New Employee Onboarding
Introductions

- HR Introductions
- Please share your name and your new role at Olympic College
About the College

• Founded in 1946
• Educates approximately 11,000 students a year
• Service area includes Kitsap and Mason Counties
• Three campuses: Bremerton, Poulsbo, and Shelton
About the College

- Approximately 1,200 employees and volunteers service the college
- Olympic College is on a quarter system
- President - Dr. Marty Cavalluzzi
  - Full list of Board Members and executives can be found on the website.
State Board

• Olympic College is part of the Washington State Community and Technical College System that includes 34 public community and technical colleges.

• The system is overseen by the State Board for Community and Technical Colleges.
Mission Statement

“Olympic College enriches our diverse communities through quality education and support so students achieve their educational goals”

(Revised 2012)
Strategic Goals

1. Olympic College (OC) provides and supports quality comprehensive instructional programs that meet student and community needs and respond to changing conditions.

2. OC students succeed by engaging in campus life and meeting their self-determined educational goals.

3. OC applies collaborative and transparent decision-making processes that engage the wider College community in planning the College’s future.

4. OC communication among employees, students, and the community is clear, consistent and reliable.

5. OC serves as a site for cultural events, promoting diversity and inclusion to the wider college community.

6. OC respects and supports diversity of thought, people, culture, ideas, and activities.
Achieving the Dream

• Colleges have a laser focus on
  ▪ Equity
  ▪ Closing achievement gaps
  ▪ Increasing graduation rates with an emphasis on low-income, first-generation and students of color, and others who have been traditionally underserved at all colleges.
Achieving the Dream
New Employee Information

We will cover important information you’ll need to know as a new employee including policies, procedures and general information.

All items are included on the USB Flash Drive for you to review in their entirety.
Employment Categories

Staff
- Administrators
- Classified Staff (Full-time)
- Temporary hourly

Faculty
- Full-time Faculty
- Adjunct Faculty (Part-time)

Student Employees
- Regular Student Employees (RSE)
- Work-study - Federal, State, Workfirst
Employee Access

Network Login and Email
- Supervisor will receive an email with login and temporary password information.
- This will include your System ID #

Supervisor Requests:
- Keys and Building Access
- Computer/Network Access
- Telephone Access/Set-up
- Long Distance Code

Obtaining ID Card
- Facilities will call when keys and card access is ready. Please allow 3-5 days.

Parking Permit
- Visit Cashier and Security in Building 4
- Full-Time Employee----$50/year
- Part-Time Employees--$15/year
Access to Personnel File

- Olympic College maintains a personnel file for each employee. Access to these files is restricted as they contain confidential and personal information.

- If you would like to review your personnel file for any reason please contact Human Resources to schedule an appointment.
Employees will treat all College information as confidential and will not discuss or disclose this information except in the line of duty.

No employee will presume to speak for or on behalf of Olympic College without prior approval of the Communications Director.

Employees are expected to present a clean and neat appearance and dress according to the requirements of their positions.

Allowed only in designated areas on campus.

www.olympic.edu/alerts

OC Report It!
Olympic College does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or any other characteristic protected by law or policy.

Employment decisions at Olympic College will be based on merit, qualifications, abilities, and support of the College’s mission.
Questions or concerns about any type of discrimination in the workplace can be brought to:

- Immediate Supervisor
- Equal Employment Officer (VP HR)
- Title IX Officer (VP Equity Inclusion)
- OC Report It

Employees can raise concerns and make reports without fear of reprisal.
Olympic College is committed to complying fully with the Americans with Disabilities Act (ADA) and the Washington Family Care Act.

Reasonable accommodations may be requested when employees can otherwise perform the essential functions of their positions.

Reasonable Accommodations handled by:
- Human Resources - Employees
- Access Services - Students
Use of Colleges Resources

- All employees are responsible to be good stewards of state funds and resources.
- Important to use college resources for college business only.
- Olympic College prohibits the use of any college resource including computers, E-mail system, internet, or phone service in ways that are disruptive, offensive to others, or harmful to morale.
- Please immediately notify supervisor if any equipment, tools, or vehicles appear to be damaged, defective, or in need of repair.
Conflicts of Interest and Outside Employment

- An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Olympic College's business dealings.

- Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

- Employees may hold outside jobs as long as:
  - It does not constitute a conflict of interest
  - They meet the performance standards of their job with Olympic College
Agency Liability: The agency has the burden of proving that all requested documents were produced, and that its redactions and withholdings are proper; payment of court costs and attorney fees, up to $100 per page, per day for each day the record release was delayed or denied.

