

Section 200 - Human Resources

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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. \(services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf\)](http://www.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 \(apps.leg.wa.gov/rcw/default.aspx?cite=41.06\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=41.06), and the [Washington Federation of State Employees collective bargaining agreement. \(ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf\)](http://ofm.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\(3\). \(app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020\)](http://apps.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\(2\) \(app.leg.wa.gov/RCW/default.aspx?cite=41.06.070\)](http://apps.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\(2\). \(app.leg.wa.gov/RCW/default.aspx?cite=28B.52.020\)](http://apps.leg.wa.gov/RCW/default.aspx?cite=28B.52.020)

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: May 8, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: October, 1989
- Replaces Policy 307

Resource/Reference/ Procedure	Title	Unit Responsibility
Classified ITPS Evaluation Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/information-technology-professional-structure-procedureLCC_10.19.pdf)	Classified ITPS Evaluation Procedure	
Classified Allocation Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedAllocationProcedure_2023.pdf)	Classified Allocation Procedure	

Policy 203 - Freedom of Expression

Students, faculty, administrators, and staff shall be intellectually free to express their scholarship and reasoned conclusions by orderly means which do not disrupt the regular and essential operations of the College. We honor the right of expression as a hallmark of learning, and we treasure intellectual freedom even when individual or group points of view are controversial or out of favor with prevailing perspectives.

A complete explanation of freedom of expression can be found in [WAC 132M-126-025](https://app.leg.wa.gov/WAC/default.aspx?cite=132M-126-025). (app.leg.wa.gov/WAC/default.aspx?cite=132M-126-025)

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by the Executive Leadership Team: May 8, 2019

- Adopted: April 28, 2014
- Campus Review: March 4-24, 2014
- Reviewed by the Leadership Team: February 24, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126-025 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126-025)		VP of HR and Legal Affairs
NWCCU Standards 2.B.1-2.B.2 (www.nwccu.org/accreditation/standards-policies/standards/)	Northwest Commission on Colleges and Universities	Accreditation Liaison Officer
Procedure 701.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure701.1a.AcceptableUse.071119.pdf)	Employee Acceptable Use: Information Systems and Services	

Policy 205 - Emeritus Titles

Emeritus is a designated honorary status that may be conferred upon a retired employee or in anticipation of the retirement of an employee, effective upon retirement. Conferring of this title is not automatic upon retirement. The title confers lifetime appointments and shall be conferred based upon individual distinction and quality of significant contribution and service to the College. Emeriti will remain in force until death. The emeritus appointment carries no formal associated responsibilities or compensation.

205.1 Qualifications

- Any retired employee may qualify for emeritus status after at least 20 years of continuous service.
- Any employee retired prior to approval of this policy that has not previously been awarded emeritus status may be appointed to such status retroactively to the date of his/her retirement.
- Persons who hold an emeritus title at other institutions normally are not eligible for an emeritus title at Lower Columbia College.

205.2 Privileges and honors attendant to emeritus status

- Listing in college publications as appropriate.
- An identification card denoting emeritus status.
- Library and computer lab privileges.
- Access to college events, performances, athletic events, and college publications as available to all members of the faculty.
- An invitation to college receptions and similar events including commencement.

205.3 Procedure

Upon publication of an employee's intent to retire, the employee, their department or their supervisor may initiate a letter of request for Emeritus status. The letter of request shall include the employee's qualifications for the title. These qualifications should demonstrate the employee's individual distinction and quality of contribution and service to the College. It is expected that the committee will look for a record of achievement that establishes the candidate as an employee of extraordinary distinction. The faculty letter will be submitted to the Sabbatical Committee who will review the documentation and make a recommendation to the President. Other non-faculty recommendations will be reviewed by an emeritus committee, consisting of faculty, classified and exempt employees, appointed and convened as-needed by the president.

Upon recommendation from the President and approval by the Board of Trustees, the employee will be granted emeritus status. However, the Board of Trustees may rescind such status for just cause. The President will publish the employee's appointment to emeritus status to the campus community during commencement.

Historic Information

- Approved: December 7, 2022
- Reviewed by the Governance Council: December 7, 2022
- Reviewed by UMCC: November 30, 2022
- Reviewed by the Executive Leadership Team: November 16, 2022
- Campus Review: October 10-25, 2022
- Reviewed by UMCC: September 29, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by the Executive Leadership Team: August 17, 2022
- Reviewed - No Changes Needed: May 8, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by Cabinet and Leadership Team: November, 2008
- Adopted: April, 2003
- Replaces Policy 319

Resource/Reference/ Procedure	Title	Unit Responsibility
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsigsig.pdf)	Faculty Emeritus Nominating Procedure	VP of HR and Legal Affairs, Faculty Negotiating Team

Policy 210 - Designation of Appointing Authority

The Board of Trustees of Community College District 13 delegates full authority to the president to take all personnel actions, consistent with established policies and procedures of Lower Columbia College, and to otherwise act as appointment authority to the College relating to all employees, except the president. (Refer to Resolution 39, and [RCW 28B.50.140\(14\)](http://app.leg.wa.gov/rcw/default.aspx?cite=28B.50.140) (app.leg.wa.gov/rcw/default.aspx?cite=28B.50.140)).

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 8, 2019
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policy 303.2

Policy 215 - Selection of Personnel

Lower Columbia College shall consistently adhere to merit-based personnel selection and appointment standards that ensure excellence in all phases of district operations, satisfy the standards of regional and national accrediting organizations, comply with federal and state laws, affirm and promote diversity, and provide for a globally competent, highly qualified faculty and staff who represent a wide range of educational and professional experience.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 15, 2019
- Approved: February 23, 2009
- Adopted: October, 1998
- Replaces Policy 303.3-303.4

Resource/Reference/ Procedure	Title	Unit Responsibility
Recruitment Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/RecruitmentProcedureFT.pdf)	Procedure for Recruitment and Selection of Lower Columbia College Administrator, Exempt, Classified and Faculty Positions (Full-time)	VP of HR and Legal Affairs
HR Background Check Procedure (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/HR_BackgroundChecksProcedure-updated2024.pdf)		VP of HR and Legal Affairs

Policy 220 - Diversity & Equity

Lower Columbia College celebrates and embraces diversity of all kinds, including differing beliefs, cultures, people, and experiences. We commit to institutional and individual changes that recognize, understand, and challenge patterns of social inequity and systemic disparities within our ever-changing world. As part of this commitment, we strive to strengthen practices involving student success, cultural enrichment, diversity education, curricular design, and employee development. We are dedicated to promoting an accessible, inclusive, and safe environment that fosters cultural competency, educational equity, and social justice for all students, staff, faculty, and our local and global communities.

Lower Columbia College's commitment to diversity shall be consistently reflected in its policies, procedures, and faculty/staff professional development efforts to ensure that LCC fosters awareness and understanding of social justice, equity, and inclusion.

Faculty and staff recruitment and hiring procedures shall include processes and outreach efforts designed to enhance the success of applicants from under-represented groups and communities with the objective that full and part-time faculty, classified and exempt staff will reflect the diversity that exists in the communities and the students we serve. Lower Columbia College shall adopt practices that enhance the retention and success of employees and students, particularly those who are new to LCC, or from under-represented groups and communities.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: November 6, 2019
- Approved: February 23, 2009

- Adopted: October, 1989
- Replaces Policy 303.1

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC Diversity & Equity Webpage (lowercolumbia.edu/diversity-equity)		Diversity, Equity, and Inclusion
LCC Diversity, Equity, and Inclusion Strategic Plan (lowercolumbia.edu/diversity-equity/_assets/documents/LCC-Diversity-Equity-Inclusion-Strategic-Plan-2022-2027.pdf)		Diversity, Equity, and Inclusion
LCC HR Classified Training Request (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf)		Human Resources
LCC HR Exempt Professional Development Training Request (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF)		Human Resources
LCC HR Diversity Plan (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/LCC2020HRWorkforceDiversityPlan.docx.pdf)		Human Resources

Policy 221 - Respectful Work Environment

Expecting respect, dignity, and civility at work

At Lower Columbia College, we believe one of the principles of inclusion is creating a work environment anchored to respect, dignity, and civility. This policy outlines the College's firm commitment to ensuring a positive, healthy, and professional work environment in which all people, irrespective of their position, are treated with respect, dignity, and civility.

A truly respectful workplace requires the cooperation and support from each and every employee of Lower Columbia College. We all have a responsibility to set a positive example and behave in a manner that will not offend, embarrass, or humiliate others. Sometimes our actions and behaviors, without intent, can offend others due to a gap between intent and impact. In these situations, it is important that we demonstrate accountability for our behavior and work to build trust and respect in our relationships.

Respectful behavior includes, but is not limited to:

- Engaging others with an open, collaborative and cooperative approach.
- Valuing the diversity and the human rights of others regardless of their race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, veteran status, body shape/size, or any physical or mental disability.
- Recognizing the dignity of a person through courteous conduct.
- Committing to learn and develop an understanding of differing social and cultural norms.
- Taking responsibility for one's actions, displaying humility with mistakes and offering others grace and forgiveness for theirs.
- Emphasizing positivity and commonality rather than opposition or right and wrong.
- Finding ways to be constructive in providing feedback to others.
- Approaching conflict with maturity and a true desire for resolution.

Disrespectful behavior includes, but is not limited to:

- Offensive or inappropriate behavior, remarks, jokes, gestures, material (electronic or otherwise).
- Yelling.
- Demeaning language.
- Aggressive or patronizing behavior.
- Embarrassing or humiliating behavior.
- Intimidation and/or coercion.
- Damaging gossip or rumors.
- Covert behavior (inappropriately withholding information, undermining, underhandedness).
- Microaggressions.

- Behavior that is inconsistent with creating a work environment anchored in respect, dignity, equity, civility and inclusion.
- Reprimanding in the presence of others.
- Bullying.
- Discrimination.
- Harassment.
- Sexual harassment.
- Inappropriate physical contact.

All employees, regardless of position, must read and comply with this policy, and ask questions if anything in the policy is unclear. College employees and volunteers are expected to treat all of the LCC community with dignity, civility, and respect. We also expect employees to speak up when they witness disrespectful behavior, or to report the behavior so it can be addressed. We will take care of each other and create a safe space for everyone at Lower Columbia College.

