The Helping Hand

An Employee Guide to OC

Revised September 15, 2010
MISSION
We serve and enrich all our communities by providing quality education and training for all who seek to improve their lives through learning.

VISION
At Olympic College we envision learning as a life enhancing journey of discovery where:

• Our students are life-long learners in a global society.
• Our employees are empowered to achieve the college mission.
• Our community recognizes the college as its cornerstone of learning.

VALUES
We honor our shared values by holding ourselves and each other accountable for:

• A dedication to public service and higher education.
• A commitment to life-long learning.
• The practice of civil and constructive discourse and respect for diversity.
• A quest for community and environmental health.
• The thoughtful use of our finite resources, including ourselves.

Visit the web at www.olympic.edu/MVV for a detailed description of our Mission, Vision and Values.

On the front cover: the 2010 Classified Staff Development Committee.
Left to right: Rhonda Boothe, Bri Baker, Karen Scoggins, Sandy Johnson, Jackie Lorenz, and Ellie Brennan.
CLASSIFIED STAFF DEVELOPMENT COMMITTEE

The purpose of the Classified Staff Development Committee (CSDC) is to aid Classified and Part-Time Hourly staff in receiving training for job-related and other skills, as well as opportunities for upward mobility and promotions. Committee members are elected by the Classified Staff at Olympic College and serve two-year terms.

In addition to organizing specific professional development opportunities and staff appreciation and networking events on campus, the CSDC provides educational reimbursements for tuition and books of up to $200 per quarter for Classified staff and up to $100 for Part-time Hourly staff. An application form is available at www.olympic.edu/StaffFaculty/Training/CSDC.htm, as well as information on upcoming activities.

To contact one of your Classified Staff Development Committee committee members, send an e-mail to csdc@olympic.edu, and one of us will be happy to talk with you.

WPEA (UNION)

The Washington Public Employees Association (WPEA) is an independent labor organization governed solely by its membership. Dedicated to the improvement of employee rights through a comprehensive bargaining process, the WPEA was organized by state employees in 1956 and accepts all classifications of public employees, including classified employees in higher education. The WPEA provides representation on employment related matters. This includes representation with evaluations, disciplinary actions, and relations with supervisors. The WPEA aids in administering negotiated agreements and defending established employee rights, wages, hours, and working conditions from adverse infringement by the employer.

The WPEA provides up to $100 dollars per quarter in support of education for its members. This includes classes taken at community colleges, universities, and most professional development courses. The WPEA also supports several events and committees of campus such as the opening day’s potluck and your Classified Staff Development Committee. If you have any questions about receiving educational funds, please talk with a union representative or with a member of the Classified Staff Development Committee.

Your WPEA representatives on campus are Karen Hemmerly, Tim Hewitt, Nancy Buck, Candace Alvarez, and Tess Harrison. If you have any questions about the WPEA, please contact one of your campus representatives.
WELCOME TO OC!

The history of Olympic College goes back to World War II when a committee of civic leaders, believing in the importance of education, established a two year college to serve the growing population in Kitsap County. In June of 1946, the college accepted its first class in a discarded Bremerton School District building. Since then, Olympic College has grown in leaps and bounds both in size and programs.

The staff and students of Olympic College wish to congratulate you on your new appointment and wish you much success in your position. We hope your employment here will be successful and rewarding to you. The success of Olympic College has been in large part because of the staff and faculty that support it.

WHY THIS HANDBOOK?

You could spend several days reading the brochures, policy and procedures manuals, and other publications as they relate to Classified Employees at Olympic College. To make it easier for you, we have developed this handbook.

It includes basic information about departments, offices, holidays, pay rates, promotions, leave, parking, and many other details of interest to you as an OC employee. It is by no means complete or definitive, but we have tried to include the information you will most likely need and want. If you have more questions as you read through it, we urge you to contact the office in question or search for it at www.olympic.edu. We also welcome suggestions from you as to how we could improve this handbook; send them to CSDC@olympic.edu.
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HUMAN RESOURCE SERVICES (HRS)
Ext. 7300

Human Resource Services is located on the fifth floor of the College Service Center, and on the web at www.olympic.edu/HRS. HRS is overseen by the Vice President of Administrative Services, and is responsible for:

- distribution of information brochures on medical, dental, life, accident, workman’s compensation, retirement, credit union, auto, life, supplemental insurance group rates and payroll deductions, etc.
- personnel counseling
- distribution of employment openings on campus
- the employee directory, employee information in OC catalog, and personnel records

BREAKS
Break periods are 15 minutes and are provided for each four hours of work. In most departments this time will be scheduled by your supervisor. Lunch breaks are also arranged within your department with your supervisor and are unpaid time.

EQUAL OPPORTUNITY EMPLOYMENT/AFFIRMATIVE ACTION
As an Equal Opportunity Employer, the college promotes and maintains affirmative action programs to ensure that minorities, women, persons with disabilities, disabled veterans, and veterans of the Vietnam Era participate fully in all facets of College employment opportunities.

HOLIDAYS
The College holiday schedule includes the following:

HOURS OF WORK
The College’s public office hours are 8 a.m. to 4:30 p.m. Monday through Friday. In addition, a number of departments including Registration and Records and Facilities Services have work assignments requiring evening or night shifts or a rotating schedule that may include Saturdays, Sundays or Holidays. Employees’ requests for alternative schedules must be discussed with and approved by the supervisor and submitted to Human Resource Services. Olympic College also offers a modified summer schedule where employees of Olympic College, with permission of their supervisors, may work four ten-hour days, four nine-hour days and a four-hour day, or four nine-hour days and an eight-hour day every other week. This modified summer schedule runs from the middle of June until the first week of September.

