

# **CLASSIFIED STAFF HANDBOOK**

Shoreline Community College  
*Updated 2013-14*



# Table of Contents

## GENERAL INFORMATION

Vision, Mission Statement, Philosophy & Strategic Plan .....	3
Policies, Practices and Procedures .....	5

## EMPLOYMENT

Bargaining Agent .....	5
Work Schedule.....	6
Rest Periods/Breaks .....	6
Lunch Time .....	6
Overtime .....	6
Time & Leave Reporting .....	6
Probationary Period .....	7
Performance Evaluations.....	7
Job Transfers and Promotional Opportunities.....	7
Personnel File .....	7
Problem Solving/Complaints/Grievances.....	8
Seniority.....	8
Layoff and Recall .....	8
Unauthorized Absence.....	8

## PAYROLL

Compensation.....	8
Pay Dates .....	9
Holiday Schedule .....	9
Employee Earnings History.....	9

## EMPLOYEE BENEFITS

Auto Insurance.....	9
Consolidated Omnibus Budget Reconciliation Act (COBRA).....	9
Credit Union.....	10
Dependent Care Assistance .....	10
Direct Deposit .....	10
Disability Insurance.....	10
Flexible Spending .....	10
Guaranteed Education Tuition Program .....	10
Life Insurance .....	10
Medical/Dental Insurance .....	11
Retirement.....	11
Supplemental Tax Deferred Annuity .....	11
Voluntary Employee Benefits Annuity (VEBA) .....	11

## **LEAVE**

Bereavement Leave .....	11
Child Care Emergency .....	12
Family and Medical Leave .....	12
Parental & Pregnancy Disability Leave .....	12
Jury Duty Leave .....	13
Leave Of Absence Without Pay .....	13
Personal Holiday .....	13
Personal Leave Day .....	13
Shared Leave .....	14
Absence Due To Suspended Operations .....	14
Sick Leave .....	14
Vacation Leave .....	15
Workers' Compensation .....	15
Attendance Incentive Buyback .....	15

## **EDUCATION AND TRAINING**

Classified Training and Staff Development .....	16
STTACC .....	16
Employee Technology Training .....	16
Tuition Waiver .....	16

## **SERVICES**

Automotive Training Center .....	16
Bookstore .....	17
Commute Trip Reduction .....	17
Dental Hygiene .....	17
Employee Assistance Program .....	17
Lake Forest Park Center – Extended Learning .....	18
Ray W. Howard Library Technology Center .....	18
Multicultural/Diversity Education and Women's Center .....	18
Parent Child Center (On-Site Daycare) .....	18
Physical Education Facilities/Intramurals .....	19
Keys .....	19
Lost and Found .....	19
Parking .....	19
Telephones .....	19

<b>WEBSITE INFORMATION:</b> .....	20
-----------------------------------	----

## **GENERAL INFORMATION**

### **Vision, Mission and Philosophy** **A STRATEGIC OUTLOOK**

#### **VISION**

We will be a world-class leader in student success and community engagement.

#### **MISSION**

We are dedicated to serving the educational, workforce and cultural needs of our diverse community. Engagement, equity and excellence characterize all of our efforts toward the goals outlined in the Strategic Plan.

*engagement* (noun): The act of sharing in the activities of a group. A mutual pact, contract, or agreement. Synonyms: participation, involvement.

*equity* (noun): The state, quality, or ideal of being just, impartial, and fair. Synonyms: fairness, justice.

*excellence* (noun): Of the highest or finest quality; exceptionally good of its kind. Synonyms: worthy, choice, prime, valuable, select, exquisite, admirable.

### **Shoreline Community College Strategic Plan** **STRATEGIC THEMES AND DIRECTIONS**

#### **PROGRAM EXCELLENCE**

*SCC fosters excellence in its educational programs.*

- Enhance the quality of our educational programs through innovation and continuous improvement.
- Create and apply standards for assessment of student learning and program effectiveness.
- Create and revise programs based on community needs, economic trends, and college strengths particularly in science, mathematics, engineering and the liberal arts.

#### **STUDENT SUCCESS**

*Students find enrichment in a safe environment for personal and professional growth. Students reach their goals through innovative programs of study, support services and a diverse campus life.*

- Increase opportunities for success through convenient, student-friendly enrollment services.
- Develop and implement an innovative, proactive advising model.
- Provide high quality pre-college programs and comprehensive learning assistance.
- Recruit, retain, and develop a diverse community of learning.

## **DIVERSITY, EQUITY AND ACCESS**

*SCC enables access to educational opportunities for all members of the community by promoting diversity and equity in our working and learning environment.*

- Develop a shared language and understanding of diversity and equity.
- Ensure that students from underrepresented groups experience the same levels of access and success in reaching their educational goals as other students.
- Recruit, hire, retain, and develop a diverse college workforce.

## **INFRASTRUCTURE AND TECHNOLOGY**

*SCC provides state-of-the-art buildings, classrooms and technology in a safe and attractive campus.*

- Fund and build an allied health and sciences center.
- Develop a coordinated, comprehensive technology plan.
- Implement a unified plan for the maintenance and improvement of classrooms, buildings and campus grounds.
- Enhance the utility and usability of the college website.

## **ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY**

*SCC models sustainability in its curriculum and operations that are ecologically sound, socially just and economically viable.*

- Provide services centered around sustainability and community.
- Operate the college in an environmentally responsible way.
- Develop a curriculum that reflects our commitment to environmental stewardship.

## **MULTICULTURAL AND GLOBAL COMPETENCE**

*SCC supports and educates all members of the campus community in their development as multiculturally and globally competent citizens.*

- Offer innovative approaches to promoting global citizenship through service learning, international programs, and partnerships.
- Integrate our international students into the campus community.
- Develop multicultural competence among all members of the campus community through curriculum, professional development, and social interaction.