In addition to the above, all supervisors, managers, and administrators at Lower Columbia College are responsible for:

- Advising employees on how to uphold the values described in this policy and support their efforts to learn. If, as a supervisor, you need assistance, contact Human Resources.
- Leading by example. Creating and maintaining a workplace that demonstrates respect, professionalism, and inclusion.
- Listening to employees when issues are raised. Do not condone or ignore violations of this policy or give employees the impression that you are.
- Addressing behaviors and incidents that are contrary to this policy quickly and at the lowest appropriate level.

Human Resources will coordinate training on these topics for employees. New employees will receive training on this policy upon hire.

The directives indicated here are not optional, and failure to follow them may lead to discipline, up to and including termination. Complaints associated with this policy will be processed in accordance with the procedures set forth by collective bargaining agreements and Human Resources.

All collective bargaining agreements supersede any provisions of this policy with which it conflicts.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: December 2, 2020
- Campus Review: November 18- December 2, 2020
- Reviewed by UMCC: November 17, 2020
- Reviewed by the Governance Council: November 4, 2020
- Reviewed by the Executive Leadership Team: November 4, 2020

Resource/Reference/ Procedure	Title	Unit Responsibility
Glossary of Terms (lowercolumbia.edu/publications/administrative-policies/_assets/documents/221_glossary-of-terms.pdf)		
LCC Board Policy 1-3: Value System (services4.lowercolumbia.edu/info/webresources/Internal/Policies/policygovernance.pdf)		
Administrative Policy 220 (lowercolumbia.edu/publications/administrative-policies/200/220)		
Diversity-Equity Institutional Plan (drive.google.com/file/d/1rCXft1TL3giBmh5AZZqoqRI81qBGELjG/view)		
Diversity Equity Webpage (lowercolumbia.edu/diversity-equity)		
Administrative Policy 235 (lowercolumbia.edu/publications/administrative-policies/200/235)		
Anti-Harassment Title IX Webpage (lowercolumbia.edu/titleix-sexual-misconduct/about)		
WFSE Collective Bargaining Agreement (Human Resources Webpage) (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		

Resource/Reference/ Procedure	Title	Unit Responsibility
Faculty Collective Bargaining Agreement (Human Resources Webpage) (internal.lowercolumbia.edu/departments/human-resources)		
HR Directive 20-02 - Workforce Diversity Plans (www.ofm.wa.gov/sites/default/files/public/shr/Directives/WorkforceDiversityDirective.pdf)		
HR Directive 20-03 - Diversity (www.ofm.wa.gov/sites/default/files/public/shr/Directives/SHR-Directive-20-03.pdf)		

Policy 225 - General Ethics of Employees and Officers/Conflict of Interest

Trustees and employees of Lower Columbia College are governed by the Executive Branch Conflict of Interest Act ([RCW 42 \(apps.leg.wa.gov/rcw/default.aspx?cite=42\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42)). It shall be the policy of Lower Columbia College that no employees or officers of this district, including student employees, may have a financial interest or engage in any activity that is in conflict with the proper discharge of the employee's or officer's official duties. Furthermore, no district employee or officer may use their official position to secure special privileges for themselves or any other person, and no district employee or officer may receive compensation from any person or entity except the State of Washington for performing their official duties. The statutory requirements of Chapter [42.52 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) , as rules and advisory opinions adopted by the State Executive Ethics Board, shall apply to all district employees and officers, as well as personal uses considered de minimis under [WAC 292-110-010 \(apps.leg.wa.gov/wac/default.aspx?cite=292-110-010\)](http://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010) .

Off-duty activities that are a conflict of interest under Chapter [42.52 RCW \(apps.leg.wa.gov/rcw/default.aspx?cite=42.52\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.52) , are detrimental to the employee's work performance or district programs, or otherwise constitute violation of this policy may be cause for disciplinary action, up to and including termination.

Employees will report all arrests and/or any court-imposed sanctions or conditions that affect their ability to perform assigned duties to their appointment authority within 24 hours or prior to their scheduled work shift, whichever occurs first.

Lower Columbia College, as a steward of the public trust and consistent with its obligations under Chapter [42.40 RCW \(app.leg.wa.gov/RCW/default.aspx?cite=42.40\)](http://app.leg.wa.gov/RCW/default.aspx?cite=42.40) (State Employee Whistleblower Protection) will protect any employee who has reported improper governmental action from retaliation.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: May 15, 2019
- Approved: February 23, 2009
- Adopted: September, 1990
- Replaces Policy 317

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 292-110-010 (apps.leg.wa.gov/WAC/default.aspx?cite=292-110-010)		VP of HR and Legal Affairs
RCW 42.52 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52)		
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		

Policy 227 - Employment of Family/ Household Members Policy

The purpose of this policy is to provide guidance for the hiring of persons who may be related to or household members of faculty or staff of the College or members of the Board of Trustees for the College.

Lower Columbia College strives to attract and retain the best individuals for each employment opportunity and follow ethics laws related to conflicts of interest. Family relationships shall not be used as the basis or a factor in granting or denying rights, privileges, or benefits of regular job status with the following exceptions, which are bona

vide occupational qualifications as described under [RCW 49.60.180](http://app.leg.wa.gov/rcw/default.aspx?cite=49.60.180) (app.leg.wa.gov/rcw/default.aspx?cite=49.60.180) , [WAC 162-12-140](http://apps.leg.wa.gov/wac/default.aspx?cite=162-12-140) (apps.leg.wa.gov/wac/default.aspx?cite=162-12-140) , [WAC 162-16-240](http://apps.leg.wa.gov/WAC/default.aspx?cite=162-16-240) (apps.leg.wa.gov/WAC/default.aspx?cite=162-16-240) , and [WAC 162-16-250](http://apps.leg.wa.gov/WAC/default.aspx?cite=162-16-250) (apps.leg.wa.gov/WAC/default.aspx?cite=162-16-250) .

Employees will not advocate for or hire members of their family/household. Employees may not serve on the selection committee for a position in which their family/household member is interviewing. Employees are expected to exercise good judgment in identifying potential conflicts of interest related to family members that are not included as part of this policy (i.e. aunt, uncle, niece, nephew, cousins). Employees will inform HR of any potential conflicts of interest related to their involvement in the recruitment process.

227.1 Prohibitions

Members of the same family/household may not:

- Hold positions within the College that place them in a supervisory role over their family/household member
- Be in the supervisory chain of command over their family/household member without HR approval
- Have direct supervision of student employees who are members of their family/household without HR approval
- Exercise decision-making authority in granting tenure, scheduling, assigning work, or offering overtime to their family/household member
- Act as auditor or evaluate the work of their family/household member

227.2 Definitions

- Family/household member: includes an employee's current or former spouse or domestic partner, mother, father, child, step-child, adopted child, foster child, child that employee is guardian of, brother, sister, grandparent, grandchild, or any of these same classifications who are in-laws. "Household member" also includes anyone who cohabitates with the employee such as roommates, friends, or other non-relatives.
- Conflict of interest: occurs whenever an employee may have an interest, financial or otherwise, direct or indirect, or engages in a business or transaction or professional activity that is in conflict with the proper discharge of the employee's duties. Supervision of others, including members of an employee's family or household that may result in an interest to the employee is considered a conflict of interest.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: February 2, 2019

Resource/Reference/ Procedure	Title (if applicable)	Unit Responsibility
Procedure 227.1A (service s4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure%20227.1A.pdf)		
RCW 49.60.180 (app.leg.wa.gov/rcw/default.aspx?cite=49.60.180)	Unfair practices of employers	VP of HR and Legal Affairs
WAC 162-12-140 (apps.leg.wa.gov/WAC/default.aspx?cite=162-12-140)	Pre-employment inquiries	VP of HR and Legal Affairs
WAC 162-16-240 (apps.leg.wa.gov/WAC/default.aspx?cite=162-16-240)	Bona fide occupational qualification	VP of HR and Legal Affairs
WAC 162-16-250 (apps.leg.wa.gov/WAC/default.aspx?cite=162-16-250)	Discrimination because of marital status	VP of HR and Legal Affairs

Policy 228 - Employee Relationships

As a matter of sound judgment, all employees of Lower Columbia College shall accept responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities as an employee of the College and their personal relationships with students or employees that they supervise, evaluate, or exercise other relationships or power of authority over. Romantic and/or sexual relationships between a faculty member and a student, or a supervisor and subordinate, may potentially pose risks to the faculty member, student, supervisor, subordinate, third parties, and department morale.

In such relationships, voluntary consent by the student or subordinate is suspect because of the inherently unequal nature of the relationship. A romantic and/or sexual relationship between a faculty member and a student or supervisor and subordinate, can lead to a sexual harassment complaint when the student or subordinate perceives they were exploited. In addition, other faculty or staff, supervisors, or students may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns have a damaging impact to the College whether the favoritism occurred or not. Concerns also arise in cases where the relationship between the faculty member and student, or supervisor and subordinate, remains amicable, as well as in cases that lead to allegations of exploitation. To ensure that the advising, mentoring, evaluation and supervision of students and subordinates is conducted equitably, romantic and/

or sexual relationships between faculty and their students and supervisors and subordinates are prohibited as set forth in this policy.

228.1 Policy

Employees are prohibited from having supervisory authority over a student or employee with whom they currently have a romantic and/or sexual relationship. For purposes of this policy, "currently" is defined as within the last two years, or reasonable anticipation that an evaluative role may exist in the near future.

The term, "supervisory authority" is defined as any supervisory role perceived as a position of power or authority or influence, which is not limited to: instruction, academic advising, club advising, coaching, service on tenure committees, assignment of grades, evaluation and recommendation in an institutional capacity for employment, scholarships or awards. Supervisory authority goes beyond direct supervision. It includes any supervisory authority over a subordinate even if it is a second or third level of supervisory authority.

This policy does not apply to romantic and/or sexual relationships that are prohibited by criminal law under [RCW 9A.44 \(app.leg.wa.gov/rcw/default.aspx?cite=9A.44\)](http://app.leg.wa.gov/rcw/default.aspx?cite=9A.44) or relationships that violate discrimination or sexual harassment laws and policies.

228.2 Professional Guidelines

Some professionals employed by the College (i.e. Counselors, Nursing Faculty, and others) may have more stringent guidelines that they must abide by to maintain their certification. This policy does not preclude or replace any guidelines published by a particular professional association. Professionals that have more stringent rules related to relationships are expected to follow those rules in addition to what is outlined in this policy.

