Olympic College

Employee Quick Reference Guide
Welcome new employee!

On behalf of your colleagues, I welcome you to Olympic College and wish you every success while here.

It is important that each employee contribute directly to Olympic College's growth and success. We hope you will take pride in being a member of our team.

This guide was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. The information is general to all employees unless otherwise specified. Be aware that State and federal mandates, bargaining units' working agreements, and other internal and external governances may vary among employee groups. College handbooks are available on the College's website. You should familiarize yourself with the contents of the employee guide as soon as possible; it will answer many questions about employment with Olympic College.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!
EMPLOYEE ACKNOWLEDGEMENT FORM

The employee guide describes important information about Olympic College, and I understand that I should consult Human Resource Services or my supervisor regarding any questions not answered in the guide.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the guide may occur. Such changes will be communicated through normal communication channels. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received the guide, and I understand that it is my responsibility to comply with College policies, procedures, and guidelines and to ask for clarification when I don’t understand.

I acknowledge I have attended an employee orientation on the date below.

_____________________________  ________________
EMPLOYEE'S SIGNATURE       DATE

_____________________________
EMPLOYEE'S NAME (PRINTED)


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OLYMPIC COLLEGE Employee Guide 2008
Employee Handbook
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X. Organization Description

Olympic College, founded in 1946, is a public, two-year community college that provides educational services to all people of Kitsap and Mason Counties who want to participate in improving their lives through training and education. In accordance with its mission, three basic elements constitute the College's philosophy: provide (1) excellence in instruction, (2) open communication in a collegial atmosphere, and (3) responsiveness to community and individual needs.

The college's service area of Kitsap County and Mason County has a population of approximately 280,000. The parent campus is located in Bremerton; branch campuses are located in Poulsbo and Shelton (Mason County). Additional programs and classes are also offered at various convenient community locations such as Naval Base Kitsap, both Bremerton and Bangor, and other locations throughout the county.

Olympic College is fully accredited by the Northwest Commission of Colleges and Universities, an institutional accredited body recognized by the Council of Higher Education. Individual programs are also accredited by nationally recognized accrediting institutions. The college provides academic transfer, vocational education, adult basic skills, community services/activities and an array of student services. Olympic College offers degrees in Associate Arts and Sciences, Associate of Science, Associate in Technical Arts, Associate in Applied Science, and Certificates in Professional, Technical Programs and a Bachelor of Science in Nursing.

This nonprofit college has an annual headcount of approximately 12,895 students, has approximately 1,400 total employees (full- and part-time) and has Revenue and expenditures of approximately $35,000,000.

XX. INTRODUCTORY STATEMENT

This guide is designed to acquaint you with Olympic College and provide you with information about working conditions, employee benefits, and some of the practices, policies and procedures that may affect your employment. You should read, understand, and comply with all provisions of the guide. It describes many of your responsibilities as an employee and outlines the programs developed by Olympic College to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee guide can anticipate every circumstance or question about practices, policies and procedures. As Olympic College continues to change and grow, the need may arise and Olympic College reserves the right to revise, supplement, or rescind any policies or portion of the guide from time to time as it deems appropriate. Employees will be notified of such changes to the guide as they occur.
101 EMPLOYEE RELATIONS

Olympic College strives within its authority to make the work conditions, wages, and benefits it offers to its employees competitive with those offered by other employers in this area and in this industry. We are a State-supported institution and our salaries and benefits are regulated by State appropriations.

We trust that you are here because you believe there can be a mutually beneficial relationship between what you have to offer and what Olympic College can offer you. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be pleasant, communications can be clear, and attitudes can be positive. You are encouraged to become an active member of the College community. We believe that Olympic College amply demonstrates its commitment to employees by responding effectively to employee concerns.

102 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Olympic College will be based on merit, qualifications, abilities, and support of the College’s mission. Olympic College does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law or policy.

Olympic College will make reasonable accommodations for qualified individuals with known disabilities (when requested) unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. In addition to a commitment to provide equal employment opportunities to all qualified individuals, Olympic College has an established affirmative action program to promote opportunities for individuals in legally recognized under-utilized classes throughout the organization.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Equal Employment Officer (HR Director). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment. Employees may obtain copies of official policy statements can be obtained from your supervisor, Human Resource Services.

