



**Drug and Alcohol Abuse  
Prevention Program  
(DAAPP)**

**Biennial Review**

**2018 – 2019 | 2019 - 2020**

December 30, 2020



## DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS ALCOHOL AND OTHER DRUGS PREVENTION CERTIFICATION

---

The federal Education Department General Administrative Regulations (EDGAR) Part 86 require, as a condition of receiving funds or any other form of financial assistance under any federal program, that Olympic College ("OC" or "College") certifies it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, both on College premises and as part of any of its activities, in order to comply with the Drug-Free Schools and Campuses Regulations.

The undersigned certifies that it has adopted and implemented a Drug and Alcohol Abuse Prevention Program (DAAPP) for its students and employees that, at a minimum, includes:

(1) The annual distribution to each employee and student of:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as part of any of the college activities;
- A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol or drugs;
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs available to employees or students; and
- A clear statement the College will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required above.

(2) A biennial review of the College's drug and alcohol prevention program to:

- Determine its effectiveness and implement any needed changes to the program and policies; and
- Ensure its disciplinary sanctions are consistently enforced.

Dr. Brendon K. Taga, Vice President of Student Services

## Table of Contents

INTRODUCTION.....	5
BIENNIAL REVIEW PROCESS .....	6
Biennial Review Period.....	6
Biennial Review Responsibility .....	6
Review Methodology and Data Analysis Tools .....	6
Report Access and Availability.....	6
POLICY NOTIFICATION PROCESS.....	7
Alcohol and Drug Abuse Prevention Statement.....	7
Employee Notifications .....	7
Student Notifications .....	8
POLICIES.....	9
Student Policies .....	9
Student Athletes and Athletic Administration/Coaches - NWAC Policy .....	9
Employee Policies .....	10
Smoking on Campus Policy .....	10
REPORTING VENUES.....	11
OC Report It! .....	11
Counseling Services .....	11
Campus Security .....	11
Student Conduct Office.....	11
Criminal Conviction for Alcohol or Drug-Related Violations of Law .....	12
PREVENTION AND EDUCATIONAL EFFORTS .....	13
Behavioral Intervention Team (BIT).....	13
Counseling Services .....	13
Office of Student Conduct .....	13
Athletics .....	14
Financial Aid.....	14
Olympic College Activities Board (OCAB).....	14
Human Resources.....	14
Smoking on Campus Policy .....	15
COUNSELING, TREATMENT AND REHABILITATION SUPPORT.....	16

Counseling Services .....	16
Employee Assistance Program.....	16
Student Conduct Office.....	16
External Treatment and Rehabilitation Resources .....	16
ENFORCEMENT, DISCIPLINARY SANCTIONS AND CONSISTENCY .....	18
Campus Security Drug and Alcohol Reporting and Referrals.....	18
College Sanctions .....	19
Assessing Enforcement Consistency.....	19
Behavioral intervention Student Disciplinary Sanctions and Consistency.....	20
Employee Disciplinary Sanctions and Consistency .....	21
PROGRAM EFFECTIVENESS .....	23
Recommendations.....	23
APPENDIX.....	24
Drug Free Workplace Policy (Prohibition of Drugs) .....	25
Drug & Alcohol Testing Procedures .....	26
Smoking on Campus Policy .....	28
Code of Conduct.....	29
Employee Handbook (applicable excerpts) and New Employee Onboarding.....	30
Employee Onboarding Presentation.....	62
Employee Onboarding Portals.....	81
Employee Acknowledgement and Attestation .....	86
Your Right to Know: Drug-Free Schools, Workplaces, Communities .....	88

## INTRODUCTION

---

The federal Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education has to certify that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity. This legislation directed Colleges to:

- Develop a written policy on alcohol and other drugs.
- Develop a process that ensures policy distribution to all students, staff, and faculty.
- Enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol.
- Describe health risks associated with alcohol abuse or illicit drug use.
- Describe College drug and alcohol programs available for students and employees.
- Specify disciplinary sanctions imposed on students and employees for policy violations.
- Conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

In addition, the Drug-Free Schools and Campuses Regulations require Olympic College ("OC" or "College") to conduct a biennial review of our alcohol and other drugs programs and policies with the following two objectives:

- (1) To determine program effectiveness of, and to implement changes to the OC Drug and Alcohol Abuse Prevention Program (DAAPP).
- (2) To ensure disciplinary sanctions for employees and students violating the standards of conduct are enforced and administered consistently by the College.

In compliance with federal legislation, the College has prepared this biennial review.

## BIENNIAL REVIEW PROCESS

---

### Biennial Review Period

This biennial review of OC's Drug and Alcohol Abuse Prevention Program covers the program's activities during Academic Years 2018-2019 and 2019-2020.

### Biennial Review Responsibility

The DAAPP Biennial Review Committee, which is facilitated by the VP of Student Services, was established with representatives from key campus departments including Human Resources, Administrative Services, Campus Security, Equity and Inclusion, Student Services, Student Development, and Student Conduct. The VP of Student Services will collaborate to conduct and submit the biennial review.

### Review Methodology and Data Analysis Tools

A variety of methods and tools were used to conduct the biennial review of the College's Drug and Alcohol Abuse Prevention Program, which is aimed at evaluating its own unique set of challenges in regard to the prevention of drug and alcohol abuse faced by students and employees at the College. The review included a review of policy statements, orientations and trainings, acknowledgement forms, college publications, support and treatment services, educational programs and activities, departmental records and policies, and student and employee disciplinary data.

### Report Access and Availability

The final report will be made available to employees, students and the public online at the following OC Campus Security website: <https://www.olympic.edu/services/campus-security/reports>. Paper copies of the report may also be obtained at no charge by contacting Campus Security at (360) 475-7800 or David Slebodnik at [dslebodnik@olympic.edu](mailto:dslebodnik@olympic.edu). Paper copies can also be obtained at no charge by contacting the Office of the Vice President of Human Resources at [hr@olympic.edu](mailto:hr@olympic.edu), (360) 475-7300, or at 1600 Chester Avenue, Bremerton, WA 98337.

## POLICY NOTIFICATION PROCESS

---

### Alcohol and Drug Abuse Prevention Statement

Pursuant to the U.S. Department of Education’s Drug-Free Schools and Communities Act (DFSCA) and the Drug and Alcohol Abuse Prevention Regulations, the College’s Alcohol and Drug Abuse Statement (Appendix A) can be found online at <https://www.olympic.edu/sites/default/files/images/hero-images/RightToKnow1516.pdf>.

### Employee Notifications

Employees are provided and have access to policy and program information related to alcohol and other drugs as outlined below.

Employee Notifications				
Notification	Employee Type	Frequency	Medium	Appendix
<a href="#">Annual Security Report</a>	All Employees	Annually – Fall Term	Email & Webpage	Located at <a href="#">Annual Security Report Webpage</a>
<a href="#">Drug Free Workplace Policy</a>	All Employees	Upon Hire	Onboarding & Online Board Policy Manual	Policy Included
<b>Acknowledgement and Attestation</b>	All Employees	Upon Hire	Onboarding	Included
<a href="#">Employee Handbook</a>	All Employees	Upon Hire	Onboarding & Online HR Policies & Procedures	Handbook Included
<a href="#">Onboarding Presentation</a>	All Employees	Upon Hire	Onboarding	Presentation Included
<a href="#">Smoking on Campus</a>	All Employees	Upon Hire	Onboarding & Online Board Policy Manual	Policy Included
<a href="#">Employee Assistance Program</a>	All Employees	Upon Hire	Onboarding	Referenced Below
<a href="#">Employee Assistance Program</a>	All Employees	Employee Benefits	Online	Referenced Below

## Student Notifications

Students are provided and have access to policy and program information related to alcohol and other drugs as outlined below.

