Employee Handbook
Welcome to Olympic College!

We are excited that you have joined Olympic College. We are dedicated to student success and recognize that all employees play an integral role in the mission, vision and values of the College. We wish you every success in your career here at Olympic College.

This guide was developed to describe a number of employee expectations and to outline various policies, programs, and benefits. The information is general to all employees unless otherwise specified. Be aware that State and Federal law, collective bargaining agreements, and other internal and external governances may vary among employee groups. This College handbook is available on the College website. Please familiarize yourself with the contents of this handbook as it will answer many questions about your employment with OC.

We hope that your experience here will be challenging, enjoyable, and rewarding!
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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 337,000 (2019). The main 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, Certificates in Professional and Technical Programs, a Bachelor of Science in Nursing, Bachelor of Applied Science in Information Systems, and Bachelor of Science in Mechanical Engineering.

As of 2020, this nonprofit college has an annual headcount of approximately 13,000 students, has approximately 1,200 total employees (full- and part-time) and has revenue and expenditures of approximately $33,000,000.

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 must 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, as it deems appropriate. Employees will be notified of such changes through normal communication methods.

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.

The following Code of Conduct will help ensure proper employee relations:

**Olympic College Employee Code of Conduct**

**REV. 02/2020**

1.0 Objective and Responsibilities:
The Revised Olympic College Code of Conduct links the College’s Mission, Vision & Values Statement directly to the standards of professional conduct already woven throughout college policy. The code provides a central guide and reference for employees to support day-to-day decision-making, in accordance with existing college policy. To ensure that the College’s core values are met, all college employees are expected to uphold these standards in the performance of work duties and responsibilities.

2.0 Expectations of Conduct:
The following is a list of conduct standards to which every college employee is required to adhere. Because it is impossible to list every situation which may occur in the workplace, this list is not considered all-inclusive, but provides guidance for ethical performance of duties and responsibilities:

**Every college employee shall:**

2.1 Maintain satisfactory regular attendance and punctuality. Absences require proper advance notification to immediate supervisor, or sufficient reason for absenteeism.

2.2 Promptly account at the end of each pay period for time worked and/or sick, vacation, or personal leave taken, using Employee Self Service (ESS) within the ctcLink (PeopleSoft) system.

2.3 Properly maintain records, paperwork, electronic resources required in the transaction of OC business; and ensure such documents are not altered or destroyed unless authorized.

2.4 Carry out assigned duties, follow instructions or requests from supervisors and/or upper administration and otherwise comply with written College policy.
2.5 Take reasonable precautions to protect College property from damage or theft.
2.6 Adhere to acceptable use of College telephones, computers, internet and systems.
2.7 Use College facilities/property only for authorized, work-related purposes.
2.8 Perform duties and operate equipment with care to protect the safety of employees, students, co-workers, and the public.
2.9 Make no malicious or false statement that is intended or could reasonably be expected to damage the integrity or reputation of the College or our employees, on or off campus.
2.10 Refrain at all times from fighting, encouraging a fight, acts or threats of physical violence, disorderly conduct, intimidation or coercion.
2.11 Refrain at all times from the use of abusive, offensive or obscene language, gesture or conduct, or lack of courtesy toward students, the public or fellow employees.
2.12 Promptly report any unsafe condition observed or experienced in any college facility or on college grounds.
2.13 Report to work fit for duty and free from the influence of alcohol, and/or drugs.
2.14 Adhere to all Olympic College Administrative Policies and Procedures.
2.15 Abide by WA Ethics in Public Service law (RCW 42.52) governing conflicts of interest, misuse of confidential information, granting special privileges, receipt of gifts & honoraria, outside compensation & outside employment, misuse of College & state property, and political campaigning during work time or with public resources.
2.16 Communicate with fellow co-workers, employees, students and the public in a manner that is respectful, helpful, truthful, necessary, and constructive.

3.0 Imposition of Disciplinary Action for violations of College Policies:
1.10 Represented (Bargaining Unit) Employees – discipline will be administered in accordance with applicable Collective Bargaining Agreement with the Washington Public Employees Association (WPEA) and the Association for Higher Education (AHE).
3.20 Non-Represented Employees – Disciplinary action may include oral warning, written reprimand, suspension, demotion, or termination. Any step or steps of the disciplinary process are at the discretion of the College after investigation and analysis of the total situation, seriousness of the violation and circumstances involved. The use of any form of disciplinary action shall not affect or change an employee’s “at-will” employment status.