228.3 Relationships without Supervisory Authority

Faculty and staff of Lower Columbia College that engage in romantic and/or sexual relationships with another College employee or student that they do not have supervisory authority over are expected to use good judgment in those relationships and remain professional in their role with the College. These relationships must not negatively impact the employee's work at the College or the College's service to students.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: January 2, 2019

Resource/Reference/ Procedure	Title (if applicable)	Unit Responsibility
RCW 9A.44 (app.leg.wa.gov/rcw/default.aspx?cite=9A.44)	Sex Offenses	VP of HR and Legal Affairs
Procedure 228.1A (service.s4.lowercolumbia.edu/info/webResources2/internal/Policy/Procedure%20228.1A%20Employee%20Relationships.pdf)	Employee Relationship Procedure	VP of HR and Legal Affairs

Policy 230 - Compensation

Lower Columbia College is committed to recruiting and retaining globally competent, highly qualified faculty and staff at all levels of the organization. Externally competitive and internally consistent reward systems, including salary and benefit structures and non-fiscal reward programs, shall be developed and maintained by administration. Compensation administration shall be objective and non-discriminatory in theory, application and practice.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policies 308 and 310

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 230.1A: Mandatory Direct Deposit (lowercolumbia.edu/publications/administrative-policies/_assets/documents/230.1A_Mandatory_Direct_Deposit.pdf)		VP of HR and Legal Affairs

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 230.2A: Exempt Compensation Review Request Procedure (lowercolumbia.edu/publications/administrative-policies/_assets/documents/Procedure230.2AExemptCompensationReviewRequest.pdf)		
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		VP of HR and Legal Affairs
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		
Administrative and (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_2017.pdf) Exempt Handbook (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_2017.pdf)		

Policy 235 - Non-Discrimination and Anti-Harassment

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy,

genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington States Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Lower Columbia College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the college or from employment.

The following College officials have been designated to handle inquiries regarding this policy:

Name: Vice President of Foundation, HR, & Legal Affairs

Title: Title IX / EEO Coordinator

Office: Administration Building 115

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2121

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

Name: Vice President of Student Services

Title: Title IX / EEO Coordinator

Office: Admissions Center 159

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2300

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

College employees, except those statutorily barred from doing so, have a duty to immediately report information related to sexual harassment to the Title IX Coordinator.

Historic Information

- Approved: July 31, 2024
- Reviewed by UMCC and Governance Council via email: July 30, 2024
- Reviewed by the Executive Leadership Team: July 24, 2024
- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Approved: November 25, 2020
- Reviewed by the Governance Council: October 7, 2020
- Reviewed by UMCC: September 15, 2020
- Reviewed by the Executive Leadership Team: September 30, 2020
- Approved: January 26, 2015
- Campus Review: December 2-19, 2014
- Reviewed by the Leadership Team: November 24, 2014

- Reviewed by the Leadership Team: November 25, 2013
- Reviewed by Cabinet: November 20, 2013
- Adopted: February 23, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Política 235 (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235_Spanish_August_2024.pdf)	No Discriminación y Anti-Acoso	
Procedure 235.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.1A_Procedure.pdf)	Discrimination & Harassment Grievance Procedure	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedimiento 235.1A (http://services4.lowercolumbia.edu/info/webresources/Internal/Policies/235.1.non-discrimination-procedures-%20Spanish.pdf)	No Discriminación y Anti-Acoso	
Mandatory Reporter Protocol (services4.lowercolumbia.edu/info/webResources2/internal/Policy/Mandatory%20Reporter%20Protocol.pdf)	<i>Title IX</i>	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedure 235.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf)	Discrimination & Harassment Title IX Grievance Procedure	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedimiento 235.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Spanish.pdf)	Discriminación y Acoso – Procedimiento de Queja título IX	

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 235.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.3A_Procedure_Discrimination_Harassment_Employee_Disc_Procedure.pdf)	Discrimination & Harassment Employee Disciplinary Hearing Procedure	VP of HR and Legal Affairs Affirmative Action Officer EEOC Officer
Procedimiento 235.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.3A_Spanish.pdf)	Discriminación y Acoso – Procedimiento de Audiencia Disciplinaria del Empleado	

Policy 236 - Reasonable Accommodation

It is the policy of Lower Columbia College, being aware of its obligations under Executive Order 96-04, chapter [RCW 49.60 \(apps.leg.wa.gov/rcw/default.aspx?cite=49.60\)](http://apps.leg.wa.gov/rcw/default.aspx?cite=49.60) , and the [Americans with Disabilities Act of 1990 \(www.ada.gov/\)](http://www.ada.gov/) , as amended by ADA Amendments Act of 2008, Rehabilitation Act of 1973, to ensure qualified persons with disabilities the right to request and, where determined appropriate, receive reasonable accommodation, unless accommodation would impose an undue hardship on the institution, require a fundamental program alteration or would lower academic standards. Reasonable accommodation includes

1. ensuring equal opportunity in application process,
2. enabling a qualified individual with a disability to perform essential functions of job,
3. enabling employee with a disability to enjoy equal benefits and privileges of employment,
4. enabling student with a disability equal access to services, programs, activities and facilities of the College.

This includes good-faith consideration and interactive engagement regarding reasonable accommodation to all employees, candidates for employment and students. Disability and Access Services is the designated office at Lower Columbia College that determines reasonable accommodations and/or services for students with disabilities. Disability and Access Services maintains disability-related documents and verifies disability for students who are requesting reasonable accommodations. Disability and Access Services also assists Human Resource Services in recommending and/or providing accommodations for employees. Any employee or candidate for employment requesting reasonable accommodation may contact Human Resource Services.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved Revision: February 24, 2014
- Approved: February 23, 2009
- Adopted: October, 1989
- Replaces Policy 303.1

Resource/Reference/ Procedure	Title	Unit Responsibility
WAC 132M-126 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126)	Grievance Procedure	VP of HR/Legal Affairs and VP of Student Services
The Rehabilitation Act of 1973 (www.dol.gov/agencies/oasam/centers-offices/civil-rights-center/statutes/section-504-rehabilitation-act-of-1973)	Section 504	
CFR Title 34/Education (www2.ed.gov/policy/fund/reg/humansub/part97.html)		
Americans with Disabilities Act of 1990 (www.ada.gov/)	Title 42/Chapter 126 and Title 47/Chapter 5	
Procedure 236.1A (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/Procedure_236_LCC_Reasonable_Acc_Procedure_02-05-2020.pdf)	Reasonable Accommodation Procedure	
Procedure 236.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/236.2A_June_2024.pdf)	Workplace Nursing Mothers Procedure	

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 49.60 (apps.leg.wa.gov/rcw/default.aspx?cite=49.60)	Discrimination	
Procedure 235.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.1A_Discrimination_Harassment_Complaint_Procedures.pdf)	Non-Discrimination and Anti-Harassment Procedure	
LCC Policy 430 (lowercolumbia.edu/publications/administrative-policies/400/430)	Reasonable Accommodation	
LCC Policy 655 (lowercolumbia.edu/publications/administrative-policies/600/655)	Service Animals	
LCC Policy 237 (lowercolumbia.edu/publications/administrative-policies/200/237)	Pregnancy Policy	

Policy 237 - Pregnancy

Lower Columbia College (the College) has a responsibility to prevent sex discrimination and ensure equal access to the College's education programs and activities. As required by Title IX of the Educational Amendments of 1972, this policy prohibits discrimination against any student, employee, applicant for employment, or anyone who was participating or attempting to participate in the College's education program or activity (collectively, College Community Members) based on their current, potential, or past pregnancy or related conditions.

Definitions

- Pregnancy or Related Conditions** means:
 - Pregnancy, childbirth, termination of pregnancy, or lactation;
 - Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
 - Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- Program** and **Program or Activity** means all of the operations of the College.
- Student** means a person who has gained admission to the College.
- Reasonable Modifications** means changes to the College's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal

access to the College's education program or activity for a student experiencing pregnancy or related conditions. Reasonable modifications are based on a student's individualized needs and are determined in consultation with the student.

A modification that the College can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.

Reasonable modifications may include, but are not limited to:

- a. breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom;
- b. intermittent absences to attend medical appointments;
- c. access to online or homebound education;
- d. changes in schedule or course sequence;
- e. extensions of time for coursework and rescheduling of tests and examinations;
- f. allowing a student to sit or stand, or carry or keep water nearby;
- g. counseling;
- h. changes in physical space or supplies (for example, access to a larger desk or a footrest);
- i. elevator access;
- j. voluntary leave of absence, or
- k. other changes to policies, practices, or procedures.

Students

Responsibility to Inform Students

The College has the responsibility to promptly and effectively prevent and respond to sex discrimination, including discrimination on the basis of pregnancy or related conditions. When a student informs any College employee, including confidential employees of the student's pregnancy or related conditions, the employee must:

1. Promptly provide the student, verbally or in writing, the Title IX Coordinator's contact information, and
2. Inform that student that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the College's education program or activity.

If the employee reasonably believes that the Title IX Coordinator has already been notified of a student's pregnancy or related condition, they are relieved of their responsibility to inform in this instance. Absent information about conduct that reasonably may constitute sex discrimination, employees should not directly inform the Title IX Coordinator of a student's pregnancy or related conditions. No College employee shall approach a student unprompted and ask about their pregnancy or related condition, or make assumptions about a student's needs or medical status.

Nothing under this policy or Title IX obligates a student to seek reasonable modifications for their pregnancy or related conditions after receiving the Title IX

Coordinator's information, nor does it obligate the student to accept offered reasonable modifications.

Title IX Coordinator's Responsibility to Act

When a student informs the Title IX Coordinator or designee of their pregnancy or related condition, the Title IX Coordinator or designee will provide the student with information about the College's Title IX policies and procedures, including information about requesting and receiving reasonable modifications.

Reasonable Modifications

At the student's request, the Title IX Officer or designee will work with the student to identify reasonable modifications to any policy, practice, or procedure necessary to prevent sex discrimination and to ensure equal access to the College's education programs or activities based on the student's individualized needs. A modification that fundamentally alters the nature of an education program or activity is not a reasonable modification. It shall be the responsibility of the College to demonstrate if a particular modification would be a fundamental alteration, and to consult with the student to identify alternative reasonable modifications.