Student Notifications				
Notification	Students	Frequency	Medium	Appendix
<a href="#"><u>Annual Security Report</u></a>	All Students	Annually – Fall Term	Email and Webpage	Located at <a href="#"><u>Annual Security Report Webpage</u></a>
Drug, Alcohol, and Tobacco Violations (Under Student Policies) – <a href="#"><u>Your Right to Know</u></a>	All Students	Bi-Annually – Fall and Spring Quarters	Email and Webpage	Your Right to Know - Included
<a href="#"><u>Smoking on Campus</u></a>	All Students	Bi-Annually – Fall and Spring Quarters	Email and Webpage	Policy Included
Athletic Department: Student Athlete Handbook - Training and Conditioning Expectations	All Student Athletes	Upon Acceptance	Email and Webpage	Referenced Below



## POLICIES

---

OC values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning alcohol and illegal drugs. The College acknowledges that substance abuse is a serious, yet treatable condition that affects the productive lives of students and employees. Furthermore, the College pledges to work collaboratively with departments, agencies, and programs designed to reduce and eradicate the abuse of alcohol and drugs.

### Student Policies

OC is an alcohol and drug free institution, under certain circumstances, alcohol may be authorized at specific events. Students (and student organizations/clubs) who unlawfully possess, use, manufacture, distribute, and/or illegally dispense alcohol or a controlled substance on college premises or during any college activity are subject to behavioral intervention or disciplinary action as outlined in the Student Code of Conduct, other college policy, and applicable local, state, and federal laws.

The Student Code of Conduct and OC Report It! are found on the College website and are available to all new and returning students electronically via the following websites:

- Student Code of Conduct (includes prohibited conduct offenses and violation descriptions): <https://www.olympic.edu/current-students/policies-processes/student-conduct-code>
- OC Report It! (includes reporting function to report Student Code of Conduct violations and student welfare concerns): <https://www.olympic.edu/reporting-concerns-olympic-college>

### Student Athletes and Athletic Administration/Coaches - NWAC Policy

In addition to the Student Code of Conduct, student athletes and the Athletic Department must comply with the Northwest Athletic Conference (NWAC) regulations. NWAC is the parent organization for intercollegiate athletics at community colleges located in Idaho, Oregon, Washington, and British Columbia. Student athletes are subject to the [NWAC Codebook](#) rules and regulations related to alcohol and other drug use.

The NWAC Coaches Code of Conduct, Ethics, & Standards includes Standard Three, Safety: "Luck runs out, but safety lasts a lifetime,": Create a culture of excellence that emphasizes a life-style free of drugs, tobacco, and alcohol.

The codebook further articulates the following policies:

- Alcoholic Beverages. The use or possession of alcoholic beverages by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.
- Tobacco Use. The use or possession of any form of tobacco by any participant

(student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity.

- Drugs. Any student-athlete convicted for the use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any member college sponsored athletic event or activity.

## Employee Policies

It is the intent of the OC Board of Trustees to provide a drug free, healthful, safe, and secure work environment in accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Thus, each employee is expected to report to work physically and mentally prepared to perform their assigned duties as outlined in the following policy:

- Drug Free Work Place Policy (Prohibition of Drugs)

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance is prohibited in and on college premises and/or at college activities, except in cases where the College President may authorize the use of alcohol in accordance with the State of Washington Liquor Control Board procedures. No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy by any employee will result in:

1. Disciplinary action that may include termination of employment in accordance with bargaining unit agreements, tenure laws, or other College policies; and/or
2. Satisfactory participation in an approved chemical dependency program.

Additionally, although the State of Washington allows for the recreational use of marijuana, College policy prohibiting the possession and use of any amount of marijuana on campus and at college sponsored events remains unchanged.

## Smoking on Campus Policy

Olympic College adopted the [Smoking on Campus POLICY NUMBER: OCP 200-07](#) in 2005. This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College Community and campus visitors. Smoking is prohibited in all campus buildings and state vehicles. In addition, effective Summer 2005, Olympic College campuses will prohibit smoking in all areas except those assigned as designated smoking areas. There will be clearly posted signage to indicate smoking policy and designated smoking areas. All smoking materials are to be lit, smoked and extinguished in designated areas ONLY. Tables and/or seating will be provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus. This policy is effective with the beginning of Fall Quarter 2005.

## REPORTING VENUES

---

### OC Report It!

[OC Report It!](#) is Olympic College's primary reporting platform, which covers the following areas:

- Student Welfare Concerns (includes a link to [Recognizing Distressed Students](#) and [How to Deal With the Distressed Student](#));
- Student Code of Conduct Violations (includes a link to the [Student Code of Conduct](#) website);
- Issues of bias, discrimination, harassment, and retaliation, sexual misconduct (includes links to OC's [Title IX and Nondiscrimination](#) and [Grievance Procedures](#) websites); and
- Student Academic Misconduct (includes information on the [Student Code of Conduct](#) and [Classroom Management](#)).

### Counseling Services

Confidential counseling offered through [Counseling Services](#) are free to enrolled students, and provide short-term counseling and short-term crisis intervention for students suffering from acute emotional distress. Students are supported, assessed as needed, and appropriate referrals arranged. Counseling services do not include providing diagnosis for the purposes of treatment, insurance reimbursement, Americans with Disabilities Act (ADA) documentation, or the courts.

Counselors practice under professional standards that prohibit the disclosure of any information that students tell them during a counseling session, except by a release from the student or under specific circumstances. Exclusions may include: risk of harm to self or others, abuse of a minor, elder or vulnerable adult, or other circumstances required by law. Students needing assistance may contact the counseling center and/or students and employees can refer a student to the counseling center by emailing: [CounselingServices@olympic.edu](mailto:CounselingServices@olympic.edu), visiting the [virtual office](#), or visiting Building 4, Room 205.

### Campus Security

Members of the college community, visitors, and guests are encouraged to report any possible activity of drug and alcohol use or possession to [Campus Security](#) at (360) 475-7800 or [securityofficers@olympic.edu](mailto:securityofficers@olympic.edu). Reporting can also be completed through [OC Report It!](#)

### Student Conduct Office

Members of the college community, visitors, guests, and anonymous reporters are encouraged to report any alcohol or drug activity by students on campus or at college activities to the [Office of Student Conduct](#). Reporting can be done by submitting a report online through [OC Report It!](#)

## Criminal Conviction for Alcohol or Drug-Related Violations of Law

Employees convicted of a violation of federal or state drug laws must be reported to:

Office of the Vice President for Human Resources

Dr. E. Lee Felder, Jr.

(360) 475-7305

[efelder@olympic.edu](mailto:efelder@olympic.edu)

[hr@olympic.edu](mailto:hr@olympic.edu)

Students convicted of a violation of federal or state drug laws must be reported to:

Office of the Dean of Student Development

Elaine Williams Bryant

(360) 475--7528

[ewilliamsbryant@olympic.edu](mailto:ewilliamsbryant@olympic.edu)

## PREVENTION AND EDUCATIONAL EFFORTS

---

In support of the Drug-Free School and Communities Act of 1989 as well as other laws, policies, and regulations related to alcohol and drug use and abuse prevention and education, OC is committed to fostering a college environment where employees, students, and visitors can be free from the negative impacts of alcohol and drugs, while also benefiting from a safe, positive, and productive work, educational, and social environment in the college community. In support of this goal, the following provides information about the various College departments directly involved in working with students and employees, and the programs and measures implemented throughout the College to prevent the use of alcohol and other drugs.