4.0 Links to College Policies & Resources:
Olympic College Mission, Vision, Values:
https://www.olympic.edu/about-olympic-college/mission-vision-values
Olympic College Commitment to Civility and Academic Freedom:
Olympic College Anti-harassment & Anti-Discrimination Resources:
https://www.olympic.edu/reporting-concerns-olympic-college

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, genetic information or any other characteristic protected by law or policy.

Olympic College will make reasonable accommodations for qualified individuals with 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 plan to promote opportunities for individuals in legally recognized under-represented 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 (Vice President for Human Resources) (please visit https://www.olympic.edu/nondiscrimination-title-ix for more information). 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.

For more information, please refer to the Olympic College Policy Manual.

103 HIRING FAMILY/HOUSEHOLD MEMBERS

Family 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. Family cannot supervise family. When hiring family 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 collective bargaining agreements and College policies and procedures.

For the purposes of this guide, “family” means an employee's spouse or domestic partner; parent; child, including adopted or foster children, or children for whom the employee acts as a guardian, officially or unofficially; sibling; grandparent; grandchild; aunt, uncle; niece and nephew; cousins; or the same relationship in-law. “Household member” means anyone who cohabits with the employee, such as an unrelated roommate.

104 IMMIGRATION LAW COMPLIANCE
Olympic College is committed to employing only persons who are authorized to work in the United States. The College does 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 Resources 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 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, supervisor or Human Resources 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 family/household member as a result of Olympic College's business dealings. For the purposes of this policy, “family” means an employee's spouse or domestic partner; parent; child, including adopted or foster children, or children for whom the employee acts as a guardian, officially or unofficially; sibling; grandparent; grandchild; aunt, uncle; niece and nephew; cousins; or the same relationship in-law. “Household member” means anyone who cohabits with the employee, such as an unrelated roommate.

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.

106 OUTSIDE EMPLOYMENT

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 they wish 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 Conflicts of Interest rules in this handbook and the Employee Ethics Policy #OCP 400-05.)

107 DISABILITY ACCOMMODATION

Olympic College is committed to complying fully with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (RCW 49.60.010) 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 defined job 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, seniority, as well as access to programs and services. Leave of all types will be available to all employees on an equal basis.

Olympic College does not discriminate against qualified employees or applicants because they are related to or associated with a person with a disability. Olympic College complies with 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. Contact Human Resources for more information.

108 EMPLOYMENT CATEGORIES

Olympic College has several categories of employees. Each employee is designated as either non-exempt (overtime eligible) or exempt from federal and state wage and hour laws. Non-exempt 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 no 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.
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, sick leave benefits 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 a six-month probationary period (which may be extended in compliance with applicable collective bargaining agreement) for Classified staff.

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, sick leave benefits 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 as part-time faculty. Adjunct faculty is covered under the faculty-negotiated agreement. Other employment benefits are specified in the agreement. (Refer to the Adjunct Faculty Handbook for more information.)

Student employees are hired on an hourly, temporary basis to provide work experience for the students and as a result they supplement the workforce. Regular Student Employees (RSE) are compensated at the minimum wage rate from the hiring department’s budget. Work Study students are paid from federal and state funding. Students work five hundred sixteen (516) hours or less in any six consecutive months. Hours worked in a temporary position(s) during the summer and other breaks in the academic year are not counted in the five hundred sixteen (516) hours.

201 ACCESS TO PERSONNEL FILES

Olympic College maintains the official personnel file on each employee. The personnel file includes information such 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 in compliance with public disclosure laws if information is requested or released from their personnel files.

Employees who wish to review their personnel file must contact Human Resources to schedule an appointment. With reasonable advance notice, employees may review their personnel file in Olympic College's Human Resources office in the presence of a Human Resources staff person. Employees may also request copies of documents from their personnel file by completing and submitting the Personnel File Request form.
202  EMPLOYMENT REFERENCE AND BACKGROUND CHECKS

   It is the policy of Olympic College to conduct criminal history background checks and check the employment references of all applicants. The hiring administrator is 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 Resources 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 Resources 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.

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 responsibilities, 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. Classified employees are scheduled six (6) months after completing a probationary/trial service period and every twelve (12) months thereafter, coinciding with the anniversary or original date of hire. Administrators are scheduled at the end of the calendar year. A tenure committee evaluates newly hired tenure 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 Resources 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)
Flexible Spending 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
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.

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 collective bargaining agreement. Administrative employees earn at the rate of two (2) days per month and on a pro rata basis for administrative employees who are less than 100% of full-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.

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 period, 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 (administrative 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 at the employee’s base rate.