Employment Obligation: All OC employees are expected to fully comply* with the PRA.

Personal Legal Obligation: Under the Ethics in Public Service Act, "[n]o state officer or state employee may intentionally conceal a record if the officer or employee knew the record was required to be released under [the PRA.J’” RCW 42.52.050].
1. Keep college business matters on college issued computers and devices & personal matters on personal computers and devices.

2. Use work e-mail for business purposes only.

3. Keep your communications respectful and professional.

4. Always remember that as an agency employee, public disclosure is a part of all of our jobs.

5. Employees who submit PRA requests, “must use personal time and resources to do so”. (no use of College email, letterhead, etc.).

6. Everything that you write, record, post, scribble...in the conduct of college business, is a public record and may be requested and potentially disclosed.
Required Training

FERPA
- Emails are auto-generated from SafeColleges
- Log in to SafeColleges from ConnectMe links
- Must be completed within 30 Days of date assigned and annually thereafter.

Sexual Harassment
- Emails are auto-generated from SafeColleges
- Log in to SafeColleges from ConnectMe links
- Must be completed within 30 Days of date assigned and annually thereafter.

FERPA
- From U.S. Department of Education
- Visit: https://studentprivacy.ed.gov/training/ferpa-101-colleges-universities
- Register as a new user
- Print and send certificate of completion to Human Resources

Title IX Sexual Misconduct Training
- Will receive an email with link to training
- See email for deadline to complete.
FERPA

- FERPA = Family Educational Rights and Privacy Act
- Student educational records are confidential and may not be released without the written consent of the student
- Maintaining confidentiality of student records is the responsibility of all college employees
- Requests for student information should be directed to the Registrar or Campus Safety
- All employees are required to complete the FERPA training through SafeColleges
Sexual and Other Unlawful Harassment

• Olympic College is committed to providing a safe and healthful work environment that is free of discrimination and unlawful harassment.
  • Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, sexual orientation, age, religion, or any other demeaning or legally protected characteristic will not be tolerated
  • Report sexual or other unlawful harassment to your direct supervisor, Human Resources or any member of management who is responsible for handling the matter in a timely and confidential manner.
  • Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.
Mandatory Reporter

- **Minors**— All state employees are required by law to report suspected child abuse or neglect.
- **Vulnerable adults**— immediately report suspected abuse, abandonment, neglect, or financial exploitation of a vulnerable adults.
Safety

• Olympic College is committed to providing a safe and healthful environment for employees, students, and visitors.

Olympic College Safety Committee

• Safety Committee - active and meets regularly
• Meetings are open to all employees
• Some of the best safety improvement ideas are put forth by employees
All employees are required to:

- Obey all safety rules and exercise caution in all work activities. Review the enclosed Accident Prevention Program to locate First Aid Kits, Supplies & Services.

- Immediately report any unsafe condition to the appropriate supervisor.

- Immediately report any accident that results in injury, regardless of how insignificant the injury may appear.
  - If urgent medical is needed call 911 and then Campus Security at 360.475.7800.
  - For less urgent situations call Campus Security at 360.475.7800.
  - Notify your supervisor.

- These reports are required for legal compliance and to initiate insurance and workers’ compensation benefits procedures.
Most employees are not expected to encounter many hazardous chemicals as part of their typical work environment.

However, there are areas on campus where hazardous chemicals may be used and stored.

It is important to follow all oral, written and displayed instructions regarding safe use and handling of hazardous substances. Carefully read all signs, labels and documentation and adhere to all prescribed safety guidelines.

All departments are required to maintain Material Safety Data Sheets (MSDS) for hazardous chemicals employees may be exposed to.
The following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- Theft; inappropriate removal or possession of property
- Falsification of records and reports (i.e., timekeeping)
- Disruptive behavior including threats or violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons in the workplace
- Reporting to work under the influence of alcohol or drugs.
Olympic College is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in the mental and physical condition to perform their jobs in a satisfactory manner.

While on Olympic College premises and while conducting business-related activities off Olympic College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program.

The Employee Assistance Program is confidential and can provide assistance and referrals regarding a variety of topics including:

- Financial Issues
- Family Counseling
- Personal Mental Health and Wellness
Eligibility for benefits is dependent upon a variety of factors including:
- Federal, State, Local, and other applicable laws and regulations
- Employee's classification
- Percent of full-time status

If you have questions about benefit eligibility please consult with Human Resources.