### Behavioral Intervention Team (BIT)

The [Behavioral Intervention Team \(BIT\)](#) is a multidisciplinary committee that meets as needed to identify and assess student behavioral challenges and issues on campus before they escalate, including those related to drug and alcohol use or abuse. Reports of concerning behavior and/or mental health issues can come from students, employees, and third-parties. The CARE team upholds all OC policies in its efforts to provide support, resources, and accountability for students and employees. The primary purpose as it relates to drugs and alcohol is to provide various multi-faceted support measures for students addressing possible substance abuse issues.

### Counseling Services

[Counseling Services](#) provides referrals and faculty consultation and support services related to helping students with alcohol or drug related challenges. In addition, Olympic College provides a venue for on-campus recovery groups, including the Hope Factory, a weekly gathering for Narcotics Anonymous (NA), an on-campus recovery group open to students, non-students, addicts, and non-addicts. In addition to this weekly meeting, OC offers a Step Work Study Hall for those who want to stay and work on recovery homework. Step Work Study Hall is sponsored by the Human Services and Chemical Dependency Training Program.

### Office of Student Conduct

Students involved in a violation of alcohol and drug policies are referred to the [Dean of Student Development in the Office of Student Conduct](#). The focus of the work is developmental, working with students to provide a learning process complemented by educational interventions, which positively change student's decision, behaviors, and actions. This includes incorporating social justice foundations, educational theories, and human development models such as restorative justice practices, moral development theories, and student development models, while also employing practical experiences of reflection-based activities, collaborative interventions, counseling, and other support resources. Other educational interventions may include alcohol/drug prevention, support, or rehabilitation workshops, reflection papers/essays related to alcohol/drug effects,

prevention, and recovery, meeting/interviews with alcohol and drug-related prevention experts or professionals, or co-facilitating drug and alcohol awareness programs.

## Athletics

Any student athlete participating in any athletic program receives Athletic Department: Student Athlete Handbook, which includes Training and Conditioning Expectations. Students then sign a general acknowledgment that they understand expectations.

## Financial Aid

In general, a student who has a federal or state drug conviction may be disqualified from receiving federal aid. During the application process, the students certify they are eligible for federal financial aid by indicating they do not have a drug-related conviction. Any conviction which was reversed, set aside or removed from the student's record does not count, nor does one received when the student was a juvenile, unless he/she was tried as an adult. Students who have been convicted of a drug-related offense may complete an acceptable rehabilitation program to reinstate their financial aid eligibility.

## Olympic College Activities Board (OCAB)

The [Olympic College Activities Board \(OCAB\)](#) is a student driven board that plans, coordinates, and hosts events for OC students. The board brings entertainment like musicians, comedians, speakers, movie nights, and awareness weeks to campus. In addition to these programs, students can also join one of the 15 student clubs, which are all committed to substance free activities, both on and off campus, regardless of age.

## Human Resources

The Human Resource office is responsible for the administration of policies, procedures and services to employees of the College. Communications are distributed to all full- and part-time employees, such as policies and services regarding alcohol and other drug use prevention and treatment options. In addition, the College has contracted with the [State of Washington Employee Assistant Program \(EAP\)](#). Through the EAP, regular full-time and part-time employees, including adjunct faculty, and their eligible dependents, have access to various educational modules, prevention tools, and referral services related to alcohol, drug and substance abuse, and tobacco use.

### [Employee Assistance Program](#)



**Help Starts Here.**  
Washington State Employee Assistance Program

The Washington State Employee Assistance Program (EAP) is a free, confidential program created to promote the health, safety and well-being of public employees. More than 90,000 public employees have access to EAP services to help them address work and personal concerns. In addition, The EAP offers services to assist employees with legal and financial concerns. When you're ready to get help, we're here for you.

To access EAP counseling services, complete an [Online Referral Request](#). To access legal and financial services, visit our [Work/Life Resources](#).

## Smoking on Campus Policy

Olympic College adopted the [Smoking on Campus POLICY NUMBER: OCP 200-07](#) in 2005. This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College Community and campus visitors. Smoking is prohibited in all campus buildings and state vehicles. In addition, effective Summer 2005, Olympic College campuses will prohibit smoking in all areas except those assigned as designated smoking areas. There will be clearly posted signage to indicate smoking policy and designated smoking areas. All smoking materials are to be lit, smoked and extinguished in designated areas ONLY. Tables and/or seating will be provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus. This policy is effective with the beginning of Fall Quarter 2005.

## COUNSELING, TREATMENT AND REHABILITATION SUPPORT

---

OC is committed to maintaining an alcohol and drug-free institution to create a safe and healthy learning and work environment and to assist students and employees who may have problems with alcohol or drugs. OC constantly strives to provide the best activities, programs, services, and environment for its students and employees.

### Counseling Services

[Counseling Services](#) are confidential in accordance with federal and state laws as well as professional codes of ethics and free to all enrolled students. Counselors provide welcoming, affirming, and culturally-sensitive support to help students succeed in their college experience. In addressing alcohol and substance use, prevention, and abuse issues, counselors provide a number of services to students, staff, and faculty including: personal counseling and therapeutic check-ins, crisis support and intervention, skill-building, outreach and consultation services, education, and liaising with community services. If it is determined that a student needs or requires resources or competencies beyond which the counseling center can provide, staff will assist students with locating appropriate on or off campus resources.

### Employee Assistance Program

In addition to educational and prevention tools for employees, the EAP also provides college employees with various treatment and rehabilitation options, tools, and referrals, including Health Risk Assessments for alcohol, drugs, and tobacco. Employees can contact the EAP at (877) 313-4455. See the prior section for more information on the EAP.

### Student Conduct Office

At times, student may be voluntarily or involuntarily withdrawn or suspended from the College for violations of college policy involving alcohol and drugs. Under these circumstances, the Dean of Student Development, in cooperation with the BIT Team, college departments, and/or external agencies, will explore various behavioral intervention plans for the student's reentry into the College. Behavioral intervention plans may set conditions for a student's eligibility to reenroll at the College, including completion of an approved drug and alcohol rehabilitation program or course, alcohol/drug or counseling assessment from a licensed mental or medical health agency, regular attendance at a substance abuse support session or group, or participation in stress management training.

### External Treatment and Rehabilitation Resources

Counseling Services, the Office of Student Conduct, Campus Security, Financial Aid, and Human Resources may partner and use several community groups and external agencies as referrals for students and employees related to alcohol and drug abuse prevention and treatment services and approved rehabilitation programs such as the following resources:



## National Resources

- National Suicide Prevention Lifeline  
24/7 free confidential phone line: (800) 273-8255 (TALK)  
Website: <https://suicidepreventionlifeline.org/>
- Veterans Crisis Line (National)  
24/7 free confidential phone, text, and chat line. Phone: (800) 273-8255 (press 1); text: (838255); or go to the website to access the chat line.  
Website: <https://www.veteranscrisisline.net/>
- National Council on Alcoholism and Drug Dependence (800) 622-2255
- SAMHSA Treatment Referral Routing Service (800) 662-HELP (4357)
- Health and Recovery Services Administration (360) 725-3700
- Spanish Quit Line (877) 2NO-FUME | (877) 266-3863
- Tobacco Quit Line (800) QUIT-NOW | (800)784-8669

## Washington State Resources

- Washington Drug and Alcohol Addiction (800) 407-7195
- Washington Recovery Help Line (866) 789-1511