During this process, the Title IX Coordinator or designee shall not inquire about the specific circumstances surrounding a student's pregnancy or related conditions and will maintain the student's privacy at all times unless reasonably necessary to ensure reasonable modifications are implemented promptly and effectively.

Nothing in this policy precludes a student from participating in any part of an education program or activity due to pregnancy or related conditions, including athletics and other extracurricular activities. The College does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity, e.g., allowing a pregnant student who is confined to bed rest to access an in-person course online, provided that the College ensures that the separate portion is comparable to that offered to students who are not pregnant or have related conditions.

A student can voluntarily take a leave of absence from the College's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Students who elect to take a voluntary leave of absence in relation to pregnancy or a related condition will be reinstated to the same extracurricular status upon returning from leave, unless exact reinstatement would not be administratively possible or practicable under the circumstances.

Appeal of Reasonable Modifications

A student has the right to appeal any reasonable modification to an impartial reviewer in accordance with the following procedure:

If a student becomes dissatisfied with their reasonable modifications or undergoes a change of circumstances that warrants revisions to their reasonable modifications, the

student may submit a request to revise their reasonable modifications to the Title IX Coordinator. The Title IX Coordinator will respond to such a request within ten (10) calendar days. If the student disagrees with the Title IX Coordinator's decision, they may submit a written appeal to the Director of Human Resources or designee within ten (10) calendar days of receiving the Title IX Coordinator's decision. Review of the appeal shall be performed by an impartial employee with authority to modify or reverse the Title IX Coordinator's decision to provide, deny, modify or terminate reasonable modifications applicable to the student seeking review. Challenged reasonable modifications will be reviewed to determine whether they are meeting the purposes of preventing sex discrimination and ensuring equal access to the College's education programs and activities.

Supporting Documentation

The College may in certain instances ask a student seeking reasonable modifications to produce supporting documentation to validate their pregnancy or pregnancy related condition. The College will not require supporting documentation to validate a student's pregnancy or related condition if:

- a student's need for a specific modification is obvious;
- if the student has previously provided sufficient supporting documentation;
- when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom;
- when the student has lactation needs; or
- when the specific modification is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

In addition, the College will not require certification from a healthcare provider or any other person to determine if a student who is pregnant or has related conditions is physically able to participate in a class, program, or extracurricular activity unless:

1. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
2. The College requires such certification of all students participating in the class, program, or extracurricular activity; and
3. The information obtained is not used as a basis for discrimination prohibited by this Policy.

Employees

Under Title IX, the College treats all employees' pregnancy or related conditions as it does any other temporary medical conditions for all job-related purposes, including commencement, duration and extensions of leave, payment of disability income, accrual of seniority and any other benefit of service, and reinstatement, and under any fringe benefit offered to employees by virtue of employment. Employees who are pregnant or experiencing related conditions have the right to take leave, including voluntary unpaid leave, as outlined in [Policy 250 Leave Administration and Procedures \(lowercolumbia.](#)

edu/publications/administrative-policies/200/250) and respective collective bargaining agreements.

Under the Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), the College offers reasonable workplace accommodations for employees affected by pregnancy, childbirth, or related medical conditions. The College will always provide the following reasonable accommodations to employees experiencing pregnancy or related conditions, as needed, without requesting written certification from a healthcare professional:

1. Providing frequent, longer, or flexible restroom breaks;
2. Modifying a no food or drink policy;
3. Providing seating or allowing the employee to sit more frequently;
4. Refraining from lifting more than 17 pounds; and
5. Providing reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has need to express the milk and providing a clean and private location, other than a bathroom, which may be used by the employee to express breast milk.

The College may provide other reasonable accommodations, some of which may require written certification from a healthcare professional, which may include but are not restricted to:

1. Job restructuring, including modifying a work schedule, job reassignment, changing a workstation, or providing equipment;
2. Providing a temporary transfer to a less strenuous or hazardous position;
3. Scheduling flexibility for prenatal visits; and
4. Providing any further accommodation the employee may need.

Under the PUMP Act, the College is not required to compensate an employee receiving reasonable break time for expressing breast milk for any work time spent for such purpose. However, as the time it takes to express breast milk is highly individualized, employees are encouraged to work with Human Resources and/or the Title IX Coordinator to ensure they have the flexibility to express breast milk as necessary.

Employees who are enrolled in the College's education program or activity are eligible to receive reasonable modifications as outlined in the student section of this policy/procedure in order to sufficiently allow the employee to continue their educational progress as a student.

The College will not retaliate against employees affected by pregnancy or related conditions who request one of these changes, or deny them employment opportunities if they are otherwise qualified, or require them to take leave if an alternative is available. Additionally, pregnant employees with a pregnancy-related disability may have rights in addition to those listed here.

Lactation Space

The College has designated lactation space(s) on campus that are not a bathroom, which may be used by any person on campus for pumping or breastfeeding as needed,

regardless of a person's gender identity or gender expression. Any designated lactation spaces will be kept clean, will be private and accessible, and available for use whenever the building and the space is open for use.

While there is lactation space available for use, the College recognizes that in Washington State, breastfeeding is permitted in any public place. Breastfeeding is not considered "indecent exposure," and no one may stop another person from breastfeeding, require they cover themselves, move, or leave a public premises because they are breastfeeding. The decision of where to pump or breastfeed is at the person's discretion, if consistent with Washington State law.

The College also has designated specific refrigerators in the lactation spaces on campus available for the storage of expressed breastmilk. Any breastmilk containers should be labeled and dated, as any unlabeled items may be removed during routine cleaning.

Reporting Policy Violations

If a College Community Member notifies the College of a failure to implement a reasonable modification or make a lactation space available, the College will promptly and effectively take additional steps to comply with their Title IX obligation to ensure that its education program or activity is free from discrimination on the basis of sex, including on the basis of pregnancy or related conditions. If a College Community Member files a complaint regarding the failure to implement a reasonable modification for pregnancy or a related condition or to make a lactation space available, this will constitute a report of sex discrimination, and the investigation procedure outlined in [Procedure 235.2A Discrimination & Harassment Title IX Grievance Procedure \(lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf\)](https://www.lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf) will be initiated. To report violations of this Policy, contact the College's Title IX Coordinator or their designee:

TITLE IX/EEO COORDINATOR

Name: Vice President of Foundation, HR, & Legal Affairs

Title: Title IX / EEO Coordinator

Office: Administration Building 115

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2121

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

TITLE IX/EEO DEPUTY COORDINATOR

Name: Vice President of Student Services

Title: Title IX / EEO Coordinator

Office: Admissions Center 159

1600 Maple Street, Longview, WA 98632

Phone: (360) 442-2300

e-mail: title9@lowercolumbia.edu

TTY/Relay Service: 7-1-1 or (800) 833-6388

Historic Information

- Approved: July 31, 2024
- Reviewed by UMCC and Governance Council via Email: July 30, 2024
- Reviewed by the Executive Leadership Team: July 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 235.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf)	Discrimination & Harassment Title IX Grievance Procedure	Human Resources
Procedure 236.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/236.2A_June_2024.pdf)	Workplace Nursing Mothers Procedure	Human Resources

Policy 238 - Mandatory Reporting of Child Abuse

It is the policy of Lower Columbia College that all employees report child abuse as described below. The report must be made at first opportunity, and never later than 48 hours after the college employee has reasonable cause to believe that a child has suffered abuse or neglect.

238.1 Reporters

Mandatory reporters are Academic, Administrative, Athletic employees and other employees as required by state or federal law, including student employees if applicable, who have reasonable cause to believe that a child has suffered abuse or neglect. The report must be made to the proper law enforcement agency or the Department of Social and Health Services (DSHS). Contact DSHS at 1-866-ENDHARM (1-866-363-4276). Find common manifestations of child abuse here: <https://www.dcyf.wa.gov/safety/report-abuse>.

All other employees who have reasonable cause to believe that a child has suffered abuse or neglect must report the suspected child abuse or neglect immediately to the Vice President of Human Resources & Legal Affairs, or designee, via phone, in person or email. The Vice President of Human Resources & Legal Affairs, or designee, must

make a report to the proper law enforcement agency or the Department of Social and Health Services.

238.2 Elements of the Report

You must report child abuse as described below. You must make the report at the first opportunity and never later than 48 hours after you have reasonable cause to believe a child suffered abuse or neglect.

The report must include as much detail as possible. It must include the identity of the accused if known. Detail includes:

1. The child's name, address, and age.
2. The name and address of the child's parents, stepparents, guardians, or other persons who have custody of the child.
3. The nature and extent of the alleged:
 - a. Injury or injuries.
 - b. Neglect.
 - c. Sexual abuse.
4. Any evidence of previous injuries, including their nature and extent.
5. Any other information that may help to establish the cause of the child's injury, injuries, or death.
6. The identity of the alleged perpetrator(s).

The reporting requirement doesn't apply to the discovery of abuse or neglect that occurred during childhood if it's discovered after the child becomes an adult. However, if there's reasonable cause to believe other children are or may be at risk of abuse or neglect by the accused, the reporting requirement does apply and you must make a report.

238.3 Definitions

Child

- Anyone under age 18.

Abuse

- Sexual abuse, sexual exploitation, or injury of a child by anyone under circumstances that causes harm to the child's health, welfare, or safety; OR
- The negligent treatment or maltreatment of a child by a person responsible for or who provides care to the child.

Abused Child

- A child subjected to child abuse or neglect.

Allowable Physical Discipline

- Reasonable and moderate physical discipline inflicted by a parent, teacher, or guardian to restrain or correct the child. Any use of force on a child by anyone else is unlawful unless it's:
 - Reasonable and moderate.
 - Authorized in advance by the child's parent or guardian to restrain or correct the child.

238.4 Legal Liability

Anyone who takes part in reporting alleged child abuse or neglect in good faith will not have any legal liability that comes from such reporting. If you, in good faith, cooperate in an investigation of a report of child abuse or neglect, you won't be subject to civil liability that comes from your cooperation. If you, intentionally and in bad faith, knowingly make a false report of alleged abuse or neglect, you will be guilty of a misdemeanor and violating college policy.

