQ's, Support Programs for quitting, and [Tobacco Free Campus Policy 2200](#).

WHISTLEBLOWER PROTECTIONS

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. Whistleblowers are 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 and how to report a concern, visit the [Washington State Auditor Office Whistleblower Program](#) and [WWCC Whistleblower Protection Policy 5675](#).

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, dental and vision coverage, a Life/AD&D insurance policy and long-term disability coverage for all eligible employees. For more information, please see [PEBB Benefits Eligibility Policy 5460](#).

Eligible employees may choose to add medical, dental and/or vision coverage for spouses, dependents and state registered domestic partners. Additional Life and Long-Term Disability insurance options are available according to PEBB policies. For further information on insurance benefits and eligibility, contact WWCC Human Resources or visit [HCA PEBB Employee Benefits](#).

- **Medical, Dental and Vision Insurance Benefits:** Eligible employees have a choice of medical, dental and vision insurance plans providing a comprehensive insurance package. The College pays a portion of the premium cost for medical plans and the entire premiums for Dental and Vision coverage for employees and eligible dependents. PEBB information is discussed at the time of eligibility.
- **Life Insurance Benefits:** A 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 and by contacting WWCC Human Resources.
- **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 and by contacting WWCC Human Resources.

- **Flexible Spending Account:** The College offers eligible employees a medical flexible spending account (FSA) program allowing eligible employees 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 and by contacting WWCC Human Resources.
- **Dependent Care Assistance Program:** The College offers eligible employees a dependent care assistance program (DCAP) allowing eligible employees 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 and by contacting WWCC Human Resources.
- **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 and by contacting WWCC Human Resources.
- **Deferred Compensation Program & SBRP Voluntary Tax Deferred Savings Plan 403(b):** The College offers two optional savings 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.

EMPLOYEE PROBATIONARY PERIOD

All new Classified and represented Exempt 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 WPEA Collective Bargaining Agreement](#) or the [Exempt AFT-WWPS Collective Bargaining Agreement](#) for details.

EMPLOYEE CATEGORIES

- **Administrative/Exempt Staff:** College administrators and professional/exempt support staff are considered "at will" employees and are not represented by a collective bargaining agreement. Administrative/Exempt staff are exempt from the state civil service rules.
- **Represented Exempt Staff:** Professional exempt staff are represented by the American Federation of Teachers – Walla Walla Professional Staff (AFT-WWPS) and have a negotiated [AFT-WWPS Contract](#) which should be referenced for more information on the terms and conditions of employment.
- **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 Faculty Contract](#) which should be referenced for more information on the terms and conditions of employment.

- **Classified Employees:** 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). The [WPEA Contract](#) should be referenced for more information on the terms and conditions of employment. Classified staff members are those college employees who are not faculty members, administrative exempt staff, hourly, or student employees.
- **Part-Time Classified Hourly Non-Represented:** Referred to as non-permanent in [WAC 357-19-360](#) and employed in temporary (not permanent) positions for seventeen (17) hours or less per week, employed under WAC 357-19-360 (5), not covered by the provision of the WPEA contract and are compensated on an hourly basis.
- **Student Employment:** Students enrolled in six or more credits at WWCC may be employed in accordance with [WAC 357-04 Q WA Civil Service Rules](#). Students are “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 Faculty 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 most 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 [US Dept of Labor Fair Labor Standards Act](#).

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 an [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 [US Dept of Labor Worker's Compensation Program](#).

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 the 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, and annually funds professional development for each employment category per their collective bargaining agreements and /or WWCC Policies and Procedures.

LEAVE AND ABSENCES

ABSENCES

Employees must notify their supervisors if they will be absent from campus during their regular workday. Unanticipated absences must be reported in accordance with department policy. All staff must record their absences and leave requests via ctcLink 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 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. Contact Human Resources for more information.

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 [WA Paid Family and Medical Leave](#) (PFML). Employees may use sick leave or vacation leave during an FMLA leave, in accordance with relevant policies. Contact Human Resources for eligibility requirements. See also [Family and Medical Leave Act Procedure 5850](#) and [Washington State Paid Family & Medical Leave](#).

HOLIDAYS

WWCC's annual calendar observes the following holidays, with the College 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 other days designated as Sustainability 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 here: [Suspended Operations Policy 2270](#).

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 here: [Emergency Operations](#). All members of the college community are automatically registered to receive notifications from the [WWCC Alert System](#).

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. 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 and negotiated contract. 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. Review the [Shared Leave Program](#) policy or contact Human Resources for more information.

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 280 hours. Use of vacation requires prior approval from the appropriate supervisor. Vacation leave balances can be found via ctclink 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 your mailing address current via Employee Self Service in ctcLink.

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 ctcLink Employee Self Service.

EMPLOYEE EARNINGS HISTORY

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

PAYDAYS

All WWCC employees are paid twice a month, generally on the 10th and 25th. When a payday falls on a Saturday, pay is distributed on Friday. When a payday falls on a 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). Please see [Payroll's Employee FAQs and Supervisor FAQs](#)'s or contact [Payroll](#) with specific issues regarding your paychecks.

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 ctcLink via Employee Self Service. Classified, temporary and student employees enter hours worked and leave taken, if applicable, for each two-week 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. Your supervisor can assist you in using ctcLink Employee Self Service. You can also visit the ctcLink Reference Center: [CTCLink Reference Center Employee Self Service Tile Overview](#).