## Shelton Campus (Mason County)

- South Sound Service Center: Mason County AA: <https://aadistrict8.org/>
- The Crisis Clinic of Thurston and Mason Counties  
24/7 phone, confidential phone line: (360) 586-2800 or (800) 627-2211  
Youth Help Line: 360-586-2777  
Website: [www.crisis-clinic.org](http://www.crisis-clinic.org)

## Bremerton & Poulsbo Campuses (Kitsap County)

- Kitsap AA: <https://addictionhelp.guide/alcoholics-anonymous-meetings-Kitsap-WA>
- Kitsap Mental Health Services (KMHS)  
24/7 toll-free confidential Crisis Line: (888) 910-0416  
Website: <https://www.kitsapmentalhealth.org/news/>
- The Coffee Oasis Teen Crisis Text Line  
24/7 text line for youth ages 13-25 years old who are experiencing a crisis or just need to talk:  
Text "Help" to (360) 377-5560  
Website: <https://thecoffeooasis.com/youth-programs/crisis-intervention/>

## ENFORCEMENT, DISCIPLINARY SANCTIONS AND CONSISTENCY

### Campus Security Drug and Alcohol Reporting and Referrals

The tables below indicate the number of alcohol and other drug arrests and referrals for disciplinary action as reported in the 2018 – 2019 and 2019 – 2020 Annual Security Reports, and as provided by Campus Security.

Alcohol and Drug Arrests and Referrals - Bremerton										
Arrests & Referrals	On Campus			Non-Campus			Public Areas			Total
	2018	2019	2020	2018	2019	2020	2018	2019	2020	
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	2	0	3	0	0	0	0	0	0	5
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referrals	0	3	1	0	0	0	0	0	0	4

Alcohol and Drug Arrests and Referrals - Poulsbo										
Arrests & Referrals	On Campus			Non-Campus			Public Areas			Total
	2018	2019	2020	2018	2019	2020	2018	2019	2020	
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0	0	0	0

### Alcohol and Drug Arrests and Referrals - Shelton

Arrests & Referrals	On Campus			Non-Campus			Public Areas			Total
	2018	2019	2020	2018	2019	2020	2018	2019	2020	
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referrals	0	0	0	0	0	0	0	0	0	0

### College Sanctions

The College responds to alcohol abuse and other drug activity by employees or students on a case- by-case basis and in accordance with its Drug Free Workplace Policy. Details of each case are taken into consideration along with the outcome of any legal action against the individual. In addition to any penalties under federal, state, or local laws, employees and students found to be in violation of this administrative procedure may be subject to disciplinary sanctions consistent with employment contracts or the OC Student Code of Conduct. Sanctions imposed by the College can range from a warning or disciplinary action up to, and including, termination of employment or expulsion from school. Other potential sanctions may include referral for prosecution and may require participation in approved drug and/or alcohol abuse assistance or rehabilitation programs.

Additionally, as required by law, the College will report to a federal agency any employee convicted of violating a criminal drug statute if the employee is involved in work supported by that federal agency.

### Assessing Enforcement Consistency

OC seeks to ensure consistent enforcement of sanctions by providing evidence that similar infractions of the College’s policies are treated in a similar manner. Due process for alleged violation of conduct for both employees and students are consistently upheld in accordance with Washington State laws, college policy, and applicable federal laws and regulations by Human Resources and the Office of Student Conduct, respectively. The Vice President of Human Resources facilitates investigation of all employee related allegations and the Dean of Student Development for all student related allegations. Findings and disciplinary sanctions are determined in accordance with due process and based upon a preponderance of evidence. For the purposes of this biennial report, the tables below document the number of infractions for both students and employees, respectively.

## Behavioral intervention Student Disciplinary Sanctions and Consistency

The following disciplinary sanctions may be imposed upon students found to have violated [the Student Code of Conduct](#).

- Disciplinary warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
- Written reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
- Disciplinary probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation. Probation may be for a limited time or may be for the duration of the student's attendance at the college.
- Disciplinary suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
- Dismissal: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed alone or in conjunction with a disciplinary sanction include, but are not limited to, the following:

- Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
- Professional evaluation: Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
- Not in good standing: A student may be deemed "not in good standing" with the college. If so, the student shall be subject to the following restrictions:
  - (1) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
  - (2) Ineligible to represent the college to anyone outside the college

community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

Other terms and conditions: The vice president for the student services area may impose other terms and conditions, such as a no-contact order, as necessary to protect the health, safety and welfare of the campus community.

The following table shows the number of drug and/or alcohol offenses committed by students that were reported to the Office of Student Conduct:

<b>Student Violations</b>			
	<b>Academic Year 2018 - 2019</b>	<b>Academic Year 2019 - 2020</b>	<b>Formal Intervention / Disciplinary Sanctions (Add'l Context)</b>
<b>Public Intoxication</b>	1	0	(Staff Intervention to Prevent DUI)
<b>Drug Use</b>	0	1	Professional Evaluation / Dismissed (Police Intervention / Trespassed / Removal from Residence Hall)
<b>Drug Possession</b>	0	1	Disciplinary Probation (Police Intervention / Destruction of Paraphernalia)

### Employee Disciplinary Sanctions and Consistency

In addition to student sanctions, the College is committed to ensuring there is consistent enforcement of policies and state and federal laws related to alcohol and other drug misuse or abuse by employees including Reasonable Suspicion Testing Procedures. Furthermore, program effectiveness is also measured by consistently addressing policy violations by college employees through the appropriate administrative processes for employee conduct.

<b>Employee Violations</b>			
	<b>Academic Year 2018 - 2019</b>	<b>Academic Year 2019 - 2020</b>	<b>Disposition</b>

<b>Public Intoxication</b>	0	0	NA
<b>Drug Use</b>	0	0	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Leave of absence for treatment and rehabilitation</li> <li>3. Termination</li> </ol>
<b>Drug Possession</b>	0	0	<ol style="list-style-type: none"> <li>1. Warning</li> <li>2. Leave of absence for treatment and rehabilitation</li> <li>3. Termination</li> </ol>

## PROGRAM EFFECTIVENESS

---

### Recommendations

As a result of the biennial review of the Drug and Alcohol Abuse Prevention Program, the Vice President of Student Services, in collaboration with the DAAPP committee, recommends the following actions occur by July 1, 2021 in order to improve the effectiveness of the College's Drug and Alcohol Abuse Prevention Program:

1. Identify DAAPP stakeholders across the Olympic College campus and meet at least once quarterly.
2. Establish meaningful annual goals and objectives for the DAAPP with identified outcomes and assessment methods.
3. In conjunction with the Student Government of Olympic College (SGOC) and Human Resources, administer a needs assessment and satisfaction survey to students and employees every two (2) years, including an audit of relevant programs, activities, and resources, and an equity assessment that reviews access and cost for students and employees.
4. Ensure all publications, websites, and e-mail communications contain consistent data and policy information and that all published handbooks, policy manuals, and web-based policies are consistent and up-to-date, including:
  - Employee Handbook
  - Faculty Handbook
  - Student Resources
  - Residence Hall Handbook
  - Student Employee Handbook
  - Athletics Handbook/NWAC Regulations
5. Provide annual training and education to leadership in student government, student clubs, and student athletes related to alcohol and drug use, misuse, reporting, support, intervention, and prevention.
6. Provide alcohol and drug prevention training to employees to identify, refer, or assist students and other employees in obtaining the appropriate support from the College or external resources (e.g., SafeColleges Alcohol & Drug Abuse Prevention Training Course).