INSURANCE
The College, through the Health Care Authority, offers a variety of group insurance plans for auto, home, life, long-term disability, and medical/dental.

LATERAL MOVES AND TRANSFERS
Employees who wish to work in a different department or location may apply for a transfer. Human Resource Services posts all position openings.
LEAVE ACCRUAL
You may begin to use accrued Annual Leave (vacation time) after six months of continuous service. Requests to use leave time must be approved in advance by your supervisor. When possible, scheduling will be in accordance with your request. Unused annual leave may accumulate to a maximum of 240 hours. Upon separation, a permanent employee will receive cash payment for all unused annual leave. Full-time staff eligible for annual leave shall accrue leave monthly as stated in their working agreement.

Full-time staff earns eight hours of Sick Leave upon the completion of each month of service. There is no limit to the sick leave you may accrue. Accumulated sick leave credits can assure your continued payroll status in the event of prolonged illness or a serious accident that causes you to be away from your job. Dental or medical appointments may be charged to sick leave if arrangements are made in advance with your supervisor. Use of sick leave must be reported to your immediate supervisor, who may ask you to submit a written statement from your physician.

For information on other types of leave such as bereavement leave, jury duty, leave without pay, maternity, military, etc., please see the WPEA contract or visit the HRS web site at www.olympic.edu/StaffFaculty/HumanResources/staffpage.htm.

LEAVE BALANCES
To check your Leave Balances, go to https://oasis.olympic.edu/earnhists and log on with your Employee ID and the Employee PIN that Human Resource Services gave you.

OVERTIME
Overtime eligible employees assigned to work overtime shall receive monetary payment as compensation for overtime worked. However, the employee may request compensatory time off at one and a half times the hours worked in lieu of monetary payment.

PAYDAYS Ext.7270 payroll@olympic.edu
Pay dates are the 10th and 25th of each month. The pay periods are as follows: 1st through 15th of month paid on the 25th, and 16th through last day of month paid on the 10th of the following month.

Your earnings statement itemizes the various deductions, both mandatory and voluntary, from your gross wages. If your payment is issued via check, the earnings statement is attached. If you are paid via electronic funds transfer (direct deposit), you can view your earnings statement by accessing the Employee Earnings & Leave system at https://oasis.olympic.edu/earnhist/. You will need your SID and PIN numbers, which you can obtain from the Human Resources Office at (360) 475-7300.

If you have any questions, please contact the Payroll Office.

PROBATIONARY PERIOD
Your first six months of employment (within a classification) with the College is called your probationary period. The probationary period represents one element of the College’s employment testing program. Employees successfully completing the probationary period obtain status as classified employees eligible for all benefits. During the probationary period participation in training programs offered by the Classified Staff Development Committee is encouraged.

REPORTING LEAVE, OT, & TIME WORKED www.olympic.edu/StaffFaculty/HumanResources/PTRLR.htm
Each pay period, classified employees must report hours worked and time off on the Time and Leave Reporting System. Each employee will enter time for each day on a calendar and submit it to their supervisor, who will initial it prior to submitting the hours to Payroll.
The College President is the chief administrative officer of Olympic College. The President encourages all employees to share their ideas and concerns so that Olympic College can continue to fulfill the needs and expectations of students, community and staff associated with Olympic College. If you have any questions or concerns please feel free to contact the Office of the President at Ext.7100.

This office is responsible for public communications such as radio and television announcements, class schedules (The View), the college catalog, external/internal college relations, and program promotions. They also pre-approve any departmental publications such as brochures, photos of students and campus, etc. If you have any questions please call the Communications Department.

The Vice President of Instruction (VPI) is located in the College Services Center building, room 409. The VPI oversees the College’s Instructional Divisions, Instructional Support Services, Military Education, Contract Training, and Continuing Education, the branch campuses as well as the Office of Institutional Research, Planning and Assessment. As Chief Academic Officer, the VPI is responsible for all instructional programming and planning and oversees both full and part-time faculty.

The Center for Learning and Teaching (‘The Center’) is located just below ground level in the Haselwood Library, under the clock tower. The Center’s mission is to promote effective teaching and training for faculty and staff by utilizing the expertise that exists on campus.

Distance Learning is located in the Haselwood Library, and offers a number of different support systems for classes using the web or electronic components in their courses.
MILITARY EDUCATION - NAVAL BASES  www.olympic.edu/MilitaryEd  militaryed@olympic.edu
Olympic College on-base offices serve active duty military, reserve, family members, and civilian base workers who are interested in programs at Olympic College. They advise students, facilitate admissions, register students, accept payments, and write SOCONAV student agreements for military/family members. We also attend briefings and educational events for the Navy, Marines, Coast Guard, and Army. Civilians may attend classes on base after we clear them with security for access. Please visit our website to learn more.  NBK-Bangor 360.697-3656  NBK-Bremerton 360.377-8178

ROOM SCHEDULING  roomscheduling@olympic.edu
To schedule a room on any of our three campuses, email Room Scheduling or contact Instructional Support Services, extension 7320.

TUTORIAL SERVICES  Ext.7546  www.olympic.edu/Tutoring
This office is responsible for offering tutoring services to students needing a helping hand with math or English. The tutors are students, faculty and various professionals who can help students understand or prepare for class assignments.