238.5 More Information

The College's Vice President of Human Resources & Legal Affairs receives reports and provides guidance on employees' reporting obligations. Contact the Office of Human Resource Services or call (360) 442-2120. Also see [RCW 26.44.030 \(apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=26.44.030) for more information.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: October 25, 2012

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 26.44.030 (apps.leg.wa.gov/rcw/default.aspx?cite=26.44.030)		VP of HR and Legal Affairs

Policy 240 - Alcohol & Drug Free Workplace

Lower Columbia College intends to provide an alcohol and drug-free work environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform their assigned duties safely and efficiently in the interests of their fellow employees, students and themselves, and shall refrain from reporting to work under the influence of a controlled substance. The unlawful manufacture, distribution,

dispensing, possession or use of a controlled substance in all facilities, grounds, events or activities directly or indirectly under the control of Lower Columbia College, or while conducting college business, shall not be tolerated and, pursuant to this policy, shall be prohibited. Lower Columbia College will comply with the Federal Drug-Free Workplace Act, Drug-Free Schools and Communities Act, U.S. Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991, along with other applicable federal, state and local laws and regulations, including but not limited to the enforcement of state underage drinking laws. Marijuana use is illegal under federal law and permitting its use at Lower Columbia College would violate the Drug-Free Schools and Communities Act. If LCC fails to comply with that act, it could become ineligible for federal funding and financial aid programs for its students. Employees or students engaging in prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

Employees

Violation of this policy by employees may result in disciplinary action being taken in accordance with the rules, regulations, employment contracts, bargaining unit agreements, tenure laws or other policies of the institution. Violation may be reason for discipline, up to and including termination of employment, or participation in evaluation and/or satisfactory participation in an approved drug abuse assistance or rehabilitation program. Lower Columbia College recognizes drug use and/or dependency to be a health, safety and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the Employee Assistance Program and/or employee medical insurance plans as appropriate. Employees shall be encouraged to voluntarily seek expert assistance for alcoholism, drug dependency, or any other job-impairing personal problem. Employees whose job performance or work-related behavior is adversely affected by alcoholism or drug dependency will be encouraged to seek appropriate assistance and support from Human Resources. Any employee suffering from either condition will be given the same consideration that is extended to employees having any other illness, including the use of sick time to pursue a professionally prescribed program of treatment.

Employees must, as a condition of working on any Lower Columbia College contract or grant, abide by the terms of this statement, and notify the employee's supervisor no later than five days after any conviction for a criminal drug statute violation that occurred in the workplace or while conducting college business. Lower Columbia College must report the conviction to the appropriate federal grant/contracting agency with ten days after having received notice.

While use of medically prescribed medications or over the counter medications is not (per se) a violation of this policy, attempting to work while taking medications or drugs, which could interfere with the safe and effective performance of duties or operation of College equipment, may result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified

medical practitioner may be required. If the use of the medications impairs the ability of the employee to perform the essential functions of the job effectively and in a safe manner, other options must be considered through Human Resources.

LCC reserves the right to permit the service of alcoholic beverages on the campus, though it may not be served at an employee or student event during regular work hours of 8:00 a.m. to 4:30 p.m. Monday - Friday. Employees scheduled to work at an event where alcohol is served shall not consume alcohol. Administrative/exempt and faculty, who are salaried employees, are presumed not to be working if the event occurs outside of regular work hours.

Students

If a student violates this code, he or she is subject to discipline pursuant to the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](https://www.lowercolumbia.edu/publications/student-handbook/code-of-student-conduct).

Criminal Sanctions

Violations of this policy may also violate local, state and federal criminal law, and will be referred to the appropriate law enforcement agency for investigation which may result in separate penalties, such as monetary fines or imprisonment. Individuals concerned about specific circumstances should seek the advice of their personal attorney.

Reporting

If an individual observes or believes an employee, contractor, student, visitor or volunteer may be under the influence or in violation of this policy, please report so immediately.

- For employee-related concerns, contact a supervisor immediately. The supervisor should contact Human Resources.
- For student-related concerns, contact Student Conduct Officer/Safety & Security.
- For all other individuals, contact Safety & Security.

All LCC managers and supervisors shall be responsible for reasonable enforcement of this policy and immediately notify Human Resources when they have a reasonable suspicion that an employee is under the influence of a controlled substance while on the job or standby duty. The manager/supervisor shall not direct the employee to go home or otherwise provide transportation from the worksite prior to a Human Resources response. Managers and supervisors will be trained on detecting the signs/symptoms of being affected by controlled substances/alcohol.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: January 22, 2020
- Approved: February 23, 2009

- Adopted: October, 1989
- Replaces Policy 318

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 240.1 (services4.lowercolumbia.edu/info/webResources2/internal/Policy/240.1A%20Procedure%20Drug%20%20Alcohol%20Testing.pdf)	Drug & Alcohol Testing	
Procedure 240.2B (service s4.lowercolumbia.edu/info/webResources2/Internal/Policy/240.2b_alcohol_and_drug-free_procedure_1-22-20.pdf)	Alcohol & Drug Procedure	
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)	Article 22	VP of HR and Legal Affairs
Administrative & Exempt Handbook (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)	Workplace Conduct and Expectation	
Available Assistance for Treatment Washington State Employee Assistance Program (lowercolumbia.edu/red-devil-wellbeing/employee-assistance)		
Drug-Free Schools - (lowercolumbia.edu/publications/student-handbook/drug-free-schools-and-communities-		

Resource/Reference/ Procedure	Title	Unit Responsibility
act) Student Resources (lowercolumbia.edu/publications/student-handbook/drug-free-schools-and-communities-act)		
Drug Free Workplace - Resources (lowercolumbia.edu/red-devil-wellbeing/drug-free-schools-and-communities-act)		
The Higher Education Opportunity ACT of 2008 (www2.ed.gov/policy/highered/leg/hea08/index.html)	Public Law 110-315: 8/14/08	

Policy 243 - Employee Wellness Policy

Lower Columbia College is committed to the wellness of its faculty and staff. Recognizing that employees perform their best when they are healthy and that optimal employee performance is necessary for the college to achieve its mission, the Wellness Committee will provide wellness tools, resources, and activities.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Adopted: June 1, 2015

Resource/Reference/ Procedure	Title	Unit Responsibility
RDW Participation Guidelines (lowercolumbia.edu/publications/administrative-policies/_assets/documents/RDWPparticipationGuidelines.pdf)	Red Devil Wellbeing Participation Guidelines	Red Devil Wellbeing Committee/ Human Resources

Policy 245 - Workplace Safety

Lower Columbia College is committed to health and safety and in maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic and accreditation standards, and with any special safety concerns identified at the unit level. Every person in the organization shall be assigned the responsibility for both individual and organizational safety.

Failure to follow safety and health guidelines or any conduct that places the employee, other employees, students or members of the public at risk may be cause for disciplinary action, up to and including termination of employment.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved: February 28, 2018
- Adopted: October, 1989
- Replaces Policy 309

Resource/Reference/ Procedure	Title	Unit Responsibility
Campus Closure (lowercolumbia.edu/publications/emergency/college-closure-procedure)		VP of HR and Legal Affairs
Emergency Handbook (lowercolumbia.edu/publications/emergency)		

Policy 246 - Workplace Violence

Lower Columbia College is committed to maintaining a work environment that is as free as possible from acts or threats of violence or intimidation. The safety and security of Lower Columbia College students, faculty, staff and visitors are of vital importance.

Violent or threatening behavior directed at students, faculty, staff, visitors, oneself, or property will not be tolerated by Lower Columbia College (LCC). This applies to any acts of violence or threats made on LCC property, at events, or under other circumstances that may negatively affect the College's ability to conduct business.

Employees and visitors may not possess, carry, or store firearms, or other weapons on College property or in privately-owned vehicle on College property unless such items

are pre-approved for a class or class-related activity. These items are also prohibited at College events and functions that take place off campus.

Violation of this policy by any employee will result in disciplinary action that may result in termination of employment and/or criminal prosecution. Violations by students will result in discipline through the Student Conduct Code and/or criminal prosecution. Violations by groups or individuals who are neither employees nor students will result in restriction from College property and/or criminal prosecution.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: July, 1993
- Replaces Policy 806

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 246.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/246.1A_Workplace_Violence_Procedures.pdf)	Workplace Violence Procedures	VP of HR and Legal Affairs

Policy 250 - Leave Administration

Lower Columbia College, aware of its obligations under [RCW 50A \(apps.leg.wa.gov/rcw/default.aspx?Cite=50A\)](https://apps.leg.wa.gov/rcw/default.aspx?Cite=50A) and [WAC 192 \(apps.leg.wa.gov/wac/default.aspx?cite=192\)](https://apps.leg.wa.gov/wac/default.aspx?cite=192), [Family Medical Leave Act of 1993 \(www.dol.gov/agencies/whd/fmla\)](https://www.dol.gov/agencies/whd/fmla), [WAC 357-31 \(apps.leg.wa.gov/WAC/default.aspx?cite=357-31\)](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-31), and all related chapters of the [Revised Code of Washington \(apps.leg.wa.gov/RCW/default.aspx?cite=49.60\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=49.60), will provide and administer a program for employee leaves of absence. This program will serve both the well-being of LCC's employees and the organization as a whole. Leave will be administered in good faith, consistent with the rights and responsibilities provided for by law and in collective bargaining agreements, including those responsibilities placed upon the employee to provide the notice and information necessary for the district to effectively direct its workforce and serve the best interest of students.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Adopted: October, 1989
- Replaces Policies 308.2-308.3

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsigg.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)		
Procedure 250.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.1A_Family_Medical_Leave.pdf)	Family Medical Leave Procedure	
Procedure 250.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.2A_Part_Time_and_Student_Leave_Procedure.pdf)	P/T & Student Leave	

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 250.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.3A_SharedLeaveProcedure.pdf)	Shared Leave	
Procedure 250.4A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.4A_Leave_Procedure_Final.pdf)	Leave Administration	

Policy 251 - Holidays

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (3rd Monday of January)
- Presidents' Day (3rd Monday of February)
- Memorial Day (last Monday of May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday of September)
- Veterans' Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- Native American Heritage Day (Friday immediately following the 4th Thursday in November)
- Christmas Day (December 25th)

Whenever a holiday falls on a Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on a Saturday, the preceding Friday shall be considered a legal holiday. Eligible employees must be in pay status for their entire work shift on the workday preceding the holiday in order to be credited with holiday pay.