## **COMMUNITY ENGAGEMENT**

*SCC is the learning, entertainment and gathering hub of the community.*

- Engage the community in planning for capital projects and infrastructure.
- Create and market programs to attract and engage our community.
- Build community partnerships with business, government agencies and organizations.
- Expand and strengthen the relationship between the Foundation and the college.

## **CAMPUS CULTURE**

*We value and respect each other's diverse contributions to our collective goals.*

- Provide opportunities and encouragement for all campus employees to enhance their skills through professional development.
- Promote managerial and administrative excellence through accountability and succession planning.
- Develop a culture of assessment and collaborative planning.
- Encourage participation and investment in an equitable campus governance system.

## **POLICIES, PRACTICES AND PROCEDURES**

### **College Policies**

Located at: <http://intranet.shoreline.edu/intranetpolicy/tableof.htm>

Acceptable Use #4126

Affirmative Action/Equal Opportunity #4111

Drug & Alcohol Free Workplace for Employees #4120

Reasonable Accommodation #4114

Sexual Harassment #4113

Shared Leave Program #4727

Smoking Areas on Campus (*printed map*)      <http://www.shoreline.edu/smokemap.aspx>

Standards of Ethical Conduct #4125

Unattended Children on Campus #4125

Use of Motor Vehicles #3799

### **State/Federal Policies & Procedures**

RCW 42.40 State Whistleblower Act

<https://www.sao.wa.gov/EN/Investigations/Whistleblower/Pages/default.aspx>

Equal Employment Opportunity Commission (EEOC)

<http://www.eeoc.gov/>

Washington State Human Rights Commission (HUM)

<http://www.hum.wa.gov/>

Dept of Education, Office of Civil Rights

<http://www.ed.gov/about/offices/list/OCR/index.html>

RCW 26.44.030 Report of Child Abuse

<http://apps.leg.wa.gov/rcw/default.aspx?cite=26.44.031>

## **EMPLOYMENT**

### **BARGAINING AGENT**

The Washington Federation of State Employees Higher Education (WFSE-HE) is the exclusive negotiating representative for all Shoreline Community College classified employees. Each new employee will receive a copy of the current collective bargaining agreement. As a condition of employment, all employees must either become a dues paying member of the union or pay a non member fee within 30 days of employment. Failure to do so may result in termination. As a represented employee you should become familiar with the contract as you are subject to the terms and conditions of the agreement.

If you would like more information about the benefits of WFSE-HE membership, please contact one of your campus shop stewards or <http://www.wfse.org>

## **WORK SCHEDULE**

The regular work schedule for Shoreline Community College is Monday - Thursday, 8:00 a.m. to 5:00 p.m., and Friday 8:00 a.m. to 4:30 p.m. Full-time employees are generally scheduled to work 8 hours per day (exclusive of lunchtime) for 5 consecutive days, during a 7-day work week. Work schedules are determined by your supervisor. However alternate schedules may be established based upon department needs. For part-time employees, the schedule may be fewer than 8 hours per day and fewer than 5 days of work during a work week.

During emergency response situations (for example, fire, natural disaster, adverse weather conditions, etc.) employees may be assigned a different schedule for a temporary period of time.

## **REST PERIODS/BREAKS**

Washington State law provides that for each 4 hours of time worked; an employee is entitled to not less than a 10-minute paid break. Shoreline allows employees a **15-minute paid rest period** for each 4 hours worked during their shift. Employees are advised to arrange breaks with their supervisor so as not to interrupt the flow of department operations. Rest periods may not be used for late arrival or early departure from work and rest/meal periods will not be combined.



## **LUNCH TIME**

Employees are allowed a meal period of thirty (30) – sixty (60) minutes, as determined by their supervisor. This meal period is unpaid time and the employee is not considered actively on duty during that time. Employees must arrange lunch breaks with their supervisor so as not to interrupt the flow of department operations. Meal periods may not be used for late arrival or early departure from work and meal/rest periods will not be combined.

## **OVERTIME**

There may be occasions when an employee is asked to work additional time beyond the regular work schedule. Overtime is defined as time that an eligible employee works in excess of forty (40) hours per workweek. Overtime work must be authorized in advance in writing by the supervisor. Employees working overtime will be compensated at the rate of time and one half their regular rate of pay, including any shift differential. Compensatory time off for the overtime worked will be granted, at the request of the employee in lieu of monetary payment. Employees must use compensatory time prior to using vacation leave, unless this would result in the loss of their vacation leave. Additionally compensatory time must be used by June 30<sup>th</sup> of each year.

## **TIME & LEAVE REPORTING (TLR)**

Time and Leaving Reporting (TLR) is an on-line system for reporting hours worked and leave taken during each pay period. TLR streamlines the process of reporting staff time, including the reporting of positive time, and the approval process for exceptions to employee work schedules. TLR was developed in compliance with the Fair Labor Standards Act (FLSA) which requires records be kept on total hours worked each workweek for employees in overtime eligible positions to determine when they are eligible to receive overtime compensation.



All overtime eligible classified employees of the College are required to document their hours worked each day during the semi-monthly pay period. You will be responsible for submitting your TLR on-line timesheet to your supervisor the first business day immediately following the end of each pay period.

User information and the TLR login site can be found at <https://www.shoreline.edu/tlreenter>. To login, you will be prompted to enter your system identification number (SID) and personal identification number (PIN). These numbers will be sent to you during the first few weeks of your employment. Questions regarding the TLR process can be discussed at anytime with your direct supervisor.

### **PROBATIONARY PERIOD**

Every employee, whether part-time or full-time, following his or her initial appointment to a permanent position, will serve a probationary/trial service period of at least six (6) consecutive months. The College may extend the probationary period for an individual employee or for all employees in a class as long as the extension does not cause the total period to exceed twelve (12) months. Employees will be provided with an explanation for the extension. Additionally, the College will extend an employee's probationary period, on a day-for-a-day basis, for any day(s) that the employee is on leave without pay or shared leave during their probationary period, except for leave taken for military service.