OFFICE OF STUDENT SERVICES  Ext.7474

VICE PRESIDENT OF STUDENT SERVICES  Ext.7473
This office is responsible for all student services at Olympic College. These include Registration and Records, Financial Aid, Counseling, Assessment and Testing, Advising, Admissions, Student Programs and Activities, the Multicultural Center, Women’s Programs and College Success, Access Services, Veterans Services, the Bremer Student Center, the Child Development and Family Center, the Career Center, the International Students Program, and supervision and coordination of other special student programs. This office is also responsible for administering the Student Conduct Code and handling all student conduct violations.

ACCESS SERVICES  Ext.7540  www.olympic.edu/AccessServices  accessservices@olympic.edu
This office determines eligibility and coordinates appropriate academic adjustments, accommodations, and support services for students with disabilities at all Olympic College campuses.

ADMISSIONS  Ext.7479  www.olympic.edu/Admissions
The Admissions office is students’ first stop for entering OC. Admissions staff address phone, mail, email, outreach event and walk-in inquiries, issue SID numbers and help students toward their next steps toward registering in classes. The office also runs the Welcome Kiosk in the HSS building. Additionally, Admissions organizes and attends outreach events for the college, and helps other departments with their outreach event supplies.

ADVISING and COUNSELING  Ext.7530
Advising is responsible for assisting all new incoming students. Counseling is responsible for Academic Advising, Educational Planning and Transfer, High School Completion, Career Counseling, Personal Counseling, and Crisis Intervention. Counselors offer workshops on Test Anxiety; Career Planning Made Easy; Chemicals and College: How Substances Can Affect Success; Applying for Graduation; Exploring Your Personality: Know Yourself and How to Handle Stress. Although students have priority, Counseling can also help with some staff needs.
ASSESSMENT AND TESTING  Ext.7238
ACCUPLACER  Ext.7531  www.olympic.edu/accuplacer  accuplacerquestions@olympic.edu
The ACCUPLACER assessment is offered at OC’s Bremerton, Poulsbo and Shelton campuses. Results provide students with useful information about their academic skills in math, English, and reading. In conjunction with academic background, goals, and interests, results are used by academic advisors and counselors to determine course selection. The Accuplacer is also used for PSNS testing. For Poulsbo call 360-394-2725; for Shelton call 360-432-5400.
TESTING SERVICES  Ext.7238  www.olympic.edu/TestingCenter  testingcenter@olympic.edu
This office is responsible for administering a variety of assessments including Make-Up and Access Testing for Olympic College students, Proctoring Services for students enrolled in other schools, professional certification exams, and the General Educational Development (GED) tests for members of the community. All of these testing services are available at the Bremerton location. Olympic College Make-Up and Access testing is available at OC Poulsbo by appointment; contact 360-475-7238 for more information. Shelton’s Testing Center (360-432-5400) offers OC Make-Up and Access Testing, Proctoring Services and GED Testing.

ATHLETICS  Ext.7450  www.olympic.edu/Athletics
This office oversees all athletic events at Olympic College. Games offered throughout the year include baseball, softball, basketball and volleyball. All athletic events are open to the public.

CAREER CENTER  Ext.7480  www.olympic.edu/CareerCenter  CareerCenter@olympic.edu
Did you know? The Career Center assists students with identifying major related careers and internship opportunities. Services include: pre-employment planning, on-campus student employment, and internship and employment referrals. Students can also earn college credit working. This may include work-study, co-op, internship and volunteer service positions.

CHILDCARE  Ext.7191 & 7192  www.olympic.edu/ChildCare
Olympic College offers child day care and early learning services that are designed to meet the needs of Olympic College students and which are also available to a limited number of staff and faculty. The program serves children as young as 12 months and as old as 5 years. Families contract for specific blocks of time on days when they need services as space becomes available. Call as soon as possible to get on the waiting list. New children are usually enrolled at the beginning of College quarters.

FINANCIAL AID  Ext.7160  www.olympic.edu/FinancialAid
This office is responsible for helping Olympic College students to secure financial assistance for college related expenses. Amounts and types of financial aid vary, and depend on the student’s ability to verify financial need as well as their eligibility for various programs. Students applying for financial aid are considered for all programs for which they are eligible. Financial aid can be a combination of grants, loans, and student employment, and is based on the financial need of the student.

MULTICULTURAL SERVICES  Ext.7680  www.olympic.edu/MulticulturalServices
This office is responsible for providing resources for improving and expanding the educational opportunities for minority students Multi-Cultural Services also helps to minimize the obstacles that may hamper the minority student’s chances of academic success.

MUSIC DEPARTMENT ACTIVITIES  Ext.7197
Olympic College’s music department is one of the finest of any community college in the nation. Because of their expertise, a variety of high quality instrumental and vocal groups represent Olympic College in performances and competition throughout the Northwest.
REGISTRATION AND RECORDS (R&R)  Ext.7200  www.olympic.edu/Registration
This office is the general information and registration area for students. Along with maintaining all past
and present student records they are responsible for the coordination of registration both on and off
campus, including late registration. R&R has extended hours to facilitate evening students.

Monday-Thursday  8:00 AM to 7:00 PM
Friday  8:00 AM to 4:30 PM

In accordance with Olympic College policy and the Family Educational Rights and Privacy Act (FERPA),
the policies for use and release of student records are established by this office. Please refer all
students with questions about their own or another student’s records to this office. Never release
information about students without speaking to Registration and Records first.

