

Policy 201 - Personnel Administration

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

201.1 Classification of Personnel

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

201.11 Chief Executive Officer

The Board of Trustees of Community College District 13 shall employ a President who is the Chief Executive Officer of the College as outlined in **Board Policies. (services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf)**

201.12 Classified Employee

A classified employee occupies a position covered by Washington State Civil Service Law, **RCW 41.06 (apps.leg.wa.gov/rcw/default.aspx?cite=41.06)** , and the **Washington Federation of State Employees collective bargaining agreement. (of m.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)**

201.13 Administrative Employee

An administrator is an employee who is assigned administrative responsibilities for more than fifty percent of their total assignment consistent with RCW **28B.52.020(3). (app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020)**

201.14 Exempt Employee

An exempt employee is one who occupies a position that is exempted from Civil Service status based on **RCW 41.06.070(2) (app.leg.wa.gov/RCW/default.aspx?cite=41.06.070)** .

201.15 Academic Employee

Any person, who is employed on a full-time, part-time, or temporary basis as a teacher, counselor, or librarian by the College, is considered an academic employee consistent with **RCW 28B.52.020(2). (app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020)**

Historic Information

- Reviewed by Executive Leadership Team: May 8, 2019
- Adopted: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Cabinet and Executive Leadership Team: November, 2008
- Adopted: October, 1989
- Replaces Policy 307

| Resource/Reference/ Procedure | Title | Unit Responsibility |
|---|--------------------------------------|---------------------|
| Classified ITPS Evaluation Procedure (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/information-technology-professional-structure-procedure-LCC_10.19.pdf) | Classified ITPS Evaluation Procedure | |
| Classified Allocation Procedure (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedAllocationProcedure.pdf) | Classified Allocation Procedure | |