103 HIRING RELATIVES/HOUSEHOLD MEMBERS

Relatives or household members of persons currently employed by Olympic College may be hired if doing so does not create a real or perceived conflict of interest. Relatives cannot supervise relatives. When hiring relatives or household members in the same area, consideration should be given to the possibility of conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment on the job, personal conflicts from outside the work environment can be carried into day-to-day working relationships.
In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the College will act in compliance with working agreements and College policies and procedures.

For the purposes of this guide, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

104 IMMIGRATION LAW COMPLIANCE

Olympic College is committed to employing only persons who are authorized to work in the United States and but not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, within 3 days of employment each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Olympic College within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or who seek more information on immigration law issues are encouraged to contact the Human Resource Services Department.

105 CONFLICTS OF INTEREST

Olympic College operates under the authority to RCW 42.52 (governed by the Washington State Executive Ethics Board). Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Olympic College wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to acceptable standards of operation. Contact your unit administrator or Human Resource Services for more information or questions about conflicts of interest.

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. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they make disclosure to the Purchasing Officer or a unit administrator of Olympic College as soon as possible. The College must avoid the existence of any actual or potential conflict of interest; safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Olympic College does business, but also when an employee or relative receives gifts or special consideration as a result of any transaction or business dealings as a result of employment at Olympic College.
Employees may hold outside jobs as long as they meet the performance standards of their job with Olympic College. All employees will be judged by equitable performance standards and will be subject to Olympic College's scheduling demands, regardless of any existing external work requirements.

If Olympic College determines that an employee's outside work interferes with performance or the ability to meet the requirements of Olympic College, the employee may be asked to terminate the outside employment if he or she wishes to remain with Olympic College.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Olympic College for materials produced or services rendered while performing their jobs. (See Ethics rules in this handbook and Policy in official College handbook.)

107 DISABILITY ACCOMMODATION

Olympic College is committed to complying fully with the Americans with Disabilities Act (ADA) and the Washington Family Care Act to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Reasonable accommodations may be requested when employees can otherwise perform the essential functions of their positions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Olympic College is also committed to not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability. Olympic College follows Federal, State and/or local regulations that provide individuals with disabilities greater protection than the ADA.

This procedure is neither exhaustive nor exclusive. Olympic College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. (Accommodation Procedure Brochures Available from Human Resource Services)

108 EMPLOYMENT CATEGORIES

Olympic College has several categories of employees. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to over-time pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws and have not entitlement to over-time compensation.

In addition to the above categories, each employee’s position is assigned to an employment category:
REGULAR employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least 20 hours per week. Generally, they are eligible for Olympic College's benefit package, subject to the terms, conditions, and limitations of each benefit program. Olympic College has three types of regular employees: Faculty, Administrators, and Classified Employees.

PART-TIME Hourly employees are those who are assigned to a non-permanent status and who are regularly scheduled to work less than 50% of full-time or less than 1050 hours per 12-month period. While the College provides such benefits as Social Security contributions, unemployment compensation, workers' compensation insurance and retirement (eligible positions), they are typically not eligible for insurance benefit programs.

INTRODUCTORY employees are employees whose performance is being evaluated to determine whether further employment in a specific position or with Olympic College is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment status. This category generally involves a three year probationary period for tenure-track faculty and six months for Classified Staff.

Administrative employees are hired on a year-to-year basis and do not have an introductory period.

ADJUNCT (part-time) FACULTY supplements the regular teaching staff, serve as interim replacements, and/or assist in the completion of a specific project. Employment assignments in this category are of a limited duration with no obligation on the part of the adjunct faculty or the College for ongoing employment. Adjunct faculty receives all legally mandated benefits (such as workers' compensation insurance, unemployment compensation, and Social Security contributions). Adjunct faculty working more than 50% for two consecutive quarters are eligible for Olympic College's benefit package, subject to the terms, conditions, and limitations of each benefit program. Adjunct faculty is also referred to Part-time faculty. Adjunct faculty is covered under the faculty negotiated agreement. Other employment benefits are specified in the agreement.

STUDENT EMPLOYEES are hired on a part-time, temporary basis to provide work experience for the students and as a result they supplement the workforce. Regular student employees' hours are limited to 576 hours per academic year and are compensated at the minimum wage rate from the hiring department's budget. Work Study students are paid from grant funding.

Faculty and classified staff each have an organized bargaining unit and a negotiated contract that governs many of their work rules. Full-time faculty and classified staff are required to pay union dues or a representation fees.