Services provided to students by R&R
• Registration policies
• Catalog and schedule information
• Residency information for tuition purposes
• Transcript evaluations and requests
• Graduation information and approvals
• Transfer evaluations
• Grading procedures and policies including processing quarterly grades
• Records retention and information

Other services provided to students by R&R
• Certificates for program completion
• Grading procedures and Policies including the processing of quarterly grade reports
• Athletic eligibilities
• Records information and procedures
• Graduation appeals

RUNNING START  Ext.7646  www.olympic.edu/RunningStart  runningstart@oc.ctc.edu
High School juniors and seniors may be eligible to register for Running Start classes at Bremerton,
Poulsbo and Shelton. A student can obtain a Running Start application through the counseling
center at their high school. Applications are also available from the Running Start office located in the
Humanities and Student Services building, Room 208.

STUDENT GOVERNANCE (ASOC)  Ext.7290  www.olympic.edu/ASOC
Students are elected to the ASOC (Associated Students of Olympic College) to represent and govern the
College student body. In addition, students serve on major campus committees and councils.
Opportunities for student participation in campus governance are numerous.

STUDENT PROGRAMS AND ACTIVITIES  Ext.7461  www.olympic.edu/StudentPrograms
Student programs provide students with activities and events that encourage student participation,
cultural awareness, creativity and decision making.

VETERANS SERVICES  Ext.7560  www.olympic.edu/VeteransServices  VeteranServices@oc.ctc.edu
This office is responsible for Veterans Benefit information and assistance in accessing veteran
educational benefits is available to those who qualify. In addition, veterans may be eligible for an
Olympic College tuition waiver.

WOMEN’S PROGRAMS AND COLLEGE SUCCESS  Ext.7478  www.olympic.edu/WomensPrograms
KEYS to College and Career Life Transitions Program assists people in transition that have lost their
source of financial support to become economically self-sufficient. The program provides classes and
support to identify career or school options to transition to independence. Classes include: Strategies
for Academic Success, Career Planning and Life Exploration, Psychology of Self-Esteem, College
Orientation, Dependable Strengths and group support.
OFFICE OF ADMINISTRATIVE SERVICES
Ext.7500

VICE PRESIDENT OF ADMINISTRATIVE SERVICES  Ext.7502
The Vice President for Administrative Services (VPA) oversees Auxiliary Services, Facilities Services, Financial Services, Human Resource Services, Information Technology, Kitsap Readiness Response Institute, and Procurement. In addition, The VPA acts as CFO for the college, coordinating budgetary and other fiscal activities. The office of the VPA also takes on special projects at the request of the President. This currently includes the administration of the College's policy manual, and chairmanship of the Emergency Preparedness Task Force, among others.

AUXILIARY SERVICES   Ext.7420

BOOKSTORE   Ext.7420  http://ocbookstore.com/StoreHours.aspx   bookstore@olympic.edu
The Bookstore carries a wide range of classroom and office products at competitive prices. We are a member of the Independent College Bookstore Association and use the combined buying power of 110 colleges and universities to keep prices competitive. In addition, we offer College departments a 20% discount on all supply purchases. The Bookstore also provides a large selection of computer software at academic pricing. Special orders are welcome and suggestions are appreciated. You may request a quote by creating a shopping list at ItemInfo.com and emailing it to Bookstore@olympic.edu.

DUPLICATING SERVICES   Ext.7155   www.olympic.edu/DuplicatingServices
This office is responsible for all your duplicating needs. They can process any printing job you may have, including collating, stapling, cutting, padding, punching, folding and binding. They can also produce color copies, brochures, and flyers for a fee. If you have questions or need a quote, please contact Duplicating Services.

MAILING SERVICES and CENTRAL RECEIVING   Ext.7820   www.olympic.edu/MailingServices
This office is responsible for interoffice mail, external mail, and receiving and disbursing merchandise and supplies (everything from tablets to tables). They keep inventory records for all physical equipment. They handle all incoming and outgoing mail including certified and insured items, UPS and FedEx, and they maintain mailboxes for all offices, faculty, and staff and pick up and deliver your mail twice a day.

HOURS: Monday - Friday & Non-Instruction Days   8:00am - 4:00pm

FINANCIAL SERVICES

ACCOUNTING  Ext.7135   www.olympic.edu/AccountingOffice
The Accounting (Accounts Receivable) office is responsible for preparing invoices (billings) for third party vendors for tuition and books. In addition, outstanding student debts such as child care, NSF (non-sufficient funds) checks, parking fines, etc., are processed here. The Accounting office also receives copies of billings done by other campus offices for grants and contracts so college records accurately reflect amounts owed to the college.

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**ACCOUNTS PAYABLE**  Ext.7140  www.olympic.edu/AccountsPayable

This office is responsible for payment of all authorized college obligations except Payroll, Financial Aid and Tuition Refunds.

**Responsibilities**
- Bookstore
- Capital Project Payments
- Invoice Payments
- Personal Service Contracts
- Petty Cash
- Procurement Cards
- Purchase Orders
- Travel Authorizations and Reimbursements
- Voucher Distributions

**Other Responsibilities**
- Data entry of all disbursements
- Encumbrance Sub-Ledger Report
- Maintenance & Reconciliation
- MWBE Payment Reporting
- Training: Travel Workshop
- Vendor Table Maintenance
- 1099

**BUDGET OFFICE**  Ext.7662

The Budget office is responsible for providing technical support for preparation of budgets throughout the college, including general funds as well as grant funds. They will help you with establishing expense baselines that include salaries and benefits, supplies, travel, and equipment. Budget Workshops are provided on a yearly basis or upon request.

**CASHIER**  Ext.7181  www.olympic.edu/cashier

This office is responsible for accepting payment for tuition, fees, and other obligations such as third party payments, child care fees, fundraising, etc. The office also processes web credit card payments, refunds and financial aid. Tuition refunds are generated from cashiering and are issued for partial or full withdrawal from the College only if the student officially withdraws according the deadlines referenced by the college calendar, either online (OASIS) or in person by submitting an add/drop form to Registration and Records.