251.1 Holidays for Reasons of Faith or Conscience

College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee may take their unpaid holidays on the specific days desired unless an employee's absence would

impose an undue hardship on the college or the employees are necessary to maintain public safety. Undue hardship is defined by WAC 82-56-020.

Employee seniority will not be impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them.

Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by UMCC: August 16, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: November 24, 2014
- Campus Review: November 17-December 1, 2014
- Reviewed by the Executive Leadership Team: October 27, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 1.16.050 (app.leg.wa.gov/rcw/default.aspx?cite=1.16.050)	"Legal holidays" and "legislatively recognized days"	VP of HR and Legal Affairs
WAC 82-56-020 (apps.leg.wa.gov/WAC/default.aspx?cite=82-56-020)	Definition of Undue Hardship	
WAC 357-31-010 (apps.leg.wa.gov/wac/default.aspx?cite=357-31-010)	Which Employees Qualify for Holiday Compensation	

Policy 252 - Illness

252.1 Life-Threatening Illness

Lower Columbia College recognizes that students and employees with life-threatening illnesses--including, but not limited to, cancer, heart disease, and AIDS--may wish to continue to engage in as many of their normal pursuits, including work, as their conditions allow. As long as these students and employees are able to meet acceptable performance standards and medical evidence indicates that attendance at LCC is not a threat to themselves or others, the College will treat them the same as any other students and employees.

At the same time, Lower Columbia College seeks to provide a safe environment for students and employees. Therefore, precautions will be taken, as needed, to ensure that a student's or employee's condition does not present a health and/or safety threat to any other individuals on the campus.

252.2 Alcoholism and Drug Dependency

Alcohol and drug dependency are defined as illnesses that interfere with an employee's ability to perform assigned work satisfactorily or that adversely affect his/her job behavior.

Employees shall be encouraged to voluntarily seek expert assistance for alcoholism, drug dependency, or any other job-impairing personal problem. Employees whose job performance or work-related behavior is adversely affected by alcoholism or drug dependency will be expected to seek appropriate assistance. Any employee suffering from either condition will be given the same consideration that is extended to employees having any other illness, including the use of sick time to pursue a professionally prescribed program of treatment.

Supervisors are required to identify, document, and attempt to correct all employee job performance and/or work behavior problems, using standard corrective-action procedures. In those instances where such efforts fail to bring about the resolution of any employee's job-related problems, supervisors will consider referral to appropriate agencies for professional assessment and problem-resolving assistance.

The obligation of each employee to work effectively and cooperatively in his/her respective position is affirmed. The responsibility to improve substandard job performance or to correct unacceptable work behavior rests with the individual employee, regardless of the underlying causative factors or circumstances that may be present. Failure to correct unsatisfactory job performance or behavior, for whatever reason, will result in appropriate disciplinary action, including, when necessary, termination.

252.3 Return to Work

LCC is committed to preserving the economic well-being of employees by providing their return to work at the earliest possible date after an on-the-job injury. Until such time as the employee can assume the duties of his/her permanent position, consideration shall be given to alternate work assignments at LCC. Employees eligible to participate in the Return to Work Program must meet the following conditions:

- Be a permanent employee.
- Be receiving compensation under [RCW 51.32.090 \(apps.leg.wa.gov/RCW/default.aspx?cite=51.32.090\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=51.32.090).
- Have a disability which makes him/her temporarily unable to return to his/her previous work but who is capable of carrying out work of a lighter or modified nature as evidenced by a written release from a physician or licensed mental health professional.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009
- Approved: November, 1992
- Adopted: October, 1989
- Replaces Policies 312 & 313

Policy 253 - Protecting Personal/Confidential Information

Lower Columbia College will protect personal (confidential) information entrusted to it to the maximum extent possible.

Collection, release and retention of confidential information shall be minimized.

The College shall critically assess its need for information from employees and will request only that information necessary to carry out its mission. The College will guard the personal information entrusted to it, releasing it only under statutory or court order. Employees shall be notified of any court order for release of their confidential information so they may, if desired, exercise their privilege to object to the disclosure.

Confidential information will be controlled and protected. The commitment to safeguarding confidential information extends to discouraging the routine forwarding of e-mails containing confidential information and, when appropriate to forward, protecting it properly. Confidential or restricted access materials may not be taken off-campus without appropriate prior approval. The security of any confidential or restricted access materials removed from the office with appropriate approval is the responsibility of the employee.

The College will not sell or give confidential information to any unauthorized entity. This includes a prohibition against selling or giving of any lists of employees or members for marketing or campaign purposes.

Employees shall be given opportunities to review and correct their personal information held by the College. Employees may contact Human Resource Services to view their personal information.

As a condition of employment, employees shall provide their social security card upon hire. When an employee legally changes their name, a new social security card must be provided to HR within 60 days. The College will collect and track information using an Employee Identification Number.

Paperwork containing personal information will be disposed of by on-premises shredding or placement in secured containers for the purpose of shredding.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by UMCC: August 16, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 28, 2011
- Campus Review: January 21- February 4, 2011
- Reviewed by the Leadership Team: October 25, 2010
- Reviewed by the Executive Leadership Team: October 13, 2010

Policy 258 - Resignation

An employee is expected to submit a written resignation to the President or designee as soon as practical after the decision has been made to resign. Resignations are deemed accepted upon submission by the employee unless mutually revoked by the employee and the President/designee.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by the Governance Council: October 5, 2022
- Reviewed by UMCC: September 29, 2022
- Reviewed by the Executive Leadership Team: August 17, 2022
- Reviewed by the Executive Leadership Team: June 19, 2019
- Approved: February 23, 2009
- Adopted: October, 1989

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Document-revised_05-21-2024.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)		

Policy 260 - Employment Contracts

Faculty, exempt and executive staff shall be employed under the terms and conditions of an employment contract that stipulates dates of employment, salary for the employment period and any other terms and conditions applicable to that individual's employment.

Employment contracts shall be executed by signature of the employee and the applicable appointing authority. An employee's failure to sign the contract offer by the date specified shall be considered a rejection of the offer.

Nothing herein shall preclude the district from entering into an employment contract of limited duration for interim, acting or other provisional appointments.

Written acceptance of an employment contract conveys that the employee agrees to conform to the rules, policies, and regulations of Lower Columbia College, District 13, and the laws of the State of Washington.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Approved: February 23, 2009

- Adopted: October, 1989
- Replaces Policy 311

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		
Administrative and Exempt Handbook (services4.lowercolumbia.edu/info/webResources2/HumanResources/HandbookExemptAdmin_2017.pdf)		

Policy 265 - Labor Relations

Lower Columbia College will conduct all labor relations activities in good faith, with the objective of furthering the values and objectives of the Board of Trustees and the best interest of students. The Board of Trustees is authorized to sign agreements on behalf of the district, except where that authority has been specifically delegated. The terms of an approved collective bargaining agreement may amend policy.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Reviewed - No Changes Needed: June 19, 2019
- Adopted: February 23, 2009

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Document-revised_05-21-2024.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/AdministrativeExemptHandbook.pdf?v=1)		

Policy 266 - Lobbying Activity

The Lower Columbia College Board of Trustees, the College President and Vice Presidents, the Head Start Director/Designee, and those who have the President's written permission are the only people authorized to lobby on behalf of the College.

The terms "lobby" and "lobbying" are defined as "attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption or rejection of any rule, standard, rate or other legislative enactment of any state agency under the state administrative procedure act, chapter 34.05 RCW. Neither "lobby" nor "lobbying" includes an association's or other organization's act of communicating with the members of that association or organization." [RCW 42.17A.005\(34\)](http://leg.wa.gov/RCW/default.aspx?cite=42.17A.005) (app.leg.wa.gov/RCW/default.aspx?cite=42.17A.005) . Lobbying on behalf of oneself or on behalf of another organization or association does not constitute lobbying on behalf of the college.

All lobbying activity on behalf of the College must be documented by including the date of the lobbying, any bill or rule that was the subject of lobbying, the name of the lobbyist, and the name of the legislator, legislative staffer, or agency that was the subject of lobbying. This information must be sent to the Vice President of Foundation, HR, & Legal Affairs for inclusion in the College's lobbying report by using this [Lobbying Reporting Form](http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/MonthlyLobbyingForm_Jan21.pdf) (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/MonthlyLobbyingForm_Jan21.pdf) no later than:

- April 1st for activity occurring January through March
- July 1st for activity occurring April through June
- October 1st for activity occurring July through September
- January 2nd for activity occurring October through December

State ethics laws prohibit the use of state resources to directly or indirectly assist a campaign for election of a person to an office or for the promotion of or opposition to a ballot or proposition. [RCW 42.52.180 \(apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180\)](https://apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180) .

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: May 5, 2021
- Campus Review: April 23- May 3, 2021
- Reviewed by UMCC: April 20, 2021
- Reviewed by the Governance Council: April 7, 2021
- Reviewed by the Executive Leadership Team: March 24, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 42.17A.635 (app.leg.wa.gov/RCW/default.aspx?cite=42.17A.635)	Legislative activities of state agencies, other units of government, elective officials, employees.	VP of HR and Legal Affairs
Lobbying Reporting Form (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/MonthlyLobbyingForm_Jan21.pdf)		
Lobbying Guidelines (lowercolumbia.edu/publications/administrative-policies/_assets/documents/LobbyingGuidelines.pdf)		
LCC Code of Ethics (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 42.52.180 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180)	Use of public resources for political campaigns	
Public Agency Lobbying Instructions (www.pdc.wa.gov/learn/publications/public-agency-lobbying-instructions)	From the Public Disclosure Commission website	
Activities That Are Not Lobbying (www.pdc.wa.gov/learn/publications/public-agency-lobbying-instructions/reporting-agency-lobbying-activity/activities)	From the Public Disclosure Commission website	

Policy 267 - Telework

Lower Columbia College encourages and supports telework for positions that are suited for telework to provide flexibility for employees and as a means of achieving administrative efficiencies while following the mission of the College.