### **PERFORMANCE EVALUATIONS**

The performance evaluation process gives supervisors an opportunity to discuss performance goals with their employees and assess and review their performance with regard to those goals. Supervisors can then provide support to employees in their professional development, so that skills and abilities can be aligned with college mission and goals. Normally, two evaluations are performed during the probationary/trial service period, the first at two months, the second at five months and then at least annually thereafter.

### **JOB TRANSFERS AND PROMOTIONAL OPPORTUNITIES**

All classified employees of the college are welcome to apply for vacancies for which they meet the required skills and abilities. Internal classified employees will be given priority if they meet the required skills of the opening. To be considered for any open position applicants must meet the following criteria.

1. The employee holds permanent status in the job classification and the position is comparable or less than comparable;
2. The employee has demonstrated or has been assessed to have the position specific skills abilities and qualifications necessary to perform the duties of the position;
3. There are no disciplinary action(s) in his/her personnel file for the past twelve (12) months;
4. There is no pending disciplinary action or the employee is not under investigation into alleged misconduct;
5. The employee has not been granted previous internal seniority transfer within the past twelve (12) months
6. There are no current performance issues being addressed, as documented in the employees supervisory file or most recent performance evaluation;
7. The appointment will not create a violation of college/district policy;
8. It meets the needs of the work units.

All applications for Internal Transfer requests must be submitted to Human Resources within seven (7) days of the posting. By applying for an internal transfer for any open position at SCC, you are acknowledging that your current supervisor will be notified of your requested transfer. Classified vacancies are circulated to departments campus-wide, announced on the classified list serve, and posted to the Human Resources website. Announcements are also posted on the bulletin board located in the Administration Building (1000) lobby. It is the employee's responsibility to refer to these announcements for notification of positions available, to contact the Human Resources and Employee Relations Office or visit the website at <http://www.shoreline.edu/hr> for necessary application materials and to return the required application materials to Human Resources and Employee Relations by the published closing date.

## **PERSONNEL FILE**



Shoreline maintains an official personnel file for each employee, showing a record of employment and other pertinent information required for business and legal purposes, including, but not limited to personnel action forms, promotions, transfers, performance reviews, disciplinary action notices, education records and other documents related to an employee's work.

An employee may view his or her personnel file at anytime. Written authorization from the employee is required before any representative of the employee will be granted access to the personnel file. Copies of any documents in the personnel file will be made available to an employee.

## **PROBLEM SOLVING/COMPLAINTS/GRIEVANCES**

All employees are encouraged to communicate directly with their immediate supervisor if there is an issue or matter of concern. Generally, most problems or complaints can be resolved informally. In cases where informal channels do not result in a satisfactory solution, an employee may file a formal grievance as outlined in the Collective Bargaining Agreement, or if applicable, pursue the College's Universal Complaint Procedure when allegations of discrimination are part of the concerns. Retaliation against employees who make a workplace complaint will not be tolerated.

It is our belief that the success of this institution is dependent on both the skills and attitudes of its people. We encourage freedom of expression and different points of view. You are encouraged to speak with your supervisor on any matter related to your job. If your supervisor is unable to resolve a work-related problem for you, you may carry the matter to the next level of supervision or to the Vice President for Human Resources and Legal Affairs for further review.

## **SENIORITY**

Seniority for classified employees is defined as the employee's length of unbroken classified service. All time in excess of 15 days spent in leave without pay status will be deducted from the calculation of seniority, except when the leave without pay is taken for: military leave, compensable work-related injury or illness leave, governmental service leave, reducing the effects of layoff, cyclic employment leave, and/or formal contract negotiations in accordance with RCW 41.80. For the purposes of layoffs, a maximum of five (5) years' credit will be added to the seniority of permanent employees who are veterans or to their unmarried widows or widowers, as provided for in RCW 41.06.133 (13).

## LAYOFF AND RECALL

Please refer to the Collective Bargaining Agreement by and between The State of Washington and WFSE Higher Ed Article 35.

## UNAUTHORIZED ABSENCE

When an employee has been absent without authorized leave and has failed to contact the Employer for a period of three (3) consecutive days, the employee is presumed to have resigned from his or her position.

## PAYROLL

### COMPENSATION

As a classified employee the salary schedule for your position is administered by the Washington State Department of Personnel guidelines. A salary schedule can be obtained from the Human Resources and Employee Relations site on the intranet. All positions are allocated to specified pay ranges, each having 12 pay steps (A-L). Those persons who have been at step L for 6 consecutive years will advance to step M and receive a 2.5% increase. Individual employee pay rates and pay increases follow rules and guidelines established by the State. All individuals earning a salary that is equal to the state minimum wage will have their salaries adjusted each January in accordance with the State Minimum Wage Act.



### PAY DATES

Paydays are usually the 10<sup>th</sup> and 25<sup>th</sup> of each month. Generally if a payday falls on Saturday, you will be paid on the preceding Friday. If a payday falls on Sunday, you will be paid the following Monday.

### HOLIDAY SCHEDULE

There are 10 paid holidays during the year for classified staff. They include:

New Year's Day	Veterans' Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Presidents' Day	Thanksgiving Holiday (day immediately after Thanksgiving)
Memorial Day	Christmas Day
Independence Day	
Labor Day	

Normally, whenever a holiday falls on Saturday, the preceding Friday shall be considered a non-working or legal holiday. When a holiday falls on Sunday, the following Monday shall be considered a non-working or legal holiday.