**PAYROLL OFFICE**  Ext.7270  www.olympic.edu/Payroll  payroll@olympic.edu

This office is located in the College Service Center, Room 317. It is responsible for paychecks, direct deposit, voluntary deductions, withholding tax (W4), transfers of salary and benefits, federal and state reporting, salary/employment verifications, Full Time Faculty Multiple Payment Form, and Employee Earnings & Leave application. Specific information including the pay date schedule can be found at their website.

**INFORMATION TECHNOLOGY (IT)**  Ext.7600

**HELP DESK**  Ext.7600  www.olympic.edu/InformationTechnology  helpdesk@olympic.edu

Staffed six days a week, the Help Desk is your first place to go for help with your technical needs.

**Hours during the Academic Quarter**
- Monday-Thursday  7:30 AM to 9:00 PM
- Friday  7:30 AM to 5:30 PM
- Saturday  8:00 AM to 11:30 AM

**Hours between Academic Quarters**
- Monday-Friday  7:30 AM – 5:30 PM
INSTRUCTIONAL TECHNOLOGY  Ext.7600  helpdesk@olympic.edu
Instructional Technology (formerly Media Services) is located in the Haselwood Library. They are responsible for all media on campus such as ITV, Boxlight projectors, and teaching work stations. Call this office if you need to set up a meeting via ITV between campuses or e-mail.

IT PURCHASING  Ext.7600  helpdesk@olympic.edu
Information Technology purchases all hardware and software for the college. If you want to buy a PC, scanner, printer, laptop, PDA, etc., or any type of software, please ask your supervisor to put in a request to the Help Desk. They will evaluate the appropriateness of these items for our network environment, purchase, receive, and inventory the items, deliver and set them up for you. If you have any questions or need to purchase any hardware or software please have your supervisor contact the Help Desk at extension 7600 or via email at helpdesk@olympic.edu.

STAFF DIRECTORIES  Ext.7600  www.olympic.edu/Directory  helpdesk@olympic.edu
The online Public OC Directory is updated and distributed through IT. This is on the internet and accessible to everyone visiting the Olympic College website.

The Internal Directory can be filtered and saved as an Excel or PDF file so you can print only the information you need. Employee pictures will be added soon. Because it is on the internal network, the Internal Directory is accessible only to college employees. Requests for additions, deletions and updated information should be directed to the Help Desk.

TELECOMMUNICATIONS (PHONES)  Ext.7600  helpdesk@olympic.edu
Information Technology (IT) runs the campus telecommunications system. The telecommunications office of IT assigns phone numbers, sets up voicemail and orders Long Distance Scan Codes for employees who need them. All full-time employees get a Scan Code, and part-time employees can get a Scan Code upon request from their supervisor. Please tell this office when a part-time employee leaves the college, so they can delete any Scan Codes or computer accounts.

FACILITIES SERVICES  Ext.7810
Facilities Services is responsible for all building maintenance including preventive maintenance, service calls and emergency repairs. Grounds are also overseen by Facilities Services. The Grounds crew is responsible for care and improvement of lawns and planted areas. They also keep exterior walks and plazas clean. Custodial Services staff maintain interior building cleanliness and restock paper products in restrooms. Contact Facilities Services for work orders, key requests, furniture installation, and office moves. They also track and monitor capital projects on campus.

SAFETY AND SECURITY  Ext.7800
The Safety and Security office provides the following services to the campus: campus patrols, safety hazards information, fire extinguishers, and first aid kits. They also sell parking decals, issue visitor permits, and enforce campus parking regulations. They issue and stock the first aid kits located around campus, and process accident reports.
Bicycle Safety and Parking
The purpose of bicycle control is safety for both riders and pedestrians. Please keep bicycles out of buildings and away from building exits and sidewalks by parking them in designated racks.

Bike racks are located outside the College Service Center, the Bremer Student Center, the Humanities and Student Services building, and the Facilities Services building.

Bicycles will yield to pedestrian traffic and obey the rules of the road.

Campus Escort Service
This office offers an escort service to classes and to your car, and can assist if you need a jump start for your auto. There is a security call button located on most phones in the offices around campus. If you have an emergency or need assistance quickly you may use it to contact the Security Office.

Motorcycles and Motor Scooters
Motorcycles and motor scooters are considered motor vehicles and are subject to the same parking regulations. You may park in your assigned parking space if you have been issued one. Otherwise, motorcycles and motor scooters should park in the designated motorcycle/scooter parking area, located in the F6 parking lot on 15th and Ohio streets next to the College Service Center.

Parking Violations
- Blocking any driveway, alleyway, loading platform or its access approach.
- Blocking another vehicle.
- Parking in traffic lane, fire lane or not in a designated parking space.
- Parking on the grass, sidewalks or prohibited areas (red curb).
- Parking within campus core streets while barricades are up.
- Parking in a numbered faculty and staff lot without a parking permit.
- Parking in a marked Handicap or Carpool space without a permit.
- Parking in a Visitor space — faculty and staff are not considered visitors.
- Parking in the Student lot without a student parking permit.

Staff Parking Space  rwallace@olympic.edu
Staff and Faculty may apply for an assigned parking space by adding their name to the parking space waiting list. To get your name on the list, e-mail this office. Please do not park in designated Faculty and Staff parking lots until Security has assigned you a parking space.