Some of the benefits offered to Olympic College employees include:
- Bereavement Leave
- Deferred Compensation Plan
- Educational Financial Assistance
- Employee Assistance Program (EAP)
- Fitness Center Access (no charge)
- Flexible Spending Account (pre-taxed medical expense fund)
- Holidays
- Life Insurance
- Long-Term Disability
- Medical + Dental Insurance
- Professional Development Opportunities
- Retirement Plan
- Sick Leave Benefits
- Supplemental Life Insurance
- Tuition Waivers
- Vacation Benefits

This is not an exhaustive list and not all employees will be eligible for all benefits.
Leave Types

- Bereavement
- Civil Duty Leave
- Disability
- Domestic Violence Leave
- Family Care Leave
- Family Medical Leave
- Leave of Absence
- Military Leave & Military Caregiver Leave
- Pregnancy Disability Leave
- Sabbatical (Faculty)
- Shared Leave

Availability of leave is dependent upon the employment classification of the employee
Initial Login to ctcLink

• EmplID from Supervisor’s email
Employee Self Service

- Time and Leave reporting
- Input Payroll information:
  - W-4 and Direct Deposit
- Update personal information
- View benefits enrollment
# 2020 Pay Dates

<table>
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<tr>
<th>Friday, January 10</th>
<th>Friday, July 10</th>
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<tr>
<td>Friday, January 24</td>
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<td>Monday, February 10</td>
<td>Monday, August 9</td>
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<td>Tuesday, August 25</td>
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<td>Tuesday, March 10</td>
<td>Thursday, September 10</td>
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<td>Wednesday, March 25</td>
<td>Friday, September 25</td>
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<td>Friday, April 10</td>
<td>Friday, October 9</td>
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<td>Friday, April 24</td>
<td>Monday, October 26</td>
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<td>Monday, May 11</td>
<td>Tuesday, November 10</td>
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<td>Friday, May 22</td>
<td>Wednesday, November 25</td>
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<td>Wednesday, June 10</td>
<td>Thursday, December 10</td>
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<tr>
<td>Thursday, June 25</td>
<td>Thursday, December 24</td>
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## Pay Periods

- **1st - 15th** of month is paid on the 25th
- **16th - 31st** of month is paid on 10th of following month.
- Direct Deposit must be entered by end of 2nd pay period.
- Or it will default to the US Bank Pay card.
Entering Time in ctcLink

- Time must be entered and submitted by final day of pay period.
- There may be a delay in payment if submission is late.
- Leave is requested and reported separately from time worked.
Absence Requests in ctcLink

<table>
<thead>
<tr>
<th>Request Absence</th>
<th>Cancel Absences</th>
<th>View Requests</th>
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<td><img src="image2.png" alt="Cancel Absences Icon" /></td>
<td><img src="image3.png" alt="View Requests Icon" /></td>
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<th>CTC Time</th>
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<td><img src="image5.png" alt="CTC Time Icon" /></td>
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</table>
Absence Requests in ctcLink

- Hourly employees:
  - Non-compensable sick leave
  - Always select partial day

- All other classifications:
  - Can select full or partial day

- Comp-Time is requested and used on timesheet
# 2020 Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>Wednesday, January 1</td>
<td>New Year’s Day</td>
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<tr>
<td>Monday, January 20</td>
<td>Martin Luther King Jr. Day</td>
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<tr>
<td>Monday, February 17</td>
<td>President’s Day</td>
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<td>Monday, May 25</td>
<td>Memorial Day</td>
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<tr>
<td>Friday, July 3</td>
<td>Independence Day (Observed)</td>
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<tr>
<td>Monday, September 7</td>
<td>Labor Day</td>
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<tr>
<td>Monday, October 12</td>
<td>Columbus Day (Faculty Only!)</td>
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<tr>
<td>Wednesday, November 11</td>
<td>Veteran’s Day</td>
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<tr>
<td>Thursday, November 26</td>
<td>Thanksgiving</td>
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<tr>
<td>Friday, November 27</td>
<td>Native American Heritage Day</td>
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<tr>
<td>Friday, December 25</td>
<td>Christmas Day</td>
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</tbody>
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Helpful Acronyms

- AHE – Association of Higher Education (Faculty)
- CSDC – Classified Staff Development Council
- SGOC – Student Government of Olympic College
- WPEA – WA Public Employees Association (Classified)
- CBA – Collective Bargaining Agreement
- CTC – Community and Technical Colleges
- ctcLink – PeopleSoft Implementation
- OASIS – Online Access to Student Information

• [Link to State Board acronyms](#)
Thank you!

Human Resources

hrs@olympic.edu

360-475-7300