303 HOLIDAYS

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)
- Indigenous People’s 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. Eligible employment classifications are full-time Administrative and Classified. Holiday pay is the same rate as the employee's regular-time pay rate (as of the date of the holiday) equivalent to the employee’s work shift on the holiday.

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 must be filed with Campus 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. Full-time faculty, part-time faculty (see the Adjunct Faculty Handbook), classified staff and administrative staff accrue sick leave benefits at the rate of twelve (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, or any other reason authorized by the employee’s respective collective bargaining agreement or RCW 49.46.210 and associated WACs. Employees who are unable to report to work must notify their direct supervisor before the scheduled start of their workday if possible or otherwise as soon as is practical. Before returning to work from a sick leave absence of five consecutive calendar days or more, an employee must provide a physician's verification that he or she can return to work. If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must notify their supervisor orally or in writing.

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 or are terminated.

Hourly and student employees accrue sick leave at the rate of one (1) hour for every forty (40) hours worked. There is no cap to the amount of paid sick leave hours an employee may earn, however, employees may only carry over forty (40) hours or less to the following calendar year (January 1 – December 31). These hours are non-compensable therefore cannot be cashed, donated or bought out at any time.

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 five (5) days of paid bereavement leave will be provided to eligible employees.

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.

Per WAC 357-01-172, “Individuals considered to be members of the family are parent, sibling, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, minor/dependent child, and child.”

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: faculty, adjunct faculty, administrative and Classified.

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. Jury duty leave must be reported in ctcLink (PeopleSoft) and employee must forward a copy of the jury certification to HR. Employees are expected to report for work whenever they are dismissed from jury duty or otherwise account for their work shift.

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 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 must be provided 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. Employees must notify HR as soon as possible and provide 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 the State of Washington Public Employees Benefits Board 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%). 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 and temporary promotions are examples of activities that the College supports.

Employees should contact Human Resources 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 to times when classes are not scheduled. Employees are required to have an official Olympic College ID card to gain access to the center.

312 AWARDS AND RECOGNITIONS

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 APPOINTMENT LETTERS AND CONTRACTS

Full-time faculty 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. Administrative employees are issued an Appointment Letter at the time of hire. Appointment Letters for temporary appointments will include a begin and end date.
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. Hourly and student employees are paid semi-monthly on the 10th and 25th days 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 adding a direct deposit transaction in ctcLink (PeopleSoft) via Employee Self Service (ESS) or receive pay via the Bank of America CashPay Visa Payroll card.

Employees will also be able to view their earnings statement and earnings history in ESS located in the Payroll tile.

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 work or lack of funds or other business needs.
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 Resources 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, or repayment of outstanding debts to Olympic College. An exit packet will be provided to the employee containing benefits and leave information, exit instructions (return of keys, parking placards, nametags, etc.), and/or retirement forms if applicable. 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 Resources 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. Except 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 paychecks to cover the costs of participation in these programs such as pre-taxed retirements contributions, supplemental disability insurance coverage, pre-taxed childcare payments, etc.

If you have questions concerning payroll deductions, contact 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 Committee working in concert with Human Resources, the VP for Administration and the Campus Security and Emergency Management director hold the responsibility for implementing, administering, monitoring, and evaluating the safety program. Their success depends on the alertness and personal commitment of all. The safety committee meetings are open to all OC community.

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 HR, the Campus Security Director or to the Safety Committee. Concerns and suggestions can also be submitted via a safety gram (https://www.olympic.edu/services/campus-security/safety-gram). 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 Campus Security or Human Resources or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.
For more information on all of the College’s safety plans and programs, please visit https://olympic0.sharepoint.com/adminsvc/SitePages/Campus-Safety-Programs.aspx.

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 action. 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 CAMPUS 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 Olympic College Policy on the Olympic College website.)

505  REST PERIODS

Each workday, full-time Classified and hourly employees are entitled to a 15-minute rest period for every four (4) hours worked. 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 business needs. Since rest periods (breaks) are paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

506  OVERTIME

When operating requirements or other needs cannot be met during regularly scheduled working hours, overtime-eligible employees may be given the opportunity to volunteer for or be
assigned overtime work. All overtime work must be approved in advance by the supervisor. 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 laws and is calculated for all hours worked in excess of forty (40) hours in a workweek. For overtime purposes, work is the time actually spent performing the duties assigned in addition to time during which an employee is excused from work for holidays, sick leave, vacations or compensatory time.