Visitor Parking
Visitors are welcome to park in the visitor parking lot located outside the College Service Center for up to one hour. If your office is sponsoring an event on campus or having a meeting that will be attended by several visitors, please contact Safety and Security at extension 7800 to obtain parking permits or to have spots assigned for your event or group. If you have an individual visiting your office for the day, you should obtain a parking permit from Safety and Security for them to display in their vehicle window.
EMERGENCIES / ILLNESS / INJURIES
9-911 or Ext.7800

In case of emergency, dial 9-911 (from a campus phone) for fire, medical, or police assistance. On the Bremerton campus, notify the Safety and Security Office at extension 7800 as soon as possible.

If you are in doubt or are unable to reach the Safety and Security Office, call 9-911 from a campus phone or 911 from a pay phone and alert the authorities.

In case of injury, do not attempt to move the victim. If the victim complains of being cold or feels cold to the touch, cover him or her with whatever is available. Stay with the injured person until assistance arrives. Treatment beyond emergency care should not be given (including medication such as aspirin). First aid equipment is available at several locations on campus.

If ambulance service is required, charges are the responsibility of the injured individual(s), not Olympic College or Community College District No. 3. Reportable accidents or injuries include those requiring treatment or first aid beyond a simple band-aid type of cut or scratch.

To complete an accident or injury report:

For the Bremerton campus, contact the Safety and Security Office at 360-475-7800.
For the Shelton campus, contact the front desk at 360-432-5400.
For the Poulsbo campus, contact the director’s office at 360-394-2719.

SCHOOL CLOSURES
AND INCLEMENT WEATHER

The College normally remains open during inclement weather conditions. To find out if a decision has been made to change or suspend operations FOR ANY REASON, please call 360-732-6050 or 1-800-259-6718 or visit www.olympic.edu. The College will notify the media by 6:30 a.m. regarding day classes, and by 3:00 p.m. regarding evening classes. KITZ, KMAS, KIRO, KOMO, and KING will be notified. Faculty members with difficulty getting to class should contact their respective division offices or site director so that students can be informed regarding the class meeting status.

STAFF SAFETY

Staff are asked to assist with promoting the message, "Don’t Walk Alone!" Please encourage "buddy up," especially in the evening hours to parking lots. On the Bremerton campus, an escort service is available 24 hours a day from Security (360-475-7800). Yellow emergency phones are marked on the Bremerton campus map.
GUIDELINES FOR THE OLYMPIC COLLEGE
EMERGENCY PLAN
Ext.7502

The Olympic College Emergency Plan establishes a line of communication, and an Emergency Management Team (EMT) that ascertains the scope of an incident and advises the College President. The Emergency Management Team establishes response strategies, deploys resources and initiates the emergency process.

The current EMT Leader is Barbara Martin, Vice President of Administration. She is located in room 200 of the CSC building and may be reached at 360-475-7502. Emergency response actions are guided by Olympic College's overriding emergency goals to protect life, secure our infrastructures and facilities, and resume the academic process.

ASSIGNED ASSEMBLY POINTS

1. College Service Center, Humanities, and the Theater will assemble across Ohio Street at the Bremerton High School track and field. (West Campus)

2. Health Occupations, Humanities Student Services and the Library will assemble in the S-4 parking lot. (East Campus)

3. Physical Plant, Security, Multicultural Services, Central Receiving, PE, Bremer Student Center and the University Quad will assemble in the S-4 parking lot behind the Information/Parking Annex. If necessary, the Parking Annex could be used as a command center.

4. Music and Art buildings will assemble in the S-1 parking lot. (Corner of 13th and Broadway).

5. Rotunda, Engineering, Shop, Business and Technical Buildings will assemble at the corner of 13th and Chester.

6. Automotive Center will assemble in the S-5 lot (behind bldg.)

7. The Facilities Services Building (Physical Plant, Central Receiving, and IT) will assemble at the church parking lot on 13th and Lincoln.

8. Shelton campus will assemble at the Northwest corner of the student parking lot.

9. Poulsbo campus will assemble at the southeast corner of the main (student) parking lot.

10. Do not return to an evacuated building unless authorized to do so.
BUILDING COORDINATOR RESPONSIBILITIES

Building coordinators are to ensure that an emergency evacuation plan is in place for their building(s) and/or their floor. This plan will be approved by the OC Safety Committee. The plan should include, but shall not be limited to, the following:

1. Explain basic evacuation procedures for your area to all new employees.
2. Ensure building evacuation routes and charts are posted near exits.
3. Be familiar with all exits out of your assigned building.
4. Check assigned area ensuring everyone has evacuated and all doors and windows are closed.
5. Know where your assigned assembly pointed is located.
6. Have a contingency plan for evacuations of persons with physical disabilities.
7. At your assigned assembly point, physically account for all faculty, staff and students on your floor or in your building.
8. **Allow no one to re-enter the building until the "all clear" signal has been given.**

BUILDING EVACUATION PROCEDURES

Before a fire or emergency:

1. Know the location of your building's assembly point.
2. Know the locations of fire alarm pull stations in your area and how to work them.
3. Know the locations of all available exits from your area.

If you know you will need special assistance during an evacuation, please contact your building's emergency coordinator beforehand. If you do not know the name of your coordinator:

- For the **Bremerton** campus call Safety and Security at **360-475-7800**.
- For the **Shelton** campus, call Lori Anderson at **360-432-5406**.
- For the **Poulsbo** campus, call Kathy Giovanni at **360-394-2702**.