For information regarding payroll processing deadlines, contact the Payroll or Human Resources office.

WITHHOLDINGS

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 ctcLink Employee Self Service.

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. Information on Retirement plans is provided at time of eligibility.
- **Social Security:** All employees are required to contribute to Federal Social Security (OASI) and Medicare, and the College matches this contribution.

ADDITIONAL INFORMATION

ALCOHOL

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 Executive Assistant to the President.

ANIMALS

It is against WWCC [Service Animals Policy 2300](#) 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 to request a [Reasonable Accommodation](#).

BICYCLES & FOOT-PROPELLED DEVICES

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

BULLETIN BOARDS

Bulletin boards are mounted in the Student Activity Center, hallways, and at other locations on campus for posting flyers and other literature.

CHILDCARE

- A wide variety of onsite and offsite [Child Care and Parent Resources](#) can be found on the [Child Care Resources](#) webpage.
- [The Kids' Place](#) prioritizes enrollment for WWCC employees and students. It is located in Building K or 611 Water Center Drive. Families interested in child care services at the center may complete an [Enrollment Interest Form](#) on The Kids' Place webpage.

CLASS TUITION FOR EMPLOYEES

WWCC faculty, permanent classified and administrative/exempt staff employed at 50% of full-time or more may take eligible classes 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 [Tuition Payment for WWCC Employees Policy 5440](#) and [Tuition Payment for WWCC Employees Procedure 5440](#).

CREDIT UNIONS

WWCC employees are invited to join the GESA Credit Union or the Washington State Employees Credit Union. Visit their websites: [Washington Credit Union | Loans | Savings Accounts | Gesa](#) or [The Credit Union for Washington: Join Us Today](#) (wsecu.org)

EMPLOYEE ASSISTANCE PROGRAM

WWCC's Employee Assistance Program (EAP), provided by [First Choice Health](#) is available 24/7 at no cost to all employees and their family members. Confidential consultation and counseling is available via phone, text, email or chat for a range of issues, from Anxiety, Depression or other mental health concerns to relationship concerns, crisis support, addiction, grief and loss, to domestic violence. EAP's additional work-life resources include Legal and Financial, Childcare and Eldercare, Identity Theft and Home Ownership. Call 800-777-4114 24/7 or login to [First Choice Health](#) with Organization ID **WallaWallaCC** to get started.

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.

Accessible spaces closest to the buildings 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 [Parking and Traffic Rules Policy 2210](#) for more information.

POLICIES AND PROCEDURES

As referenced in this handbook, policies and procedures are necessary to the efficient and orderly functioning of the College. Current Policies and Procedures are found here: [WWCC 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 while preserving confidentiality, protecting student and employee rights to privacy and minimizing disruption to college business. For more information or to make a public records request, please see [WWCC Privacy Policy and Public Access to Information](#).

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. Please see [WWCC Records Retention Policy 2010](#) and [WWCC Records Retention Procedure 2010](#) for more information.

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.

STUDENT RECREATION CENTER

The WWCC Student Recreation Center (SRC) is a student legacy project of the WWCC Student Government Association and is available for staff and faculty use via payroll deduction. The SRC boasts individual changing rooms, showers and restroom stalls. Exercise options include a full basketball court, machine and free weights, athletic training area, cardio equipment and a mirrored Group Exercise room with scheduled classes. For further information, please visit [Student Rec Center - Walla Walla Community College](#) or call (509) 394-6422.

TRAVEL

Specific procedures govern approval and reimbursement for travel. In general, travel must be clearly related to college business and the traveler must have prior approval for airfare, overnight lodging, meals, and non-local destinations. Consult with Business Services for more on the guidelines and [Travel Information and Procedures](#).

AT YOUR SERVICE

ATMS

There is an automated teller machine (ATM) in the hallway outside of the College Bookstore 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.

CAFÉ 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 Friday 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 online 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 8000](#) and [Email Usage Policy 8010](#) for more information.

HELP DESK

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

- Account Activation / Password Resets
- Securities and Permissions
- Computer, Devices and Printer Support
- Classrooms, Conferencing and Phones
- Wi-Fi and Networking Issues
- Microsoft O365, Software and Applications Support
- Canvas, Smartsheet and ctcLink/Business Analyst Support
- Website Updates

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. 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. Please see [Using Library Services](#) or call in Walla Walla via (509) 527-4294; and in Clarkston via (509) 758-1714.

LOST AND FOUND

Items found on the Walla Walla campus should be turned in to the Welcome Center to be reclaimed. Items are held until the end of each quarter, then donated to charity or discarded.

MAIL SERVICE

On the Walla Walla campus, mail is located in the Purchasing department (Building 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 has high-quality color printers on all campuses. For most day-to-day needs (agendas, syllabi, simple flyers for a classroom, etc.), you can print those in-house.

For something more professional — like business cards, multi-page booklets, NCR forms, glossy flyers, laminated posters, or mounted foam boards — we can help you get that produced correctly and billed to the right budget through our Print Portal in cooperation with Lane Printing, [WWCC Marketing and Printing Services](#). Fill out the Print Request form and it will go directly to Lane Printing; they will get in touch with you about delivery and will bill your WWCC account directly - no P card is needed. If you have questions, reach out to the marketing department.

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, glass 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.

WWCC CAMPUS STORE

In Walla Walla, the campus store 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, Warrior apparel and snacks. The main campus store also houses the Warrior Espresso Bar. See the [WWCC Campus Store](#) for more information and hours of operation.