APPENDIX

---



# Drug Free Workplace Policy (Prohibition of Drugs)

## OLYMPIC COLLEGE POLICY

---

**TITLE: Prohibition of Drugs**

**POLICY NUMBER: OCP 400-01**

---

Olympic College intends to provide a drug free, healthful, safe and secure work environment. Thus, no employee will report to work while under the influence of alcohol or any controlled substance.

Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on Olympic College owned and controlled property, or while conducting College business, is prohibited. Violation of this policy will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, up to and including termination of employment, or for participation in evaluation/treatment for a substance use disorder.

Olympic College recognizes drug dependency to be an illness and major health problem. The institution also distinguishes drug abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to utilize the Washington State Employee Advisory Service and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of continued employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring in or on properties controlled or owned by Olympic College or while conducting College business. A report of such conviction must be made within five (5) days after said conviction. The College must notify any federal contracting agency within ten (10) days of having received notice that an employee engaging in the performance of such federally sponsored grant or contract has any drug statute conviction or violation occurring in the workplace. The College will impose a sanction on, or require the satisfactory participation in, a drug/alcohol abuse assistance or rehabilitation program by an employee who is so convicted.

<i>Recommended by</i>	<i>Donna M. Allen</i>
<i>Submitted to President's Cabinet for Review</i>	
<i>Approved by President</i>	
<i>Submitted to Board of Trustees</i>	<i>September 26, 1989</i>
<i>Approved by Board of Trustees</i>	<i>September 26, 1989</i>
<i>Reapproved by Board of Trustees</i>	<i>October 25, 2005</i>
<i>Published in Washington Administrative Code</i>	<i>n/a</i>

---

Olympic College • 1600 Chester Avenue • Bremerton • Washington • 98337-1699

# Drug & Alcohol Testing Procedures



## DRUG FREE WORKPLACE – DRUG & ALCOHOL TESTING REASONABLE SUSPICION TESTING PROCEDURES

---

### **Purpose**

The purpose of this procedure is to aid in the maintenance of a drug free workplace in accordance with college Prohibition of Drugs Policy, [OCP 400-01](#). The following procedures have been developed for use by appropriately trained managers, supervisors, and staff to determine whether there is “reasonable suspicion” that:

- a. an employee may be impaired,
- b. an employee may present a safety risk to themselves,
- c. an employee may represent a safety risk to employees, students, the general public and/or
- d. it may affect the employees ability to satisfactorily and safely perform the duties of his/her position.

### **Procedures**

#### ***Reporting Requirements***

1. It is the responsibility of all College employees to immediately report any suspicious behavior or signs of drug/alcohol use by anyone on campus to their supervisor, Human Resource Services (extension 7300), another member of management, and/or Campus Safety and Security.
2. If the suspected individual is a student, visitor or member of the public, the Campus Safety and Security department must be contacted immediately (extension 7800) to handle the situation.
3. Employees are expected to keep the identities of the suspected individual and the employee who reported the suspicious behavior confidential.

#### ***Suspicious Behavior Documentation***

1. Suspicious behavior must be verified by two trained observers who are currently listed on the Human Resources Office list of trained observers. The trained observers will:
  - a. Document the incident using their standard incident report
  - b. Complete the Drug and Alcohol Testing Observation Form for Reasonable Suspicion/Post-Accident
2. The trained observer(s) must have a conversation with the employee explaining their reason for suspicion. The supervisor or trained observer(s) must ask the person if they are under the influence of alcohol or drugs, and explain the College’s position on a drug and alcohol free workplace. In addition, they must reference the College’s Prohibition of Drugs policy, [OCP 400-01](#), the reasonable suspicion procedure, and collective bargaining agreement (if applicable).
3. The trained observer(s) may remind the person that, if they are represented by a union, they have the right to a union representative to provide assistance and counsel. Other employees may request a member of the Human Resources Team to act in that capacity during the investigation.
4. If reasonable suspicion exists, the trained observers will contact Human Resources to complete the Olympic College Drug/Alcohol Testing Authorization Form and arrange transportation to take the employee directly to the testing facility.
  - a. If the employee refuses to submit to and be transported for testing, refusal will be considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination. If the



## DRUG FREE WORKPLACE – DRUG & ALCOHOL TESTING REASONABLE SUSPICION TESTING PROCEDURES

employee refuses to submit to testing, the employee will be provided with transportation home which may include taxi with supervisor or campus public safety escort.

- b. The employee will sign a consent form prior to being transported for testing. If the employee refuses, it is considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination.
- c. If an employee verbally resigns, the supervisor or trained observer will accept their resignation and document the conversation. The document will be sent to HRS for processing. A verbal resignation will be considered as valid as a written resignation.

### **Employment Status**

If two trained observers have determined there is “reasonable suspicion” that: a) an employee may be impaired, b) an employee may present a safety risk to themselves, c) an employee may represent a safety risk to employees, students, the general public and/or d) it may affect the employees ability to satisfactorily and safely perform the duties of his/her position, the employee is on paid administrative leave until the College receives all test results.

### **Testing**

Once HRS completes the required forms, they will make arrangements to transport the employee to the testing site.

1. The employee will sign a consent form at the Testing Facility prior to being tested. If the employee refuses, it is considered insubordination, an admission to being under the influence of alcohol or drugs, and a positive test result. He/she will be subject to the disciplinary process, up to and including termination.
2. If the alcohol breath test is positive or the employee is not in a condition to return to work or operate a vehicle due to suspected drug/alcohol impairment, Human Resources will arrange for transportation of the employee to his/her residence. The alcohol breath test is considered positive when the employee’s breath alcohol level is equal to or higher than the State of Washington law for operating a motor vehicle.
3. If an employee is transported home for suspected drug or alcohol impairment, he/she is considered on paid administrative leave until the College receives the test results.
4. If an employee refuses to have transportation arranged by the College, the employee must arrange for alternative transportation. Under no condition will an employee be allowed to drive when intoxication or drug use is suspected. If the employee attempts to drive or leave campus on his/her own, Human Resources will contact Law Enforcement immediately.

If an employee tests positive for alcohol or drugs, he/she will be counseled and/or disciplined in accordance with College policy and any applicable collective bargaining agreement up to and including termination. All test results are to be treated with the highest confidentiality. Test results are immediate for the breath alcohol test and take 24-48 hours to process for urine drug screen. Test results will be delivered to Human Resource Services, who will return the test results along with the completed documentation to the appropriate College Administrators.

Forms noted in Procedure are available through Human Resources Services  
Specific Authority: OCP 400-01; Federal Drug Free Workplace Act of 1988  
History of Procedure

*Adopted by HRS, April 2, 2018  
Contact: Human Resource Services, Joan Hanten*

# Smoking on Campus Policy

## OLYMPIC COLLEGE POLICY

---

**TITLE: Smoking on Campus**

**POLICY NUMBER: OCP 200-07**

---

This policy and its implementation procedures intend to promote a safe, healthy, and productive environment for the Olympic College Community and campus visitors. Smoking is prohibited in all campus buildings and state vehicles. In addition, effective Summer 2005, Olympic College campuses will prohibit smoking in all areas except those assigned as designated smoking areas. There will be clearly posted signage to indicate smoking policy and designated smoking areas.

All smoking materials are to be lit, smoked and extinguished in designated areas ONLY. Tables and/or seating will be provided within the covered areas. Smoking cessation pamphlets and information will be available at each campus. This policy is effective with the beginning of Fall Quarter 2005.