EVACUATION PROCEDURES FOR PERSONS WITH PHYSICAL DISABILITIES

1. **DO NOT USE THE ELEVATORS!!!**
2. Sight impaired persons should develop a buddy system or a volunteer be assigned to assist the individual during the evacuation.
3. Alert the hearing impaired to an emergency and initiate their evacuation.
4. If not located on a ground level floor, there are two schools of thought concerning mobility impaired persons.
5. Mobility impaired or disabled persons should go to an emergency exit and wait while the main flow of people passes. They should remain at the same exit until emergency personnel (fire or police) arrive and can safely complete their evacuation. **The rescue of mobility impaired or disabled persons will be the first priority of fire and law enforcement departments.**
6. Assisting mobility impaired or disabled person in an emergency. Be prepared to abandon wheelchair or other devices used for mobility.

7. Ask the person the safest method people can use to assist them. Seek out volunteers and make sure you have enough people to provide assistance.

8. Once the person(s) with physical disabilities has been evacuated, proceed to the assigned assembly area and make them as comfortable as possible.

9. Staff are to assist the physically disabled in evacuating the building by whatever method is most appropriate and safest for the given circumstances.

**BOMB THREAT**
**Ext.7800**

If you observe a suspicious object or a potential bomb on campus, **DO NOT HANDLE THE OBJECT!** Immediately call the Safety and Security office at extension 7800.

**Bomb Threat by Phone**

1. Any person who receives a bomb threat by phone should do the following:
   a. Ask: Where is the bomb located on campus? (Which building, what room?)
   b. Ask: When is the bomb going to explode?
   c. Ask: What does it look like?
   d. Listen closely for any background noise.
   e. Note any additional information relevant to the incident.

2. Remain calm and try to get the following information:
   a. Time of call.
   b. Estimate age and sex of caller (adult or juvenile).
   c. List identifiers such as speech (accent, slurred, etc).
   d. Emotional state of caller.

3. Notify the Safety and Security office at extension 7800 and report the incident immediately.

4. Safety and Security office personnel will contact the following:
   a. CenCom (9-911) from any campus phone
   b. Safety and Security Supervisor at extension 7805
   c. Physical Plant Director at extension 7835
   d. Vice President of Administrative Services at extension 7502
   e. President of Olympic College at extension 7100

5. When the local building alarm sounds or an emergency exists, **DO NOT PANIC.** Walk quickly to the nearest marked exit. **DO NOT USE THE ELEVATORS!!!**

6. Assigned building coordinators will alert other employees of the emergency and assist the physically disabled with exiting the building.

7. Once outside, move to your designated assembly point. Keep streets, fire hydrants and walkways clear for emergency vehicles and crews.

8. **Do not return to an evacuated building unless authorized to do so.**
EARTHQUAKE

Indoors
If you are inside a building: drop, cover and hold.

1. **Drop** to the floor.
2. **Cover**. Take cover under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
3. **Hold**. If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

Outdoors
If you are outside when the shaking starts, get into an open area away from trees, building, walls and power lines. Remain in the clear until the shaking stops. If you are on a sidewalk near a building, step into a doorway to protect yourself from falling bricks, glass, plaster or other debris. Once the shaking stops, move to an assigned assembly point and await instructions from the command center.

High-Rise or Multi-Story Buildings
If you are in a multi-story building and an earthquake hits, follow the drop, cover and hold procedures. If you are not near a desk or table, move against an interior wall and protect your head with your arms. Do not be surprised if the fire alarm or sprinkler system is activated. Once the shaking has stopped and it is safe to move, evacuate the building as quickly and safely as possible. **DO NOT USE THE ELEVATORS.**

Injured/Trapped
If you or someone else is injured or trapped in a building or room by falling debris, yell for help and notify others of the situation. If a window is available and you are able, hang a piece of clothing out the window to alert others of your location.

Wheelchair
If you or someone else is in a wheelchair, stay in it. If possible, lock the wheels and protect the upper body, especially the head.

HAZARDOUS MATERIAL SPILL OR RELEASE

Ext. 7800
Report spills or releases of hazardous chemicals, suspected gas leaks, or suspicious odors to the Safety and Security office at 360-475-7800. Security will notify the appropriate response personnel. **Call 9-911 if the spill or release presents an imminent danger (injuries, fire or explosion).**

On Campus Spill or Release
1. Evacuate the building/area immediately and alert others to do the same.
2. Seal off a spill/release in a building by closing the door to the area.
3. Activate a fire alarm on the way out of the building if the spill presents an imminent danger such as fire, explosion, injuries, etc.
4. Report the spill/release to Safety and Security and/or 9-911 from a safe location.
5. Move to an area at least 500 feet upwind from affected building/area and keep streets, fire lanes and walkways clear for emergency vehicles and personnel. Instructors and supervisors have the responsibility of assuring that all students and staff have evacuated their classrooms and work areas.
6. Call the Safety and Security Supervisor for technical and clean-up assistance.
7. Return to building(s) only when they are declared safe to occupy.

Off Campus Spill or Release
This section refers to an airborne chemical release caused by a natural disaster or an industrial, railway or freeway accident occurring near College property.
1. Seek shelter inside a building.
2. Stay inside; do not evacuate buildings or "peek" outside buildings.
3. Close all building doors and windows.
5. Wait for instructions from College President or designee.

Minor Hazardous Material Spill
1. Call the Safety and Security Supervisor for assistance in assessing and clean-up of the spill.
2. Use appropriate personal protective equipment.
3. Contain the spill.
4. Clean up the spill using specific clean-up materials appropriate for the chemical(s) spilled.
5. Dispose of the contaminated spill material by contacting the Safety and Security Supervisor.