201 ACCESS TO PERSONNEL FILES

Olympic College maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Olympic College, and access to the information they contain is confidential and restricted. Generally, only supervisors and management personnel of Olympic College who have a legitimate reason to review information in a file are allowed to do so. Some information as allowed by law is available under the public disclosure request. Employees will be notified if information is released from their personnel files.
Employees who wish to review their own file should contact Human Resource Services. With reasonable advance notice, employees may review their own personnel files in Olympic College's Human Resource Services office in the presence of a Human Resources Services staff person.

202 EMPLOYMENT REFERENCE CHECKS

It is the policy of Olympic College to conduct criminal background records checks and check the employment references of all applicants. The hiring administrator is usually responsible for checking references. For Olympic College employees’ protection, all reference check inquiries from other employers should be limited to factual information that can be substantiated by Olympic College's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. Human Resource Services should be consulted before releasing reference information on behalf of the College.

203 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Human Resource Services of any changes in personnel data. Personal mailing addresses, telephone numbers, name changes, number and names of dependents, individuals to contact in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

204 INTRODUCTORY PERIOD

The introductory period (also referred to as probationary) is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Olympic College uses this period to evaluate employee capabilities, work habits, and overall performance.

Classified employees who are promoted or transferred within Olympic College must complete a secondary introductory period of the same length with each re-assignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence.

In cases of promotions or transfers within Olympic College, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Olympic College's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification. Benefits eligibility and employment status is not changed during the trial period that result from a promotion or transfer within Olympic College.

206 PERFORMANCE APPRAISALS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. New employees and supervisors should meet to discuss the job
responsible, standards, and performance requirements of the position. Performance appraisals are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct problem areas, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Official performance appraisals are scheduled according to College policies:
Approximately every 12 months, coinciding with the anniversary of classified employees' original date of hire, and the end of the calendar year for administrators. A tenure committee evaluates newly hired faculty members for the first three years of employment. Once tenured, faculty members are reviewed every five years.

301 EMPLOYEE BENEFITS

Eligible employees at Olympic College are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Eligibility for benefits is dependent upon a variety of factors, including criteria established by Washington State, employees' classification, and percent of full-time. Human Resource Services staff can detail for you those benefits for which you are eligible. Details of many of these programs can be found elsewhere in the employee guide.

Some benefits are not available to part-time employees. The following benefit programs are available to eligible employees:

- Auto Insurance (employees pay group rates)
- Auto Mileage Reimbursement (using personal vehicle for OC-designated business)
- Benefit Conversion at Termination
- Bereavement Leave
- Credit Union (Washington State Employees)
- Deferred Compensation Plan
- Drug or Alcohol Counseling (referral)
- Educational Financial Assistance
- Educational Leave
- Employee Assistance Program (EAP)
- Family Leave
- Financial Counseling (EAP)
- Fitness Center Access (no charge)
- Flextime Scheduling Account (pre-taxed medical expense fund)
- Holidays
- Jury Duty Leave
- Legal Counseling (EAP)
- Life Insurance
- Long-Term Disability
- Medical Insurance
- Medical Leave
- Military Leave
Monetary Awards (competitive)
Parking (minimal fee)
Professional Development Opportunities
Retirement Plan
Sick Leave Benefits
Supplemental Life Insurance
Tax-Sheltered Annuities
Travel Allowances
Tuition Waivers
Vacation Benefits

Premiums for some benefit programs are paid in full by the College, some require a contribution from both the College and the employee, and some require full contributions from employees with the benefit of a discounted rate. The benefit package for regular full-time employees represents an additional cost to Olympic College of approximately 30 percent of wages.

302 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Administrative and classified staff are eligible to earn and use vacation time.

The amount of paid vacation time employees accrue depends upon the employee classification. Classified employees earn in accordance with the schedule established by the negotiated agreement. Administrative employees earn at the rate of 2 days per month (full-time) and on a pro rata basis for part-time. Faculty members do not earn vacation leave.

Once employees enter an eligible employment classification, they begin to accrue paid vacation time according to the schedule. However, classified staff must complete a 180-day waiting period before accrued vacation time can be used. After that time, employees can request use of earned vacation time including hours accrued during the waiting period.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacation time off is paid at the employee's base pay rate at the time of vacation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward. If the total amount of unused vacation time reaches a "cap" equal to 240 hours or more at the anniversary date (classified staff) or end of fiscal year (exempt employees), hours in excess of the cap will be lost.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.
Olympic College will grant holiday time off to employees on the holidays listed below.