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/email, employees can subscribe to a cell-phone emergency notification service, refer to local radio and/or television stations, who will be asked to broadcast notification of the closing, or employees can call the Campus Security office.

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 Olympic College Policy for suspended operations.)

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 supervisor and submitted to the Accounts Payable Office.

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 complete, 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 TECHNOLOGY SERVICES SUCH AS COMPUTERS AND EMAIL

Technology services such as the use of computers, Internet, files, email, telephony, teleconferencing services, software and other technologies provided by the College to the employees are College property and are only intended for use to conduct College business. To ensure compliance with this policy, Olympic College reserves the right to monitor computers, Internet, email usage and other technology services within or related to the College enterprise.

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 technology related services such as text, chat and the email 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 are 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 and other technology services during work time for personal business or other non-work-related activities such as entertainment, personal parties, etc.

Employees may use technology services and technology materials only for its intended license and in accordance with its service agreement. Olympic College prohibits the illegal duplication of software and other related technology materials.

Files and other related data created on Olympic College systems and services may be subject to public disclosure in accordance with applicable laws and College policy therefore the employees should be aware of the state retention laws and other applicable rules related to the use and misuse of Olympic College/state property.

Employees should notify their immediate supervisor or the Information Technology department if they are aware of any said violations. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Olympic College’s Information Technology department (OC-IT) is the centralized IT department for the College, delivering essential technology services and support for all campuses. OC-IT offers a wide range of services to the OC community including face-to-face or over the
phone support via the OC-IT Help Desk. The OC-IT Help Desk is open Monday thru Friday from
7:30 AM to 7:00 PM.

Contact Information: Bldg. 5 (CSC), Rm. 216 360-475-7600, Helpdesk@olympic.edu.
Please visit https://oc-it.info/ITSupport for more information.

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 must make requests for medical leave to their supervisors and Human
Resources at least 30 days in advance of foreseeable events and as soon as possible for
unforeseeable events.

A health care provider's statement will 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 (10) days in a month.

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 re-
instated 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 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
members’ 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 a twelve-month period are eligible for Family Leave.
Eligible employees must make requests for family leave to their supervisors and Human Resources as soon as possible. Employees requesting family leave related to the serious health condition of a child, spouse, or parent will 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 the maximum allowed by law. 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 must provide the College with at least two weeks advance notice of the date of the employee's 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 PAID FAMILY AND MEDICAL LEAVE

As of Jan. 1, 2020, Washington employees who have worked 820 hours or more in the qualifying period and experience(d) a qualifying event have access to Paid Family and Medical Leave.

Employees who have missed work due to family or medical reasons may be eligible for paid family or medical leave for the following qualifications:

- Care for and bond with a child younger than 18 following birth or placement
- Care for yourself or a family member experiencing a serious health condition
- Certain military-connected events.

Paid Family and Medical Leave requires that you give your employer(s) written notice at least 30 days in advance of when you plan to take leave. However, if the reason you need leave was not foreseeable, you may notify your employer(s) as soon as possible.

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at www.paidleave.wa.gov/benefit-guide. For more information about how to apply, call 833-717-2273 or visit www.paidleave.wa.gov.

604 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 collective bargaining 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 Resources in order to be paid during this period. 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.

606 PREGNANCY-RELATED ABSENCES

Olympic College does 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 the applicable collective bargaining agreements, and in accordance with applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and childcare, 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. This list is not intended to be all-inclusive or exhaustive.

- Theft; inappropriate removal or possession of property
- Falsification of records, reports or other College documents (i.e., timekeeping, grades, etc.)
- Reporting to work under the influence of alcohol or illegal/illicit drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal/illicit drugs in the workplace, while on duty, in the course of conducting college business, or while operating employer-owned vehicles or equipment
- Disruptive behavior including threats or 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, or other weapons 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.

Olympic College is required to comply with the Drug-Free Schools and Communities Act (DFSCA) in order to be eligible for federal funding. Marijuana remains an illicit drug based on federal law and despite Washington law. Therefore the term “drug” in this section and others within this handbook includes Marijuana.

Violations 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 (EAP). They may also discuss these matters with their supervisor, a member of the counseling faculty or Human Resources 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 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 Vice President of Human Resources or any member of management who is responsible for handling the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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. Employees must complete an exit checkout form and return to the Human Resources office.

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 five 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.

The College hopes 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 collective bargaining agreement relative to their employee type for specific guidelines.

800 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life threatening illnesses such as cancer, heart disease, and viruses, 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 Human Resources or Olympic College's Employee Assistance Program for information and referral to appropriate services and resources.