FIRE SAFETY PLAN

Upon Discovering a Fire:
1. Remove any person in immediate danger and evacuate the area.
2. DO NOT USE THE ELEVATORS!!!
3. Sound the fire alarm by activating the manual pull station located near the facility exits as you leave the building.
4. Locate the nearest phone and call 9-911 and give the exact location of the fire.
5. Call Safety and Security at extension 7800 and give the location of the fire.

If You Are Not Able to Evacuate:
1. Feel all doorknobs you encounter before opening any door. If it is HOT, DO NOT OPEN THE DOOR. Stay in that room.
2. Seal the cracks around the door with any available material.
3. Call 9-911 and let them know your location and that you are unable to exit.
4. Open the window a few inches for fresh air and hang an object out of the window to alert the fire department to your location.
5. Keep low to the floor and await evacuation by emergency personnel.
6. If the doorknob is NOT HOT, brace yourself behind the door and open it slightly. If heat or heavy smoke is present, close the door and stay in that room. Follow the procedures as outlined in A-D.
7. If you are able to move around within the building, but cannot exit, find a safe room farthest from the fire and follow the procedures outlined in A-D.
Accolades in Instruction
This newsletter is published ten months out of the academic year. It features the latest highlights within Instruction and is published by the Office of Instruction.

Annual Report
The Communications office publishes the College’s Annual report. It features the previous academic year’s highlights and achievements at the institution as well as demographic information.

Board of Trustees Minutes
The Office of the President publishes the minutes from the Board of Trustees meetings, and sends them out electronically throughout the year.

Cabinet Minutes
The Office of the President publishes minutes from the Cabinet meetings, and sends them out electronically throughout the year. They are also located on the shared drive at: www.olympic.edu/Campuses/AboutOC/Governance/PresidentsCabinet/PresidentsCabinetMinutes.htm

Catalog
The annual catalog describes all classes offered at OC along with the policies governing admission, registration, grades, and degree requirements. It is published annually by the Communications Office in coordination with Instructional Support Services.

Continuing Education Brochures
Continuing Education publishes flyers and brochures at intervals throughout the year to describe the classes and workshops available. Continuing Education offers non-credit instruction. Continuing Education programs are held on the Poulsbo, Bremerton and Shelton Campuses.

For Bremerton Continuing Education, contact extension 7786 or 360-475-7886.
For Shelton Continuing Education, contact extension 5400 or 360-432-5400.
For Poulsbo Continuing Education, contact extension 7786 or 360-475-7886.

Additional programs are offered to business and industry through the Customized Training department. For information on these programs, contact 360-475-7586.
The Helping Hand
Yours truly. This is the booklet of all around helpfulness published by your own Classified Staff Development Committee (CSDC).

The Olympian  Ext. 7690
This is a student-run newspaper, published and distributed around campus. An experienced faculty advisor directs the Olympian staff.

The Pipeline
The Office of Instruction publishes the minutes from the Instructional Administrators meetings. It is sent out electronically during the academic year. Minutes from the meetings are also available electronically on the shared drive at: X:\Shared Documents and Forms\IA.

Student Handbook
Student Services annually publishes a Student Handbook containing information about campus services, student clubs and government. It also includes the student code of conduct, basic enrollment and grading policies, the academic calendar, and a telephone directory.

Student Services Annual Report
Student Services publishes their own annual report of the previous academic year’s highlights and events within their area.

The Communication Resources Portal
A resource center on the web has been created for all OC employees to access. You can find great design tools, photos, outreach publications, press release kits, and more. The Portal includes:

- Tips and How-to's
- Design Templates
- Photos
- Public Information Request Form and Tips
- Outreach Publications
- Video & Photo Release Forms
- Branding Guidelines
- Logos

To take a tour of the portal visit http://instructors.olympic.edu/communications. Remember to bookmark the site on your browser or add a shortcut to your desktop so you can easily find it!

The View
This schedule of credit, non-credit, ESOL and Adult Basic Education courses is published and sent out four times a year by the Communications Office in coordination with Instructional Support Services. It contains basic information about classes being offered each quarter, a list of services and phone numbers, registration information, maps, and other basic college information. It is also available on the OC website at www.olympic.edu/View.
SUPERVISOR’S ORIENTATION

1. Welcome.

2. Explain overall departmental organization and its relationship to other activities of the College.

3. Explain employee’s individual contribution to the mission of the college, the objectives of the department, and his/her starting assignment in broad terms.

4. Discuss job content with employee and review job description.

5. Explain the training programs on campus.

6. Explain working conditions:
   a. Departmental guidelines
   b. Performance of duties
   c. Performance Evaluations (required for fulltime staff)
   d. Human relations (to co-workers and students)
   e. Hours of work
   f. Attendance, punctuality
   g. Sick leave notification (fulltime staff only)
   h. Vacation approval (fulltime staff only)
   i. Keys (mainly for fulltime staff)
   j. Lunch break
   k. Coffee break
   l. Emergency procedures
   m. Confidentiality
   n. General appearance
   o. Phone system
   p. Holidays

7. Introduce new employee to department head, other supervisors and co-workers.

8. Familiarize the employee with his/her work place, location of files, work accommodations if physically challenged, etc.


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Employee’s Signature Date Supervisor’s Signature Date
Do you know a student who is struggling to make ends meet? Do you want to know where you can send him/her for help?

We know it’s not easy to manage school, work and family. Let Olympic College and SING help you connect students to available services and resources to help them succeed.

http://www.olympic.edu/sing

OFFICE HOURS: Monday-Thursday 8am-5pm
Humanities & Student Services Building
Room 206

360-475-6817
Patricia Thomas, Program Manager