<i>Recommended</i>	<i>October 1988</i>
<i>Submitted to President's Cabinet for Review</i>	<i>October 1988</i>
<i>Revision Submitted to President's Cabinet for Review by David Mitchell, Ph.D.</i>	<i>11/10/2004 and 5/25/2004</i>
<i>Reviewed by College Council</i>	<i>6/1/2004</i>
<i>Approved by President</i>	<i>October 1988, amendment-November 10, 2004</i>
<i>Submitted to Board of Trustees</i>	<i>November, 1988, amendment-November 23, 2004</i>
<i>Approved by Board of Trustees</i>	<i>January 25, 1989</i>
<i>Revision Adopted by Board of Trustees</i>	<i>November 23, 2004</i>
<i>Reaffirmed by Board of Trustees</i>	<i>October 25<sup>th</sup>, 2005</i>
<i>Published in Washington Administrative Code</i>	<i>n/a</i>

---

Olympic College • 1600 Chester Avenue • Bremerton • Washington • 98337-1699

## 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 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 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 reasonable 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 and/or internet.
- 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 reputations 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 OC's Collective Bargaining Agreement with the Washington Public Employees Association (WPEA) and the Association for Higher Education (AHE).
- 3.20 Non-Represented Employees – the choice of which discipline to apply in any particular case is solely the Colleges'. Disciplinary action may include oral warning, written reprimand, suspension, demotion, or termination. Any step or steps of the disciplinary process may be skipped 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:

<https://www.olympic.edu/about-olympic-college/board-trustees/olympic-policy-manual-table-contents>

Olympic College Anti-harassment & Anti-Discrimination Resources:

<https://www.olympic.edu/reporting-concerns-olympic-college>



# OLYMPIC COLLEGE



## 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!

EMPLOYEE ACKNOWLEDGEMENT FORM

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

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

I have received the guide, and I understand that it is my responsibility to comply with College policies, procedures, and guidelines and to ask for clarification when needed.

I understand nothing contained herein constitutes an employment agreement or contract. All employees, excluding those covered by a collective bargaining agreement with applicable provisions, are employed in an at-will status. This at-will status is not altered in anyway by anything contained within this handbook.

I acknowledge I have received this handbook and agree to comply with all policies and procedures contained herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

**Return this page to Human Resources**



## TABLE OF CONTENTS

INTRODUCTORY INFORMATION.....	7
101 EMPLOYEE RELATIONS.....	8
102 EQUAL EMPLOYMENT OPPORTUNITY .....	10
103 HIRING FAMILY/HOUSEHOLD MEMBERS .....	10
104 IMMIGRATION LAW COMPLIANCE .....	11
105 CONFLICTS OF INTEREST .....	11
106 OUTSIDE EMPLOYMENT.....	11
107 DISABILITY ACCOMMODATION.....	12
108 EMPLOYMENT CATEGORIES .....	12
201 ACCESS TO PERSONNEL FILES .....	13
202 EMPLOYMENT REFERENCE AND BACKGROUND CHECKS .....	14
203 PERSONNEL DATA CHANGES.....	14
206 PERFORMANCE APPRAISALS.....	14
301 EMPLOYEE BENEFITS.....	14
302 VACATION BENEFITS .....	15
303 HOLIDAYS .....	16
304 WORKERS' COMPENSATION INSURANCE.....	16
305 SICK LEAVE BENEFITS .....	17
306 BEREAVEMENT LEAVE .....	17
307 JURY DUTY.....	18
308 WITNESS DUTY .....	18
309 BENEFITS CONTINUATION (COBRA).....	18

310 EDUCATIONAL ASSISTANCE.....	19
311 FITNESS CENTER.....	19
312 AWARDS AND RECOGNITION.....	19
401 APPOINTMENT LETTERS AND CONTRACTS.....	19
403 PAYDAYS.....	19
405 EMPLOYMENT TERMINATION .....	20
409 ADMINISTRATIVE PAY CORRECTIONS.....	20
410 PAY DEDUCTIONS.....	20
501 SAFETY.....	21
502 WORK SCHEDULES .....	21
503 USE OF PHONE AND CAMPUS MAIL SYSTEMS.....	22
504 SMOKING.....	22
505 REST PERIODS.....	22
506 OVERTIME .....	22
507 USE OF COLLEGE-OWNED PROPERTY .....	22
508 EMERGENCY CLOSINGS.....	23
509 BUSINESS TRAVEL EXPENSES.....	23
510 TECHNOLOGY SERVICES SUCH AS COMPUTERS AND EMAIL .....	24
601 MEDICAL LEAVE .....	24
602 FAMILY LEAVE .....	25
603 PAID FAMILY & MEDICAL LEAVE .....	26
604 SABBATICAL LEAVE .....	26

605 MILITARY LEAVE.....	26
606 PREGNANCY-RELATED ABSENCES.....	27
701 EMPLOYEE CONDUCT AND WORK RULES.....	27
702 DRUG AND ALCOHOL USE.....	28
703 SEXUAL AND OTHER UNLAWFUL HARASSMENT.....	28
704 ATTENDANCE AND PUNCTUALITY .....	28
705 PERSONAL APPEARANCE .....	29
706 RETURN OF PROPERTY .....	29
707 DISCIPLINARY ACTIONS.....	29
800 LIFE-THREATENING ILLNESSES IN THE WORKPLACE.....	29

## 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:**

- 21 Maintain satisfactory regular attendance and punctuality. Absences require proper advance notification to immediate supervisor, or sufficient reason for absenteeism.
- 22 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.
- 23 Properly maintain records, paperwork, electronic resources required in the transaction of OC business; and ensure such documents are not altered or destroyed unless authorized.

- 24 Carry out assigned duties, follow instructions or requests from supervisors and/or upper administration and otherwise comply with written College policy.
- 25 Take reasonable precautions to protect College property from damage or theft.
- 26 Adhere to acceptable use of College telephones, computers, internet and systems.
- 27 Use College facilities/property only for authorized, work-related purposes.
- 28 Perform duties and operate equipment with care to protect the safety of employees, students, co-workers, and the public.
- 29 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.
- 210 Refrain at all times from fighting, encouraging a fight, acts or threats of physical violence, disorderly conduct, intimidation or coercion.
- 211 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.
- 212 Promptly report any unsafe condition observed or experienced in any college facility or on college grounds.
- 213 Report to work fit for duty and free from the influence of alcohol, and/or drugs.
- 214 Adhere to all Olympic College Administrative Policies and Procedures.
- 215 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.
- 216 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:**

<https://www.olympic.edu/about-olympic-college/board-trustees/olympic-college-policy-manual-table-contents>

**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 10<sup>th</sup> pay date covers the period of the last half of the previous month and the 25<sup>th</sup> 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 10<sup>th</sup> and 25<sup>th</sup> 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](mailto: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 reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

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

#### 602 FAMILY LEAVE

Olympic College provides leaves of absence to eligible employees who wish to take time from work duties to fulfill family obligations relating 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](http://www.paidleave.wa.gov/benefit-guide). For more information about how to apply, call 833-717-2273 or visit [www.paidleave.wa.gov](http://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.