New Year’s Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Presidents’ Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Columbus Day (second Monday in October) (Faculty only)
Veterans’ Day (November 11)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Day (December 25)

Olympic College will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay is the same rate as the employee’s regular-time pay rate (as of the date of the holiday) up to eight hours. All full-time employees are eligible for holiday pay.

If a recognized holiday falls during an eligible employee’s paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. In addition to the recognized holidays previously listed, eligible employees will receive one personal holiday in each calendar year. To be eligible, classified employees must complete 4 months of service. These holidays must be scheduled with the prior approval of the employee’s supervisor. Negotiated agreements may also provide additional personal days for full-time faculty and classified staff.

304 WORKERS’ COMPENSATION INSURANCE

Olympic College provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. An accident report should be filed with Safety and Security. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Olympic College nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Olympic College.

305 SICK LEAVE BENEFITS

Olympic College provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classifications include full-time faculty, part-time faculty, classified staff and administrative staff. Eligible employees accrue sick
leave benefits at the rate of 12 days per year (1 day for every full month of service). Eligible employees may use sick leave benefits for absences due to their own illness or injury or that of a family member who resides in the employee's household. Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. Before returning to work from a sick leave absence of five calendar days or more, an employee must provide a physician's verification that he or she can return to work. Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave accruals are State property and are intended solely to provide income protection in the event of illness, injury, or bereavement and may not be used for any other absence. Sick leave management incentive allows unused sick leave benefits to be paid to employees on an annual basis at the rate of 25% of its value for hours in excess of 480 hours. Sick leave balances are also paid at the rate of 25% of its value (hourly rate) upon retirement. Sick leave balances are returned to the State when employees resign.

306 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three days of paid bereavement leave will be provided to eligible employees in the following classification. Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. In cases of out-of-state travel, two days of administrative leave may be granted subject to approval by the College president or designee. Employees should contact Human Resource Services if there are questions about the definition of "immediate family" as related to bereavement leave.

307 JURY DUTY

Olympic College encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employee classifications that qualify for paid jury duty leave are:

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. A leave slip must be completed and forwarded to HRS along with a copy of the jury summons. Of course, employees are expected to report for work whenever the court schedule permits.

Either Olympic College or the employee may request an excuse from jury duty if, in Olympic College's judgment, the employee's absence would create serious operational difficulties. Vacation leave, sick leave, and holiday pay benefits, will continue to accrue during unpaid jury duty leave.

308 WITNESS DUTY

Olympic College encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Olympic College, they will receive paid time off for the entire period of witness duty. Employees will be granted a maximum of 8 hours of paid time off to appear in court as a witness at
the request of a party other than Olympic College. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. A leave slip must be completed and forwarded to HRS along with a copy of the subpoena. The employee is expected to report for work whenever the court schedule permits.

309 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Olympic College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Olympic College's group rates plus an administration fee (approximately 2%). Olympic College provides eligible employees with written notice describing rights granted under COBRA when employees becomes eligible for coverage under Olympic College's health insurance plan. The notice contains important information about the employee's rights and obligations. The Washington State Health Care Authority provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes ineligible for coverage under Olympic College's health insurance plan.

310 EDUCATIONAL ASSISTANCE

Olympic College recognizes that the skills and knowledge of its employees are critical to the success of the organization. Tuition waivers, professional development programs, temporary promotions are an example of activities that the College supports.

Employees should contact Human Resources Services or their supervisor for information or questions about educational assistance. While educational assistance is expected to enhance employees’ performance and professional abilities, Olympic College cannot guarantee that participation in professional development activities or formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases. Professional development opportunities are granted on a case-by-case basis. Employees are encouraged to discuss their professional goals with their supervisors.

311 FITNESS CENTER

Olympic College promotes health and wellness and a work-life balance for its employees. Employees have free access to a fully equipped fitness center. Availability to the fitness center is limited those times when classes are not scheduled. Employees are required to have an official Olympic College ID card to gain access to the center.
Olympic College has an annual faculty and staff Spring Awards and recognition celebration each year to close out the academic year. Monetary awards, service awards and other special recognitions are presented to pre-designated faculty and staff in an all-college gathering that includes members of the Board of Trustees. Full and part-time employees are recognized and invited to attend.