**To be compensated for the holidays, all classified employees must be in pay status on the immediate workday preceding the holiday(s).**

### EMPLOYEE EARNINGS AND LEAVE

The Employee Earnings and Leave allows you to view the earnings and deductions associated with your most recent payroll check or advice or any payroll check/advice issued to you within the last two years. You may also view your year-to-date earnings, previous year-to-date

earnings, year-to-date deductions, personal information, and leave balances. To view your history, you will be required to enter your employee SID (System Identification Number) and PIN (Personal Identification Number). These numbers are assigned by the Payroll Office and new employees are sent notification of these numbers by mail.

You may access Employee Earnings and Leave through the Human Resources site on the Intranet or directly at <https://www.shoreline.edu/wts/empearnlv/>

## **EMPLOYEE BENEFITS**

**Payroll Office:** 206-546-4515

**Benefits Office:** 206-546-4510

### **AUTO INSURANCE**

Auto insurance is available through Liberty Mutual to full-time employees with premiums paid through automatic payroll deduction.

### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

If you leave state employment before retirement, you may self-pay your premiums for medical/dental insurance for up to eighteen (18) months under the federal COBRA law. Please contact the Health Care Authority at 1-800-200-1004 for more information.

### **CREDIT UNIONS**

State employees are eligible to join one or both of the following credit unions:

Washington State Employees Credit Union at: <http://www.wastatecu.org/>

School Employees Credit Union of Washington at: <http://www.secuwa.org/index.htm>

Further information on the current banking services available can be found at the websites listed above.

### **DEPENDENT CARE**

The Dependent Care Assistance Program (DCAP) allows employees to reduce their taxable income, income tax liability and social security taxes for costs associated with the care of young children or elderly parents. Employees can set aside a predetermined portion of their earnings each pay period during the year to realize an immediate tax reduction. Open enrollment for DCAP is offered in late fall each year and is available to all permanent employees. Further information on DCAP can be found at <http://pebb.asiflex.com>.

### **DIRECT DEPOSIT**

All employees are asked to have their paychecks directly deposited into their bank account. Direct Deposit enrollment forms are available from the Human Resources Office or on the Intranet under forms. Typically, the employee should see a direct deposit of funds approximately 2 payroll cycles after the completed form is submitted to Human Resources.

### **DISABILITY INSURANCE**

The College provides basic disability coverage to all permanent employees at no cost. This coverage includes a basic monthly payout of 60% of the first \$400 of pre-disability earnings after a 90-day waiting period for any debilitating injury sustained while an active employee of Shoreline CC. Additional disability coverage is available to permanent employees at low group

rates. Further information on the additional disability coverage insurance available can be found at <http://www.pebb.hca.wa.gov/ltd.html>.

### **FLEXIBLE SPENDING ACCOUNTS**

Permanent employees at the College are eligible to participate in the Flexible Spending Account (FSA) program which provides tax-free reimbursement of eligible medical expenses. Employees can set aside a predetermined portion of their earnings each pay period during the year towards their Flexible Spending Account. Open enrollment for FSA is offered in late fall each year. Further information can be found at <http://pebb.asiflex.com>.

### **GUARANTEED EDUCATION TUITION**

Permanent employees at the College are eligible to participate in the Guaranteed Education Tuition (GET) program through Washington State. GET is a 529 prepaid college tuition program that allows individuals to purchase tuition units at today's prices to cover the cost of future tuition at Washington State higher education institutions. Benefits may be used to pay for tuition and fees, books, room and board and a variety of other eligible expenses. Further information on the program and enrollment procedures is available at <http://www.get.wa.gov>.

### **LIFE INSURANCE**

The College provides basic life insurance coverage to all permanent employees at no cost. The basic life insurance policy includes a \$25,000 benefit as well as a \$5,000 benefit payout for accidental death or dismemberment while an active employee of Shoreline CC. Additional life insurance coverage is available to permanent employees at low group rates. Further information on additional life insurance coverage available can be found at [http://www.pebb.hca.wa.gov/life\\_employee.html](http://www.pebb.hca.wa.gov/life_employee.html).

### **MEDICAL/DENTAL INSURANCE**

The College provides dental coverage to all permanent employees at no cost. Medical coverage is available through a variety of providers with the majority of coverage cost paid by the College on behalf of each employee. The employee will be assessed a monthly premium which varies by the plan selected and the number of dependents included under the benefit coverage. Additional details on specific plan rate, and coverage information can be found online at <http://www.pebb.hca.wa.gov>.

Employees may change providers or dependent coverage information *only during the open enrollment period* each year. Open enrollment occurs in late fall with changes taking effect January 1<sup>st</sup> of the following year. For special circumstances which necessitate a medical/dental coverage change outside of the open enrollment period, please contact the Benefits Office at (206) 546-4510 for further information.

For those employees who are leaving state employment before retirement, the Consolidated Omnibus Budget Reconciliation Act (COBRA) allows the self-payment of medical/dental premium costs for up to 18 months after state employment terminates. Coverage information and enrollment forms are provided through the Health Care Authority (HCA) of Washington State. The HCA can be reached at 1(800) 200-1004 for further information on self-payment options.

### **RETIREMENT**

All permanent classified employees participate in Washington State Public Employees Retirement System (PERS) plans. The contribution rate and requirements for retirement vary

depending on which plan is selected. Both the College and employee contribute toward this retirement benefit. Detailed information on each of the PERS plans is available at <http://www.drs.wa.gov/Member/>.

### **SUPPLEMENTAL TAX DEFERRED ANNUITY**

A TIAA/CREF supplemental retirement annuity program is available to permanent employees of the College, as well as the Washington State Deferred Compensation 457 supplemental retirement plan. Please contact the Benefits Office for further information.

### **VOLUNTARY EMPLOYEES BENEFICIARY ASSOCIATION**

The College participates in a Voluntary Employees Beneficiary Association (VEBA) which is a medical benefits plan for the conversion of sick leave funds, upon retirement only, to a medical expense plan. Funds can then be used for tax-free payment of medical insurance and other medical costs. Further information on this program can be found at <http://www.veba.org/>.