# New Employee Onboarding

  
OLYMPIC COLLEGE

## About the College

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



  
OLYMPIC COLLEGE



3

  
OLYMPIC COLLEGE



4

  
OLYMPIC COLLEGE

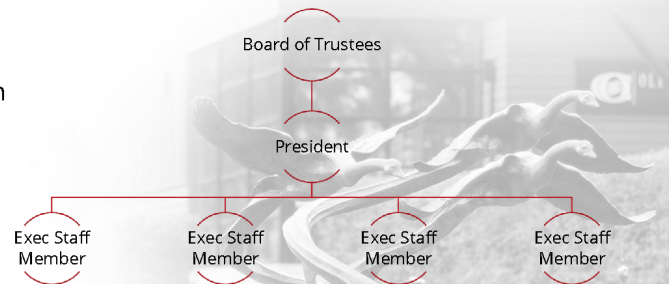




5

## About the College

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



6

# State Board

- Olympic College is part of the Washington State Community and Technical College System that includes 34 public community and technical colleges.
- The system is overseen by the State Board for Community and Technical Colleges



 OLYMPIC COLLEGE

# Mission Statement

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

(Revised 2012)

 OLYMPIC COLLEGE

# Strategic Goals

1. Olympic College (OC) provides and supports quality comprehensive instructional programs that meet student and community needs and respond to changing conditions.
2. OC students succeed by engaging in campus life and meeting their self-determined educational goals.
3. OC applies collaborative and transparent decision-making processes that engage the wider College community in planning the College's future.
4. OC communication among employees, students, and the community is clear, consistent and reliable.
5. OC serves as a site for cultural events, promoting diversity and inclusion to the wider college community.
6. OC respects and supports diversity of thought, people, culture, ideas, and activities.



## Achieving the Dream

Participating Colleges have a laser focus on

- Equity
- Closing achievement gaps
- Increasing graduation rates with an emphasis on low-income, first-generation and students of color, and others who have been traditionally underserved at all colleges.



# New Employee Information

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

More details and information on all these topics can be found within the Onboard Portals.



## Employment Categories

### Staff

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

### Faculty

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

### Student Employees

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



# Employee Access

## Network Login and Email

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

## Supervisor Requests:

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

## Obtaining ID Card

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

## Parking Permit

- Fill and print form from your new employee checklist.
- Visit Cashier and Security in Building 4
- Full-Time Employee----\$50/year
- Part-Time Employees--\$15/year



# Access to Personnel File

- Olympic College maintains a personnel file for each employee. Access to these files is restricted as they contain confidential and personal information.
- If you would like to review your personnel file for any reason please contact Human Resources to schedule an appointment.



# General Campus Information



## Confidentiality

- Employees will treat all College information as confidential and will not discuss or disclose this information except in the line of duty.

## Public Statements

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

## Personal Appearance

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

## Smoking

- Allowed only in designated areas on campus

## Emergency Closings and Campus Alerts

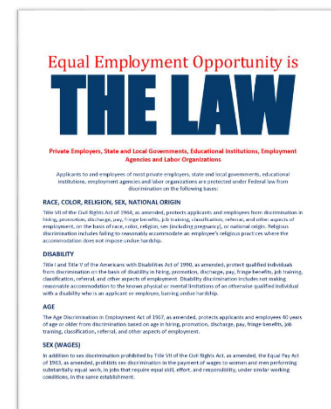
- [www.olympic.edu/alerts](http://www.olympic.edu/alerts)

## OC Report It!




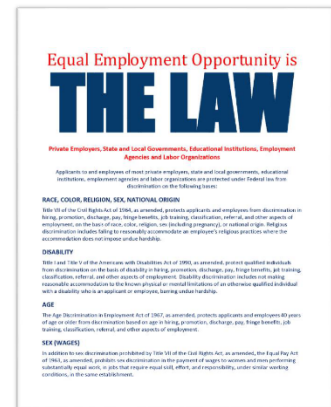
# Equal Employment Opportunity

- Olympic College does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, or any other characteristic protected by law or policy.
- Employment decisions at Olympic College will be based on merit, qualifications, abilities, and support of the College's mission.



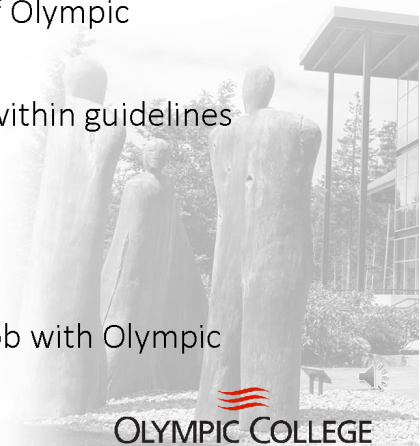
# Equal Employment Opportunity

- Questions or concerns about any type of discrimination in the workplace can be brought to:
  - Immediate Supervisor
  - Equal Employment Officer (VP HR)
  - Title IX Officer (VP Equity Inclusion)
  - OC Report It 
- Employees can raise concerns and make reports without fear of reprisal.



## Conflicts of Interest and Outside Employment

- An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Olympic College's business dealings.
- Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
- Employees may hold outside jobs as long as:
  - It does not constitute a conflict of interest
  - They meet the performance standards of their job with Olympic College



# Reasonable Accommodation

- Olympic College is committed to complying fully with the Americans with Disabilities Act (ADA) and the Washington Family Care Act.
- Reasonable accommodations may be requested when employees can otherwise perform the essential functions of their positions.
- Reasonable Accommodations handled by:
  - Human Resources - Employees
  - Access Services - Students



OLYMPIC COLLEGE

# Use of Colleges Resources

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



OLYMPIC COLLEGE



# Public Records Act (PRA)

- Agency Liability: The agency has the burden of proving that all requested documents were produced, and that its redactions and withholdings are proper; payment of court costs and attorney fees, up to \$100 per page, per day for each day the record release was delayed or denied.
- Employment Obligation: All OC employees are expected to fully comply with the PRA.
- Personal Legal Obligation: Under the Ethics in Public Service Act, "[n]o state officer or state employee may intentionally conceal a record if the officer or employee knew the record was required to be released under [\[the PRA.\]” RCW 42.52.050](#)].

  
OLYMPIC COLLEGE

## Public Records Act (PRA) *Staff Compliance Tips*

1. Keep college business matters on college issued computers and devices & personal matters on personal computers and devices.
2. Use work e-mail for business purposes only.
3. Keep your communications respectful and professional.
4. Always remember that as an agency employee, public disclosure is a part of all of our jobs.
5. Employees who submit PRA requests, “must use personal time and resources to do so”. (no use of College email, letterhead, etc.).
6. Everything that you write, record, post, scribble...in the conduct of college business, is a public record and may be requested and potentially disclosed.

  
OLYMPIC COLLEGE

# FERPA

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



## Sexual and Other Unlawful Harassment

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



# Mandatory Reporter

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

# Safety

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

## Olympic College Safety Committee

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

# Safety

All employees are required to:

- Obey all safety rules and exercise caution in all work activities. Review the Accident Prevention Program to locate First Aid Kits, Supplies & Services.
- Immediately report any unsafe condition to the appropriate supervisor.
- Immediately [report](#) any accident that results in injury, regardless of how insignificant the injury may appear.
  - If urgent medical is needed call 911 and then Campus Security at 360.475.7800.
  - For less urgent situations call Campus Security at 360.475.7800.
  - Notify your supervisor.
  - These reports are required for legal compliance and to initiate insurance and workers' compensation benefits procedures.



  
OLYMPIC COLLEGE

## Safety

### *Chemical Hazards: Your Right to Know*

Most employees are not expected to encounter many hazardous chemicals as part of their typical work environment.

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

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

All departments are required to maintain Material Safety Data Sheets (MSDS) for hazardous chemicals employees may be exposed to.



  
OLYMPIC COLLEGE

# Employee Conduct and Work Rules

The following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- Theft; inappropriate removal or possession of property
- Falsification of records and reports (i.e., timekeeping)
- Disruptive behavior including threats or violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms or other weapons in the workplace
- Reporting to work under the influence of alcohol or drugs.