401 EMPLOYMENT CONTRACTS

Full-time faculty and administrative employees are issued an employment contract each year. Faculty contracts normally cover the academic period of September through June. The start and end date is in accordance with the Board approved academic calendar. Administrators’ contracts cover the fiscal period of July 1 through June 30. Classified employees have an open-ended employment agreement. All full-time employees (unless hired into a temporary appointment) are entitled to a designated notice before any College-initiated termination takes effect. Adjunct faculty are hired on a quarter to quarter basis, thus are issued an employment contract each quarter.

403 PAYDAYS

Regular employees are paid semi-monthly on the 10th and 25th days of the month. The 10th pay date covers the period of the last half of the previous month and the 25th pay date covers the first half of the month. Part-time Hourly employees are paid monthly on the tenth day of the month. Adjunct faculty are paid on the 10th and 25th of the month; however, the first pay date may vary depending on the start date of the quarter. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work closest to the regularly scheduled payday.

Employees may have pay directly deposited into their bank accounts by completing an advance written authorization. Arrangements should be made with the Payroll Office where forms are available. Employees will receive an itemized statement of wages when Olympic College makes direct deposits. Employees may also view their earnings history on the College website. (Check with HRS for more information.)

405 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

DISCHARGE: involuntary employment termination initiated by the College.
LAYOFF: involuntary employment termination initiated by the College due to lack of available work
RESIGNATION: voluntary employment termination initiated by an employee.
RETIREMENT: voluntary employment termination initiated by the employee who meets age, length of service, and/or any other criteria for retirement from the College.

Human Resource Services offers exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Olympic College, or return of Olympic College-owned property. Suggestions, complaints, and questions can also be voiced.

409 ADMINISTRATIVE PAY CORRECTIONS

Olympic College takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Office or Human Resource Services so that corrections can be made as quickly as possible.

410 PAY DEDUCTIONS

Certain laws mandate that Olympic College make deductions from employee's earnings. Among these are federal income taxes, Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base", retirement benefits, and medical and industrial insurance. Excepting federal income taxes, Olympic College contributes to and in most cases matches the amount paid by each employee. The rate of retirement benefits contributions vary depending upon the plan.

Olympic College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs such as pre-taxed retirement contributions, supplemental disability insurance coverage, pre-taxed childcare payments, etc.

If you have questions concerning why deductions were made from your pay check or how they were calculated, check with the Payroll Office staff.

501 SAFETY

To assist in providing a safe and healthful work environment for employees, students, and visitors, Olympic College has established an active safety committee. The College’s Safety Officer has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety Officer or the Safety Committee members. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees
who violate safety standards, cause hazardous or dangerous situations, or who fail to report or (where appropriate) remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Officer or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefits procedures.

502 WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Employees are expected to adhere to established work schedules; failure to do so may be cause for corrective procedures. Staffing needs, operational demands and work rules may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flex-time scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Employees should consult their supervisor for more information about flex schedules.

503 USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones to charge long-distance and toll calls is not permitted. Employees should practice discretion in using College telephones to make personal calls and may be required to reimburse Olympic College for any charges resulting from their personal use of the telephone. To ensure effective telephone communications, employees should always use an approved appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of Olympic College-paid postage for personal correspondence or for any purpose other than Olympic College business is not permitted.

504 SMOKING

In keeping with Olympic College’s intent to provide a safe and healthful work environment, smoking is allowed in designated areas only. Smoking is prohibited in and around all buildings; employees are asked to respect these designations. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. The smoking policy applies equally to all employees, students, customers, and visitors. (See official policy in College Handbook).

505 REST PERIODS

Each workday, full-time classified employees are entitled to two 15-minute rest periods—one in the first half of the shift and one during the last half of the work shift. To the extent possible, rest periods will be provided at the employee’s discretion; however, supervisors have the right to
schedule the breaks to accommodate services. Since break time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

506 OVER-TIME

When operating requirements or other needs cannot be met during regularly scheduled working hours, overtime eligible classified employees may be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action.

507 USE OF COLLEGE-OWNED PROPERTY

When using College property, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

508 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt operations. In extreme cases, these circumstances may require the closing of the College. In the event that such an emergency occurs during non-working hours, employees will be notified via the College website, employees can subscribe to a cell-phone notification service, local radio and/or television stations will be asked to broadcast notification of the closing or employees can call the college.