## **LEAVE**

### **BEREAVEMENT LEAVE**

An employee may be granted up to four (4) days of paid absence due to the death of any family member or household member that requires the employee's absence from work. Family members are defined as mother, father, stepmother, stepfather, sister, brother, mother-in-law, father-in-law, domestic partner's mother, domestic partner's father, spouse, domestic partner, grandparent, grandchild, son, daughter, stepchild, and a child in the custody of and residing in the home of an employee. In addition, sick leave may be used for the death of a family member per Article 12.2C. In addition, the employer may approve an employee's request to use compensatory time, vacation leave, personal holiday or leave without pay for the purposes of bereavement.

### **CHILD CARE EMERGENCY**

Due to unexpected emergencies or special situations (such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up at school earlier than normal), an employee may be suddenly required to leave work to care for his or her own child (defined as a child in the custody of and residing in the home of an employee). This type of absence is allowed without requiring pre-approval; however emergency care is limited up to a maximum of four days for each child per calendar year. In cases of emergency leave, an employee must first use any comp time on the books; if that is exhausted they may request to use vacation leave, sick leave, personal holiday or leave without pay.

### **FAMILY AND MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA) of 1993, entitles eligible employees to take up to twelve (12) workweeks of unpaid, job-protected leave and requires employers to grant an employee unpaid leave for one or more of the following reasons:

- For the birth and care of a newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for a spouse, son, daughter, parent, or state registered domestic partner (see contract – somewhat confused) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or

- For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member.

For more detailed information on the Family and Medical Leave Act, please contact the Human Resources and Employee Relations Office.

**PARENTAL AND PREGNANCY DISABILITY LEAVE**

Parental leave will be granted to the employee for the purpose of bonding with his or her natural newborn, adoptive or foster child. Parental leave may be a combination of the employee’s accrued vacation leave, sick leave for pregnancy disability or other qualifying events, personal holiday, compensatory time, or leave without pay. Parental leave may be taken on an intermittent or reduced schedule basis.

In addition to the Family and Medical Leave Act, Washington has its own state law entitled, the Washington State Family Leave Act (FLA). It builds on the existing similar benefits found in the federal Family and Medical Leave Act (FMLA) by providing additional benefits for women who are pregnant and to registered domestic partners. Women employees who take leave from work for pregnancy-related conditions or childbirth and who qualify for leave under the federal Family and Medical Leave Act are entitled to additional leave benefits under the Washington State Family Leave Act. Registered domestic partners who qualify for FMLA and FLA will be able to use their leave to care for a registered domestic partner who has a serious medical condition. For more information on the Family and Medical Leave Act and the Washington State Family Leave Act please contact the Human Resources and Employee Relations Office.

**JURY DUTY LEAVE**

If an employee is called to jury duty, he/she must notify the supervisor as soon as possible after the notice is received.



Leave of absence with pay will be granted to employees for jury duty. Employees will be allowed to retain any compensation paid to them for their jury duty service. A copy of the jury summons must be sent to the Human Resources office if jury duty leave is taken. Employees whose work shift is other than a day shift will be considered to have worked a full work shift for each workday during the period of jury duty. If a day shift employee is released from jury duty and there are more than two (2) hours remaining on his or her work shift, the employee must call his or her supervisor and may be required to return to work.

**LEAVE OF ABSENCE WITHOUT PAY**

Leave without pay **will** be granted for the following reasons: Family and Medical Leave, compensable work-related injury or illness leave, military leave, cyclic employment, volunteer firefighting leave and domestic violence leave. Leave without pay **may** be granted for:

educational leave, child or elder care emergencies, governmental service leave, citizen volunteer or community service leave, conditions applicable for leave with pay, union activities and formal collective bargaining leave. Requests for leave without pay must be submitted in writing. The employer will approve or deny leave without pay requests, in writing, within fourteen (14) calendar days when practicable and will include the reason for denial. All time spent in leave without pay status will be deducted from the calculation of seniority, except when the leave without pay is taken for: military leave, compensable work-related injury/illness leave, governmental service leave, reducing the effects of layoff, cyclic employment leave and/or formal contract negotiations in accordance with RCW 41.80. Any employee who is granted leave without pay for more than twelve (12) months in any consecutive five (5) year period for reasons not listed above will be considered to have resigned his or her position.

### **PERSONAL HOLIDAY**

In addition to the previously mentioned state holidays, each employee is eligible to select one personal holiday during each calendar year. The personal holiday accrues every January 1<sup>st</sup> and may be used at any time during the year. The employee must give at least fourteen (14) calendar days' written notice to the supervisor, obtain supervisor's approval, and may only be used if the employee has been continuously employed for more than four (4) months. The pay for an employee's personal holiday is equivalent to the employees work shift on the day selected for personal holiday absence. This holiday may not be split unless being donated in the shared leave program or used in accordance with the Family and Medical Act of 1993. The personal holiday is non-accumulative and must be used in the calendar year earned.

### **PERSONAL LEAVE DAY**

An employee may choose one (1) workday as a personal leave day during the life of the 2013 classified contract if the employee has been continuously employed by the college for more than four (4) months and has given at least 14 calendar days notice. This holiday may not be split unless it is used in accordance with the Family and Medical Act of 1993. Personal leave may not be carried over from one fiscal year to the next. The pay for an employee's personal leave day is equivalent to the employees work shift on the day selected for personal leave absence.

### **SHARED LEAVE**

The College participates in the Washington State Shared Leave Program. This program allows, under certain conditions, employees who are suffering from an extraordinary or severe illness which has caused, or is likely to cause, the employee to take leave without pay or to terminate his/her employment, to receive donated leave from fellow state employees. Key elements of the program, procedures describing eligibility, exceptions to the process and forms to either donate or receive shared leave can be obtained from the Human Resources and Employee Relations Office or found under College Policy #4727.