Historic Information

- Reviewed - No Changes Needed: July 13, 2022
- Approved: March 2, 2022
- Campus Review: February 3-18, 2022
- Reviewed by the Governance Council: February 2, 2022
- Reviewed by UMCC: January 18, 2022
- Reviewed by the Executive Leadership Team: January 5, 2022

Resource/Reference/ Procedure	Title	Unit Responsibility
Procedure 267.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/267.1A_Procedure_Telework.pdf)	Telework Procedure	VP of HR and Legal Affairs

Resource/Reference/ Procedure	Title	Unit Responsibility
Telework Activity Log (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/TeleworkActivityLog.pdf)		

Policy 268 - Hazing Prevention

Hazing is prohibited within the Lower Columbia College community. Hazing is any conduct committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively "student groups") or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Lower Columbia College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus. In compliance with [2SHB 1751 \(2022\) \(lawfilesex.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1751-S2.SL.pdf?q=20220623144542\)](https://leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1751-S2.SL.pdf?q=20220623144542), the College will implement procedures and programs, including offering students and employees hazing prevention training and programming, implementation of a mandatory reporting procedure, creation of a hazing prevention committee, and publication of a hazing report.

Historic Information

- Approved: September 14, 2022
- Reviewed by the Executive Leadership Team: September 14, 2022
- Campus Review: August 29- September 13, 2022
- Reviewed by UMCC: August 16, 2022
- Reviewed by the Governance Council: July 22, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 28B.10 (app.leg.wa.gov/RCW/default.aspx?cite=28B.10)		VP of HR and Legal Affairs

Resource/Reference/ Procedure	Title	Unit Responsibility
2SHB 1751 (2022) (lawfiles ext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Session%20Laws/House/1751-S2.SL.pdf?q=20220623144542)		VP of Student Services
LCC's Hazing Prevention Webpage (lowercolumbia.edu/disclosure/anti-hazing)	Anti-Hazing (Hazing Prevention)	
WAC 132M-126 (app.leg.wa.gov/WAC/default.aspx?cite=132M-126)	Code of Student Conduct	
Procedure 268.1A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/268.1A_Hazing_Prevention.pdf)		

Policy 269 - Employee Affinity Groups

Employee Affinity Groups (EAG) are voluntary associations of Lower Columbia College employees who gather together around a common interest and are formed pursuant to the college's Diversity, Equity, & Inclusion Strategic Plan. EAGs play a vital role in developing and improving employee morale and the campus climate. EAGs support the shared mission, vision and values of the College and break down barriers of rank and work group around shared interests by encouraging collaboration and understanding.

LCC is supportive of a system of Employee Affinity Groups that contribute to the following:

- Foster employee development.
- Contribute to the College's commitment to advancing social equity, while challenging systems of power, privilege and inequities.
- Strengthen networking and cohesiveness across the College, and promote career and professional development.
- Provide important feedback to management and assist with efforts to attract and retain highly qualified candidates for employment at LCC.

Historic Information

- Approved: April 26, 2023
- Reviewed by the Executive Leadership Team: April 26, 2023
- Campus Review: April 11-25, 2023

- Reviewed by the Governance Council: April 5, 2023
- Reviewed by UMCC: March 21, 2023
- Reviewed by the Governance Council: March 1, 2023
- Reviewed by the Executive Leadership Team: January 11, 2023

Resource/Reference/ Procedure	Title	Unit Responsibility
269.1A EAG Procedure	Employee Affinity Group Procedure (lowercolumbia.edu/publications/administrative-policies/_assets/documents/269.1A_Employee_Affinity_Groups.docx.pdf)	VP of HR, Foundation and Legal Affairs and VP of Student Services
EAG Application	Employee Affinity Group Application (lowercolumbia.edu/publications/administrative-policies/_assets/documents/EAG_Application_Updated.pdf)	VP of HR, Foundation and Legal Affairs and VP of Student Services
DEI Strategic Plan	Lower Columbia College Diversity, Equity and Inclusion Strategic Plan (lowercolumbia.edu/diversity-equity/_assets/documents/LCC-Diversity-Equity-Inclusion-Strategic-Plan-2022-2027.pdf)	Lower Columbia College Executive Leadership Team
DEI Webpage	Diversity, Equity and Inclusion webpage (lowercolumbia.edu/diversity-equity)	DEI Committee

Policy 270 - Whistleblower Policy

All LCC employees are encouraged to report improper governmental actions. LCC recognizes the importance and value of employees reporting governmental misconduct without fear of retaliation or reprisal and supports the reporting of misconduct.

A. Who is a Whistleblower?

A whistleblower is a current employee who reports alleged improper governmental action to the State Auditor, Executive Ethics Board, or the Vice President of Foundation, HR, and Legal Affairs or provides information at the request of the State Auditor, Executive Ethics Board, or the Vice President of Foundation, HR, and Legal Affairs. This also includes situations where the employee is perceived by the employer as reporting or providing information, whether they did or not.

Whistleblowers must report in “good faith” meaning the employee has a reasonable basis in fact for reporting or providing the information. An employee who knows or ought to know they are providing or reporting malicious, false, or frivolous information, or information that is provided with reckless disregard for the truth, or who knowingly omits relevant information is not acting in good faith. An employee must make a reasonable attempt to ascertain the correctness of the information furnished and may be subject to disciplinary actions, including but not limited to, termination, for knowingly furnishing false information.

B. Improper Governmental Action is defined in [RCW 42.40.020 \(app.leg.wa.gov/rcw/default.aspx?cite=42.40.020\)](http://app.leg.wa.gov/rcw/default.aspx?cite=42.40.020) .

C. Protections for Whistleblowers

State law affords whistleblowers protection from reprisal or retaliation.

The identity or identifying characteristics of any person who in good faith provides information in an investigation is confidential at all times, unless the person consents to disclosure by written waiver or by acknowledging their identity as a witness who provides information in an investigation.

A whistleblower who reports improper governmental actions in good faith is entitled to protection from reprisal or retaliatory action. The Whistleblower Act prohibits anyone from using their office or authority to interfere or attempt to interfere with an employee filing a complaint or providing information. This prohibition includes threatening, taking, directing others to take, recommending, processing, or approving any personnel action such as an appointment, promotion, transfer, assignment, including but not limited to duties and office location, reassignment, reinstatement, restoration, reemployment, performance evaluation, determining any material changes in pay, provision of training or benefits, tolerance of a hostile work environment, or any adverse action [RCW 41.06 \(app.leg.wa.gov/rcw/default.aspx?cite=41.06\)](http://app.leg.wa.gov/rcw/default.aspx?cite=41.06) , or other disciplinary action. If a whistleblower believes they have been the subject of retaliation due to their status or actions as a whistleblower, the whistleblower may file a claim with the [Washington Human Rights Commission \(www.hum.wa.gov/\)](http://www.hum.wa.gov/) .

D. Responsibilities

An employee may report improper governmental action to the Vice President of Foundation, HR, & Legal Affairs, directly with the State Auditor, or with the Executive Ethics Board. The report must be provided within one year after the occurrence of the asserted improper governmental action.

Process for Reporting: The complaint should include a description of the improper action, the name of the employee(s) involved, the agency and any other details necessary to conduct an investigation. The complaint should be signed; however, complaints may be filed anonymously. The whistleblower's name will be held in strict confidence. Telephone calls will not be accepted.

Additional information regarding Whistleblower Protection, as well as a form to electronically submit a complaint to the State Auditor's office can be found at: <https://sao.wa.gov/report-concern/how-report-concern/whistleblower-program>

The State Auditor contact information is:

Washington State Auditor's Office

Attention: Whistleblower Program Manager

PO Box 40031 Olympia, WA 98504-0031

Email: whistleblower@sao.wa.gov

If the employee who has reported the improper governmental action wishes to be informed of the results of the State Auditor's investigation, they must include a name, address, and telephone number in the original whistleblower report.

An employee who is contacted by the State Auditor's Office during an investigation of an allegation is expected to cooperate fully in the investigation and is prohibited from destroying any evidence during the course of the investigation.

If the Vice President of Foundation, HR, & Legal Affairs receives a report of improper governmental action, a report will be made to the State Auditor within 15 days.

The Vice President for Foundation, HR, & Legal Affairs shall provide all employees, on an annual basis, a summary of The Whistleblower Act, and the procedures for reporting under The Whistleblower Act.

Historic Information

- Approved: March 20, 2024
- Reviewed by the Executive Leadership Team: March 20, 2024
- Campus Review: February 27- March 12, 2024
- Reviewed by UMCC: February 20, 2024
- Reviewed by the Governance Council: February 16, 2024
- Reviewed by the Executive Leadership Team: January 24, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 42.40 (app.leg.wa.gov/rcw/default.aspx?cite=42.40)	State Employee Whistleblower Protection	Washington State Legislature

Policy 271 - Professional Development and Training

Lower Columbia College encourages and supports the growth and development of faculty and staff. The College provides professional development opportunities in a variety of formats, training types, and presentation styles.

A. New Hires

As part of the onboarding process, new faculty and staff are assigned required trainings through our college-supported Learning Management System (LMS) and our college-supported training platform. The trainings cover a wide range of topics including but not limited to: safety, ethics, general information about the College and our policies, diversity, FERPA, data security, accessibility, etc.

B. Supervisors

In compliance with WAC 357-34-055, new supervisors are required to participate in a leadership training offered through the Department of Enterprise Services.

C. Training Topics

Human Resources strives to offer a variety of training topics based on faculty and staff interests and needs while also ensuring alignment with College and wellbeing initiatives. In addition, there are several required trainings offered on a specific schedule. Evaluations are required for all Diversity Equity & Inclusion (DEI) related topics. DEI trainings and evaluations are posted on the [DEI Webpage \(lowercolumbia.edu/diversity-equity\)](http://lowercolumbia.edu/diversity-equity) as required by SB 5227.

Supporting Funding for Professional Development

All full-time faculty and staff are eligible for the tuition waiver program, which allows them to take LCC classes for \$10/class ([Employee Tuition Waiver \(lowercolumbia.edu/registration/employee-tuition-waiver\)](http://lowercolumbia.edu/registration/employee-tuition-waiver)). Human Resources also maintains a list of the tuition waiver amounts for other Washington State colleges on the [Human Resources Webpage \(internal.lowercolumbia.edu/departments/human-resources\)](http://internal.lowercolumbia.edu/departments/human-resources).