When operations are officially closed due to emergency conditions, employees may use vacation or personal leave or make up the time within the work week unless negotiated agreements call for other provisions. (See the college handbook for official policy).
509 BUSINESS TRAVEL EXPENSES

Olympic College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the budget administrator and submitted to Accounts Payable.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Olympic College (in accordance with state regulations). Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Employees who use their personal vehicles for business travel are required to have insurance coverage.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request along with the travel authorization when travel advances are needed. Generally, employees are permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee. When travel is completed, employees should submit completed travel expense reports immediately. Reports should be accompanied by receipts for all individual expenses.

Travel procedures are subject to change. Employees should contact their supervisor or Accounts Payable for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

510 COMPUTER AND E-MAIL USAGE

Computers, computer files, the E-mail system, and software furnished to employees are Olympic College property intended for business use. To ensure compliance with this policy, Olympic College reserves the right to monitor computer and E-mail usage.

Olympic College strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, Olympic College prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Employees may not use computers during work time for personal business or entertainment.

Olympic College purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Olympic College does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Olympic College prohibits the illegal duplication of software and its related documentation.
Employees should notify their immediate supervisor, the Information Technology Services or any member of management upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

601 MEDICAL LEAVE

Olympic College provides medical leaves of absence to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement may be requested to verify the need for medical leave and its beginning and expected ending dates. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within a calendar year period. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, OC will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period as long as the employee is in pay status or on leave without pay for fewer than ten days.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Olympic College with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the medical leave, Olympic College will assume that the employee has resigned.

602 FAMILY LEAVE

Olympic College provides leaves of absence to eligible employees who wish to take time from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition, or family military care. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider. Regular employees who worked more than 1250 hours in the past year are eligible for Family Leave.

Eligible employees should make requests for family leave to their supervisors at soon as possible. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for
a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within a calendar year. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for an extension. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Olympic College will continue to provide health insurance benefits for the full period of the approved family leave. Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period as long as the employee is in pay status.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Olympic College with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Olympic College will assume that the employee has resigned.

603 SABBATICAL LEAVE

Olympic College provides educational leaves of absence (sabbatical leave) to eligible employees who wish to take time off from work duties for professional development that is applicable to their job duties with Olympic College. Full-time faculty and administrative employees are eligible to request educational leave as described in this section.

Specific guidelines are available in the policy/procedures handbook and working agreements. Requests will be evaluated based on a number of factors, including the benefit of the outcome to the College, anticipated workloads and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Olympic College will continue to provide salary and health insurance benefits for the full period of the approved educational leave. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

If an employee fails to report to work at the end of the approved leave period, Olympic College will assume that the employee has resigned.

605 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. Employees will continue to receive full pay while on leave for a maximum of 15 days. Official military orders must be submitted to Human Resource in order to be paid for release time.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Olympic College for
the full term of the military leave of absence. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws. Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

606 PREGNANCY-RELATED ABSENCES

Olympic College will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this guide, in employee working agreements, and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for family or personal leave.

701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, Olympic College expects employees to follow rules of conduct that will protect the interests and safety of all employees and the College. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Boisterous behavior or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of communication systems, or other employer-owned equipment
- Unauthorized disclosure of confidential information
Violation of personnel policies
Unsatisfactory performance or conduct

702 DRUG AND ALCOHOL USE

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.

Violations of this principle may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program (Mental Health Network). They may also discuss these matters with their supervisor, a member of the counseling faculty or Human Resources Services to receive assistance or referrals to appropriate resources in the community.

Employees with questions or issues related to drug or alcohol use in the workplace can raise their concerns with their supervisor or Human Resources Services without fear of reprisal.

703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Olympic College is committed to providing a 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. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resources Director 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.
704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Olympic College expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Olympic College. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisors as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Olympic College presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire for your position.

706 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Olympic College property must be returned by employees on or before their last day of work.

707 DISCIPLINARY ACTIONS

The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. Employees are expected to perform their work efficiently and effectively and be mindful of students’ and the public’s expectations of the College and its employees.

Olympic College's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps -- verbal warning, written warning, demotion, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Discipline is administered in accordance with bargained agreements and College policies.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Olympic College. Employees should refer to the procedures and working agreement relative to their employee type for specific guidelines.
Employees with life threatening illnesses such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Olympic College supports these endeavors as long as employees are able to meet performance standards. As in the case of other disabilities, Olympic College will make reasonable accommodations, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Employee’s individual medical information is treated confidentially and maintained in a file separate from personnel information. Olympic College will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Executive Director of Human Resource Services or Olympic College's Employee Assistance Program (Managed Health Network for information and referral to appropriate services and resources.