### **ABSENCE DUE TO SUSPENDED OPERATIONS**

Employees absent from work due to suspended operations (inclement weather, emergency conditions, etc) may report this absence as follows:

- Employees scheduled and not required to work during the disruption will have no loss in pay for the first day.
- Employees who are not required to work for the balance of the closure can report their leave as:



vacation leave, personal holiday, accrued compensatory time, and leave without pay or



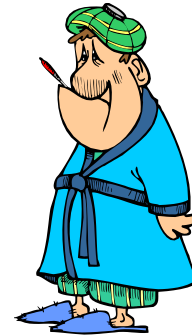
employee-requested schedule changes in accordance with Article 15 of the Classified Contract.

Employees required to work during the disruption will receive one and one-half (1-1/2) times their regular pay for work performed during the period of suspended operations.

Employees who report to work late because of severe inclement weather, conditions caused by severe inclement weather or natural disaster may be allowed up to one (1) hour of paid time for the late arrival.

### **SICK LEAVE**

Full-time classified employees shall accrue eight (8) hours of sick leave for each month of full-time classified service. Paid sick leave may not be used in advance of accrual; sick leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month. Sick leave will not accrue for employees during leave without pay which exceeds ten (10) working days in a calendar month.



All employees working less than full-time schedules shall accrue sick leave on the same prorated basis that their appointment bears to a full-time schedule. Sick leave shall not accrue during a leave of absence without pay which exceeds ten working days during any calendar month.

**SICK LEAVE USE** – An employee may be paid for sick leave under the following conditions:

1. A personal illness, injury or medical disability that prevents the employee from performing his or her job, or personal medical or dental appointments.
2. Care of family members as required by the Family Care Act, WAC 296-130.
3. A death of any relative that requires the employee's absence from work. Relatives are defined for this purpose as spouse, significant other, domestic partner, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law and corresponding relatives of employee's spouse or significant other or domestic partner.
4. Childcare emergencies after the employee has exhausted all his or her accrued compensatory time. Use of sick leave for emergency childcare is limited to a maximum of four (4) days each per calendar year.
5. To care for a child under the age of eighteen (18) years with a health condition that requires treatment or supervision, or to make arrangements for extended care.
6. Illness or preventive health care appointments of relatives, significant others and domestic partners when the presence of the employee is required.



### **VACATION LEAVE**

Vacation leave is available to a classified employee after completing six (6) months of continuous employment. All vacation time must be requested by the employee in advance in accordance with the Collective Bargaining Agreement and the scheduled time off must have prior approval by the supervisor. The determination regarding

approval of vacation leave shall rest with the supervisor, and will be considered on a first come, first served basis with consideration of workload demands. Vacation leave will be approved or denied within ten (10) calendar days of the request. Vacation leave may not be used in advance of its accrual; vacation leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month. At the beginning of the leave max month, any vacation leave in excess of 240 hours will be lost. (For exceptions, please refer to the Classified Contract Article 11.13)

Vacation leave shall not accrue during a leave of absence without pay, which exceeds ten (10) working days in any calendar month, (nor shall credit be given toward the rate of vacation leave accrual except during military leave without pay). All employees working less than full-time schedules shall accrue vacation leave credit on the same prorated basis that their appointment bears to a full-time schedule.

Vacation for full time employees shall accrue at the following rates:

- During first year of continuous state employment - 12 days (8 hours per month)
- During second year of continuous state employment - 13 days (8.67 hours per month)
- During third and fourth years of continuous state employment - 14 days (9.34 hours per month)
- During fifth, sixth and seventh years of *total* state employment - 15 days (10 hours per month)
- During the eighth, ninth and tenth years of *total* state employment - 16 days (10.67 hours per month)
- During eleventh year of *total* state employment - 17 days (11.34 hours per month)
- During twelfth year of *total* state employment - 18 days (12 hours per month)
- During thirteenth year of *total* state employment - 19 days (12.67 hours per month)
- During fourteenth year of *total* state employment - 20 days (13.34 hours per month)
- During fifteenth year of *total* state employment - 21 days (14 hours per month)
- During sixteenth or more years of *total* state employment - 22 days (14.67 hours per month)

## **WORKERS' COMPENSATION**

The College contributes to the State Workers' Compensation Plan, which provides benefits for job-related injuries. Shoreline has established a return-to-work program for permanent state employees who are receiving worker's compensation for an on-the-job injury. The purpose of this program is to seek modified duty or light duty assignments for employees who are temporarily unable to return to their regular work until the time that they are released for full work duty. Please contact the Human Resources and Employee Relations Office for more detailed information.

## **ATTENDANCE INCENTIVE BUYBACK**

Each January, eligible employees are allowed to "buy back" unused sick leave that accumulated during the previous year per Article 11.6, Sick Leave Annual Cash Out, of the current contract. Each eligible employee is responsible for notifying the HR office of their intent to buy back or not buy back their qualifying leave.

## **EDUCATION AND TRAINING**

### **CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE**

The Classified Training and Staff Development Program at Shoreline is intended to offer work-related job skills training and personal development opportunities for classified staff members. The program utilizes resources from the campus community as well as other appropriate sources. Group activities include instructional workshops and seminars, with individual funding

available for class instruction, conferences and personal growth activities. The goal of the training and development program is to further promote employee performance and job satisfaction, as well as to promote growth and wellbeing. All permanent classified staff are eligible and encouraged to participate in training and development programs and activities. The extent of this program is dependent upon College budgetary constraints. Throughout the year, the Faculty Professional Development Program also invites classified staff to participate in a number of training and development activities.