D. Classified Professional Development Fund

Classified employees are eligible for a \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow. ([Classified Training Request Form \(internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf\)](https://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf))

E. Exempt Development Fund

Exempt employees are eligible for a \$150 reimbursement annually for training opportunities such as workshops, conference registration, college course registration and fees, college course textbooks, and other activities as approved. College departments may also fund professional development activities as department budgets allow. ([Exempt Professional Development Training Request \(internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF\)](https://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF))

F. Foundation & Exceptional Faculty Grants

The College Foundation offers two types of grants to LCC employees on an annual basis. Foundation Grants and Exceptional Faculty Grants support projects that promote student learning, or that develop services that promote student learning in alignment with the college's [Mission Areas \(lowercolumbia.edu/strategic-plan\)](https://lowercolumbia.edu/strategic-plan) . Projects should emphasize innovative approaches to teaching and learning and may relate to existing or new programs, courses or services. Grant applications are typically accepted during spring quarter for use the following year. Any full-time or adjunct faculty member may apply for an Exceptional Faculty Grant. Funds must be expended within a one-year period, typically by June 30.

- [Lower Columbia College Foundation Grants \(internal.lowercolumbia.edu/organization/foundation-grants\)](https://internal.lowercolumbia.edu/organization/foundation-grants)
- [Exceptional Faculty Grant Committee \(internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant\)](https://internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant)

G. Faculty Professional Development Fund

Both full-time and adjunct faculty are eligible for professional development funds on an annual basis to pursue professional development opportunities. The program and eligibility are defined in the faculty negotiated agreement and the funds are administered by the Faculty Professional Development Committee.

Historic Information

- Approved: April 24, 2024

- Reviewed by the Executive Leadership Team: April 24, 2024
- Campus Review: April 9-23, 2024
- Reviewed by the Governance Council: April 3, 2024
- Reviewed by UMCC: March 19, 2024
- Reviewed by the Executive Leadership Team: March 6, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
LCC website	Professional Development webpage (internal.lowercolumbia.edu/departments/human-resources/supervisor-resources/professional-development)	Human Resources
Faculty Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement – Lower Columbia College Faculty Association of Higher Education (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Documents-revised_05-21-2024.pdf)	Human Resources
Classified Staff Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement, Washington Federation of State Employees of High Education Community College Coalition (ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wfs_e_he.pdf)	Human Resources
LCC website	Employee Tuition Waiver (lowercolumbia.edu/registration/employee-tuition-waiver)	Registration
Exempt Training Request Form	Exempt Employee Professional Development Training Request form (internal.lowercolumbia.edu/departments/human-resources/)	Human Resources

Resource/Reference/ Procedure	Title	Unit Responsibility
	_assets/documents/ExemptProfessionalDevelopmentTrainingRequest.PDF)	
Classified Training Request Form	Classified Professional Development Training Request form (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/ClassifiedTrainingRequestForm.pdf)	Human Resources
Foundation grant application form	Lower Columbia College Foundation Grants (internal.lowercolumbia.edu/organization/foundation-grants)	LCC Foundation
Exceptional faculty grant application form	Exceptional Faculty Grant Committee (internal.lowercolumbia.edu/organization/committees/exceptional-faculty-grant)	LCC Foundation

Policy 272 - General Complaint and Grievance Policy

Suggestions concerning Lower Columbia College, constructive criticism of the College's policies, or reporting alleged violations of college policies is encouraged. However, individuals wishing to express formal concerns or criticisms shall be required to follow this policy to ensure their concern is heard by the appropriate party. This policy does not affect any rights an employee has under their Collective Bargaining Agreements (CBA) if applicable. Concerns shall be initially communicated to persons at the lowest level of authority at which effective action can take place. If there is dissatisfaction on action taken at any level, the concern may automatically be communicated to the next higher level of authority until the grievance is resolved or final disposition has been reached.

Members of the college community, students, visitors, applicants, and employees are encouraged to report discrimination, harassment, or complaints associated with violations of college policy. Employees and students are encouraged to resolve complaints informally using current procedures for students and supervisory channels for employees (see below for further guidance). Formal complaints may be submitted through the "[Make a Report](#)" ([lowercolumbia.edu/students/make-a-report](#)) page or by contacting the Vice President of Foundation, HR, & Legal Affairs/Title IX Coordinator ([title9@lowercolumbia.edu](#)). Complaints falling under the jurisdiction of Title IX are

referred to the Title IX Coordinator. The Title IX Coordinator will initiate the [Title IX Grievance Procedure \(lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf\)](https://www.lowercolumbia.edu/publications/administrative-policies/_assets/documents/235.2A_Procedure.pdf) .

Formal complaints not falling under the jurisdiction of Title IX will be referred as follows:

- Regardless of the complainant, where a student is accused of a policy or code of conduct violation, the complaint will be referred to the Vice President of Student Services. Submitting a student concern through the [Make a Report \(lowercolumbia.edu/students/make-a-report\)](https://www.lowercolumbia.edu/students/make-a-report) form will route the specific concern to the appropriate personnel, including the Vice President of Student Services.
- Regardless of the complainant, where an employee of the college is accused of a policy violation and the complaint is discrimination or harassment, the complaint will be referred to the [Vice President of Foundation, HR, & Legal Affairs \(services4.lowercolumbia.edu/scripts/staffinfo.exe?specificId=2959\)](https://www.lowercolumbia.edu/scripts/staffinfo.exe?specificId=2959) .
- When the complaint is from a student and the grievance is academic in nature the complaint will follow the established Academic Grievance Resolution Procedures outlined in the [Student Handbook \(lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure\)](https://www.lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure) .
- When the complaint is from a student and the complaint is associated with college policies or procedure and no one is accused of a policy violation, the complaint will be referred to the [Vice President of Student Services \(services4.lowercolumbia.edu/scripts/staffinfo.exe?specificId=4037\)](https://www.lowercolumbia.edu/scripts/staffinfo.exe?specificId=4037) .
- When the complainant is an employee and the complaint is associated with a college policy, procedure, dispute, or other circumstance not already covered, the complaint will be referred to the Vice President of Foundation, HR, & Legal Affairs.

The college reserves the right to adjust referrals of complaints in circumstances where normal referrals would result in a conflict of interest for the parties involved. Formal complaints referred are processed under the following guidelines:

When a student is accused of a policy violation. In cases where a student is accused of a violation that includes discrimination or harassment the procedures associated with [Policy 235 Non-Discrimination and Anti-Harassment \(lowercolumbia.edu/publications/administrative-policies/200/235\)](https://www.lowercolumbia.edu/publications/administrative-policies/200/235) will be used to investigate the complaint and may be referred to the [Code of Student Conduct \(lowercolumbia.edu/publications/student-handbook/code-of-student-conduct\)](https://www.lowercolumbia.edu/publications/student-handbook/code-of-student-conduct) if a violation is found; in cases where a student is accused of another policy violation the Code of Student Conduct will be used to process the complaint.

When an employee is accused of a policy violation. In cases where an employee is accused of a policy violation that includes discrimination or harassment, the procedures associated with [Policy 235 Non-Discrimination and Anti-Harassment \(lowercolumbia.edu/publications/administrative-policies/200/235\)](https://www.lowercolumbia.edu/publications/administrative-policies/200/235) will be used.

When an employee is accused of a violation of a collective bargaining agreement. In cases where an employee is accused of violating a collective bargaining agreement (CBA), the process outlined in that CBA will be followed to resolve the grievance.

When a student has an academic grievance. In cases when a student believes their instructor provided an improper, arbitrary, or capricious academic evaluation as evidenced by the student's final course grade, the complainant shall follow the [Student Academic Grievance Procedures \(lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure\)](http://lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure) .

When a student has a policy grievance. In cases when a student is the complainant and the complaint is associated with a college policy other than Title IX, discrimination, or harassment, the complaint will be processed at the discretion of the Vice President of Student Services.

When an employee has a policy or other grievance. In cases when an employee is the complainant and the complaint is associated with a college policy other than Title IX, discrimination, or harassment, the case will be processed at the discretion of the Vice President of Foundation, HR, & Legal Affairs. In no way does this process impact the rights or timelines an employee has under their applicable Collective Bargaining Agreements (CBA). As a general rule, complaints should follow the process below, before escalating to the Vice President of Foundation, HR, & Legal Affairs:

1. Employee complaints are first addressed through supervisor channels beginning at the lowest level of supervision. Complaints should be addressed in a timely manner. Generally, for a complaint to be addressed and resolved in a timely manner, the complaint should be expressed within 10 working days of the event or circumstance.
 - a. Faculty employees should consult first with the Department Chair of the program followed by the program Dean and the Vice President of Instruction.
 - b. Staff should address their concerns with their immediate supervisor, followed by the second level supervisor and Vice President level of the department.

OTHER DISCRIMINATION COMPLAINT OPTIONS Discrimination complaints may also be filed with the following federal and state agencies:

- Washington State Human Rights Commission, <http://www.hum.wa.gov/index.html>
 - US Dept of Education Office for Civil Rights, <http://www2.ed.gov/about/offices/list/ocr/index.html>
 - Equal Employment Opportunity Commission, <http://www.eeoc.gov/>
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Historic Information

- Approved: June 26, 2024
- Reviewed by the Executive Leadership Team: June 26, 2024
- Campus Review: June 4-18, 2024
- Reviewed by the Governance Council: May 20, 2024
- Reviewed by UMCC: April 16, 2024
- Reviewed by the Executive Leadership Team: April 10, 2024

Resource/Reference/ Procedure	Title	Unit Responsibility
Faculty Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement – Lower Columbia College Faculty Association of Higher Education (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/2023-2026-Faculty-Contract-Official-Document-revised_05-21-2024.pdf)	Human Resources
Classified Staff Collective Bargaining Agreement (CBA)	Collective Bargaining Agreement, Washington Federation of State Employees of High Education Community College Coalition (ofm.wa.gov/sites/default/files/public/labor/agreements/23-25/wfs_e_he.pdf)	Human Resources
Student Handbook	Student Academic Grievance Procedures (lowercolumbia.edu/publications/student-handbook/student-academic-grievance-procedure)	VP of Student Services
LCC Administrative Policies	Policy 235 Non-Discrimination and Anti-Harassment (lowercolumbia.edu/publications/administrative-policies/200/235)	Human Resources
Student Handbook	Code of Student Conduct (lowercolumbia.edu/publications/student-handbook/code-of-student-conduct)	VP of Student Services