### **STTACC**

Staff Training for Technical and Community Colleges is a statewide organization charged with providing support for and information on training for classified staff employed at Washington State's community and technical colleges. STTACC identifies statewide training needs and activities, assists member campus training committees by sharing ideas, speakers and topics, communicates with college administrators regarding classified training needs, and offers workshops both regionally and statewide. For more information, see <http://sttacc.ctc.edu>.

### **EMPLOYEE TECHNOLOGY TRAINING**

Technology Support Services' Employee Technology Training provides computer software and technical training opportunities to all employees of Shoreline Community College. Employee Technology Training offers a variety of instructor-led, hands-on classroom training as well as individual and departmental training. Employee Technology Training can develop training programs and customized training courses to fit your needs. For more information contact TSS at x5872.

### **TUITION WAIVER**

Classified employees employed at least 50% of full-time, after the completion of a six-month probation period, may enroll up to halftime in any public Washington State Higher Education facility on a space-available basis without paying tuition. The cost is \$20 per quarter plus any applicable fees for up to 18 credits per year. Contact the specific location for availability and fee schedules. Note that self-supporting/community service classes are excluded from the provisions of this program.

## **SERVICES**

### **AUTOMOTIVE TRAINING CENTER**

The Professional Automotive Training Center, located in Building 2100, offers low-cost limited service to employees of Shoreline Community College. Generally, the service work requested must match the instructional subject areas covered during the quarter. If you drive a General Motors, Chrysler, Toyota, or Honda vehicle that is 10 years old or newer, call x5851 for service information.

### **BOOKSTORE**

The College Bookstore is a self-supported operation that, although state owned, receives no support from student fees, tax revenue or funding from the College. The bookstore stocks textbooks and class-required supplies and materials. In addition, the bookstore stocks art, photography and office supplies, software, snacks, gifts and Shoreline logo clothing. The bookstore is an authorized Apple Store and maintains an online site for Apple computers, which can be purchased by enrolled students and College employees at an educational discount. The bookstore accepts cash, MasterCard and Visa and personal checks with picture ID. The bookstore maintains a web site at: <http://www.shorelineccbookstore.com>.

Fall, Winter, and Spring Quarter normal hours are 7:15am to 6:00pm, Monday through Thursday and 7:15am to 4:00pm on Friday. The bookstore is open extended hours at the beginning of each quarter. Hours are posted at the bookstore, are available on the website and also are recorded on 206-546-4731. Hours vary for Summer Quarter and the period between the end of Summer Quarter and Labor Day. The bookstore remains open during quarter breaks.

Faculty and staff are eligible for a 15% discount on personal purchases from the bookstore. Shoreline Community College photo ID must be presented at the time of purchase. The following items are NOT eligible for the 15% staff discount: textbooks, computers and software, ink and toner cartridges, food and drink, and sale items.

### **COMMUTE TRIP REDUCTION**

Consider the alternatives to driving to work alone. Try walking, biking, riding the bus, vanpooling, or carpooling with someone else. It will help reduce the growing problems of traffic congestion and air pollution in our region and the never ending rise of gas prices. It will also help Shoreline meet its Commute Trip Reduction (CTR) goals.

### **DENTAL HYGIENE**

The Dental Hygiene Program invites you to take advantage of its low cost dental services, including teeth cleaning, radiographs and minor fillings. Services are available to children and adults, especially those who have not had their teeth cleaned for at least three to four years. For more information or to schedule an appointment, please call the Dental Hygiene Department at x4711.

### **EMPLOYEE ASSISTANCE PROGRAM**

The College recognizes that from time to time employees may have personal difficulties that interfere with their work. Through Washington State Department of Personnel, staff and their family members have a FREE and CONFIDENTIAL advisory service to assess problems that impact job performance and provide appropriate advice and referral. This service is available to deal with marital and family matters, emotional problems, substance abuse, financial difficulties or other personal issues. Staff may contact the service directly at the Seattle Office: (206) 281-6315. Brochures and additional information are available through the Human Resources and Employee Relations Office or visit their website at [www.dop.wa.gov/eap](http://www.dop.wa.gov/eap).

### **RAY W. HOWARD LIBRARY TECHNOLOGY CENTER**

The various service areas and reading rooms house a collection of more than 70,000 books, periodicals, videos, CD/DVD's and other non-print media. The digital collections include over 11,000 journals, books and images. Media Services also provides access to laptops, digital cameras, camcorders, tripods and boom boxes as well as performing media services such as making transparencies and copying CD/DVD's. Information about the various services and collections may be obtained by calling: x4556 (library services), or x4721 (media services). The building houses the Library, Media, eLearning and all of Technology Support Services including the Employee Training Center. In addition, the College's television/ITV studio is housed on level 1 of the building.

### **MULTICULTURAL/DIVERSITY EDUCATION AND WOMEN'S CENTER**

The Multicultural/Diversity Education Center reflects the college's commitment to support the success and educational achievement of all students. Presentations, activities and resources are organized to promote students' academic excellence and to deepen understanding in the

campus community of cultural identities, perspectives, and traditions. Multicultural staff can be reached at x6618.

The Women's Center offers students, staff and community members an array of resources in a supportive environment. Presentations, workshops, activities and events foster equity, diverse perspectives, personal learning and community building. Drop in or call X4715 for information to give and get support.

### **PARENT CHILD CENTER (ON-SITE DAYCARE)**

The Parent Child Center provides quality childcare and educational experiences for children between the ages of six weeks to five years old. The Center is open 7:00 a.m. to 6:00 p.m. Monday through Friday. The Center is closed on all state holidays and five staff training days throughout the year. The Center is open to students, staff and the community and can be reached at x4690. For more information please refer to:

*<http://www.shoreline.edu/parentchildcenter/>*

### **PHYSICAL EDUCATION FACILITIES/ INTRAMURALS**

Located in the 3000 Building, the Physical Education Department provides many different facilities for College employees including: a weight room, basketball/racquetball courts, sauna, tennis courts (located off campus), outdoor track and gymnasium at no charge to employees. For more information please contact x4746.

Intramural classes are offered each quarter at no charge to employees. The College offers a Wellness Release Program so employees can use their lunch hour and be given an additional 30 minutes of release time to participate in an intramural class up to 3 days a week. For a list of classes and times see the website at: *<http://www.shoreline.edu/athletics/intramur.htm>* or contact the recreation department at X6994. Participation in classes is subject to approval from your supervisor.

### **KEYS**

Employees with the need to access offices or other areas will be issued the proper key(s) by their work unit and/or the Safety & Security Office. All employees will be asked to complete a key request form that is signed by their department Director or Dean and then submitted to Security. The employee will be notified when the key(s) are ready for pick-up (photo ID required). If a key is lost, please report this promptly, so that a new key can be issued. There will be a replacement fee of \$25. When an employee terminates employment, keys must be returned to Safety and Security.



### **LOST AND FOUND**

Lost and found is handled by the Safety and Security Office. You can contact them at x4633.

### **PARKING**

Parking is free for Shoreline employees who register their cars properly. The Safety and Security Office has the appropriate form for you to complete and will give you an annual, hanging parking permit.

Employees can park in "Employee Parking Only" and student lots. You cannot park in the following lots: Parent Child Center, Dental Hygiene, Motorpool or any other area with signs designating the parking space for a particular department, agency, etc. Please be aware that the

towing policy of the College stipulates that cars blocking a fire hydrant, loading zone, or emergency vehicle access will be impounded off campus at the owner's expense.

## TELEPHONES



If you will be using a telephone at your workstation, you will be assigned an extension number.

The College's telephone system has Phone Mail for sending and receiving messages. Most extensions have a Phone Mail inbox. If your extension does not have an inbox and your supervisor determines you need one, please contact Technology Support Services x5872. If a Phone Mailbox is assigned, you will need to establish your own password to access the Phone Mail features. Training sessions are available to assist new employees.

Shoreline participates in a statewide long-distance calling system called SCAN. To make long distance calls, you must use a personal SCAN Authorization Number. All long distance calls are reviewed to assure they are for business purposes only. If your supervisor determines you will need a SCAN Authorization Number, they will need to submit a written request to Administrative services. A SCAN Authorization Number is usually assigned within 10 working days.

## WEBSITE INFORMATION

Academic Calendar  
College Intranet  
Online Forms  
Organization Charts  
Policy Manual

<http://intranet.shoreline.edu/intranethome/calendars.htm>  
<http://intranet.shore.ctc.edu/intranethome/>  
<http://intranet.shore.ctc.edu/forms/default.htm>  
<http://intranet.shore.ctc.edu/intranetcharts/>  
<http://intranet.shore.ctc.edu/intranetpolicy/tableof.htm>

# INDEX

Absence Due To Inclement Weather .....	19
Acceptable Use Policy for Information Technology Resources .....	6
Affirmative Action and Equal Opportunity Employment .....	6
Americans with Disabilities Act .....	6
Attendance Incentive Buyback.....	22
Auto Insurance .....	13
Automotive Training Center .....	25
Bargaining Agent .....	7
Bereavement Leave .....	17
Bookstore .....	25
Child Care Emergency.....	17
Classified Training and Staff Development.....	23
Consolidated Omnibus Reconciliation Act (COBRA).....	13
Commuter Trip Reduction .....	26
Compensation .....	11
Core Values .....	5
Credit Union .....	13
Dental Hygiene .....	26
Dependent Care Assistance .....	13
Direct Deposit.....	13
Disability Insurance .....	14
Drug Free Workplace Policy .....	6
Emergency Procedures .....	6
Employee Assistance Program.....	26
Employee Earnings and Leave .....	12
Employee Technology Training .....	23
Family and Medical Leave .....	17
Flexible Spending .....	14
Guaranteed Education Tuition Program .....	14
Holiday Schedule .....	11
Human Rights Universal Complaint Procedure .....	6
Job Transfers and Promotional Opportunities .....	9
Jury Duty.....	18
Keys .....	28
Lake Forest Park Center – Extended Learning .....	27
Layoff and Recall .....	10
Leave Of Absence Without Pay.....	18
Ray W. Howard Library Technology Center .....	27
Life Insurance .....	14
Lost and Found .....	28
Lunch Time .....	8
Medical/Dental Insurance .....	15
Mission .....	4
Mission Statement .....	4
Multicultural/Diversity and Women’s Education Center.....	27
Overtime.....	8
Parent Child Center (On-Site Daycare) .....	28
Parental & Pregnancy Disability Leave.....	17
Parking .....	29
Pay Dates.....	11
Performance Evaluations.....	8
Personal Holiday.....	19
Personal Leave Day.....	19
Personnel File .....	9
Physical Education Facilities/Intramurals .....	28
Probationary Period .....	8
Problem Solving/Complaints/Grievances .....	9

Reasonable Accommodations .....	6
Rest Periods/Breaks .....	7
Retirement.....	15
Seniority .....	10
Sexual Harassment Policy .....	6
Shared Leave .....	19
Sick Leave.....	20
Smoking Policy .....	6
Standards of Ethical Conduct) .....	6
STTACC.....	23
Supplemental Tax Deferred Annuity .....	15
Suspended Operations .....	6
Telephones .....	29
Time and Leave Reporting.....	6
Tuition Waiver .....	24
Unauthorized Absence.....	10
Vacation Leave .....	21
Voluntary Employee Benefits Annuity (VEBA).....	16
Vision .....	4
Website Information: .....	30
“Whistleblower” Protection Act.....	6
Work Schedule.....	7
Worker’s Compensation.....	22
Workplace Violence Policy.....	6