## Drug and Alcohol Use Employee Assistance Program (EAP)

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.



# Employee Assistance Program (EAP)

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program.

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

- Financial Issues
- Family Counseling
- Personal Mental Health and Wellness

 OLYMPIC COLLEGE

# Employee Benefits

Eligibility for benefits is dependent upon a variety of factors including:

- Federal, State, Local, and other applicable laws and regulations
- Employee's classification
- Percent of full-time status

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

Some of the benefits offered to Olympic College employees include:

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

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

 OLYMPIC COLLEGE

# Leave Types

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



# Helpful Acronyms

- AHE – Association of Higher Education (Faculty Union)
- CSDC – Classified Staff Development Committee
- SGO – Student Government of Olympic College
- WPEA – WA Public Employees Association (Classified Staff Union)
- CBA – Collective Bargaining Agreement
- CTC – Community and Technical Colleges
- ctcLink – PeopleSoft System

[State Board acronyms list can be found online at sbctc.edu](http://sbctc.edu)





# Thank you!

Human Resources

[HR@olympic.edu](mailto:HR@olympic.edu)

360-475-7300

  
OLYMPIC COLLEGE





# Employee Onboarding Portals



## Meet the President



Click on Marty to learn more about the President of Olympic College!

### Welcome to Olympic College –

I am delighted you have chosen to pursue your career with Olympic College. The College is dedicated to student achievement, success, diversity and inclusion. Our mission is to enrich our diverse communities through quality education and support so that students achieve their educational goals.

The college is a nationally recognized higher education institution, twice being nominated for the prestigious Aspen Award and we are currently a part of the national Achieving the Dream network. This network and participating colleges have a laser focus on equity, closing achievement gaps, and increasing graduation rates with an emphasis on low-income students, first-generation students and students of color, groups that have been traditionally underserved at all colleges.

Located in Bremerton Washington, the college is situated in the beautiful Pacific Northwest, with beautiful mountain ranges, waterways and easy access to the culture and activities of urban life, arts and culture.

Your expertise, insights and passion will help drive the mission of the College forward.

As you begin your role, I encourage you to take advantage of the comradery and resources available to all employees. Please reach out to your manager, division dean and the human resources team with whatever questions or needs may arise.

## Navigation Resources

Feel free to peruse some of the most frequently used pages by employees.



Access to these pages may not be available until after you have completed onboarding.

- [Having trouble finding your Peoplesoft Employee ID? Look no further!](#)
- [Olympic College Internal Hub](#)
- [Access your Olympic College Employee Email from The Web](#)
- [Peoplesoft \(ctcLink\) Login Homepage](#)

## To Print or not to Print...




As you go through your checklists and tasks, you may find a form that requires a signature, but you are not able to do so virtually. These must be printed and physically signed. Please use the attached guidance to learn how to effectively complete this part of your onboarding.

[Form Printing Guide.docx](#)

ACCESSIBILITY TOOLS >

## Find Your Way on the First Day!

Click on beautiful Bremerton to view Olympic College's interactive campus maps.



You'll also find printable campus maps attached for your convenience.

- [Campus Map Orientation.pdf](#)
- [Campus Map Routes.pdf](#)
- [Campus Map Station.pdf](#)

ACCESSIBILITY TOOLS >



**OLYMPIC COLLEGE**  
Welcome Paula

Onboarding Portal   About Olympic College   Benefits Portal   **Employee Resources**   Payroll Portal   Policies and Procedures

Supervisor Portal

A Message From the Vice President for Human Resources



**Dr. E. Lee Felder Jr., Ed.D., Major (Ret.) USAF, CM, SPHR, SHRM-SCP, ACG**

Our Commitment to you at OC is:  
 Hands Down HR Success by Keeping Hopes Up, Hearts Right, and Honing Positive Results!  
 We're excited you've decided to share your expertise and join our OC team. The Human Resources department is here to assist, serve, and guide you through your OC employment experience.  
 The College benefits greatly from the dedication and professionalism you bring to your work.  
 To help you get familiarized, we've arranged your access to our new employee onboarding orientation with the goal of ensuring you feel comfortable and can hit the ground running.  
 We're proud to offer our services and have an excellent, well-trained staff ready to meet your needs. Whatever your passion and level of expertise, do know your efforts are valued, appreciated, and respected.  
 Please feel free to reach out to an HR team member with any questions or assistance you may need.  
 We look forward to serving you!

Train Team Grow!

Olympic College offers a variety of professional development opportunities for every employee (per

OC's HR Self-Care topics include a variety of free training resources available to all Olympic College staff!



Don't let fear or stress control you. Come for Learning, Inspiration, and Support!



Don't let Classified Staff Development Committee hold you back. Getting started is our goal!



Your Human Resources Team

Dr. E. Lee Felder Jr., Ed.D., Major (Ret.), USAF, CM, SPHR, SHRM-SCP, ACG  
 Vice President for Human Resources  
[efelder@olympic.edu](mailto:efelder@olympic.edu)  
 (360) 475-7305

Meet the Managers:

Kim Abel  
 Public Records Manager & Policy Development  
[kabel@olympic.edu](mailto:kabel@olympic.edu)  
 (360) 475-2644

Jacquie Curry  
 Deputy Director of HR  
[jcurry@olympic.edu](mailto:jcurry@olympic.edu)  
 (360) 475-7307

Joshua Masters  
 Employee and Labor Relations Manager  
[jmasters@olympic.edu](mailto:jmasters@olympic.edu)  
 (360) 475-7332

Paula Sheldon, SPHR, SHRM - SCP  
 Talent Acquisition/Training Manager  
[psheldon@olympic.edu](mailto:psheldon@olympic.edu)  
 (360) 475-7321

Employee Assistance Program

The Washington State Employee Assistance Program (EAP) is a free, confidential program created to promote the health, safety and well-being of public employees.

For more information about the EAP or to access services, please visit:

[eap.wa.gov](http://eap.wa.gov)



Meet the Staff:

Cathy Anderson  
 HR Consultant - Recruitment  
[canderson@olympic.edu](mailto:canderson@olympic.edu)  
 (360) 475-7335

Carroll Mowbray  
 HR Consultant  
[cmowbray2@olympic.edu](mailto:cmowbray2@olympic.edu)  
 (360) 475-7331

John for Mirella Ibarra  
 HR Consultant - HR Affairs  
[mirella-ibarra@olympic.edu](mailto:mirella-ibarra@olympic.edu)  
 (360) 475-7335

If or Contact Questions:

Human Resources, Mail Line  
 360-475-7300  
[hr@olympic.edu](mailto:hr@olympic.edu)



# OLYMPIC COLLEGE

Welcome [Name]

## Welcome to the Benefits Portal!

Welcome Olympic College, to your Benefits Portal!

As an employee of Olympic College, you may qualify to enroll in the Public Employees Benefits Board (PEBB) Employee and Retiree Benefits. Please review the linked information to learn more on eligibility requirements, access employee benefits information that pertains to your specific classification, and get to know your options. Click the image below to navigate to the Olympic College employee benefits webpage for more helpful resources.



## Still have questions? Get answers!

Reach out to Olympic College's benefits experts for further guidance or advisement.

### Jacque Curry

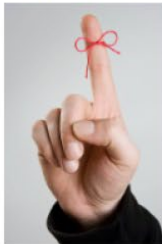
Deputy Director of HR  
jcurry@olympic.edu  
(360) 478-7307

### Jennifer Misian-Ibarra

HR Consultant  
jmsian-ibarra@olympic.edu  
(360) 478-7306

## Don't Forget!

All Benefits enrollment forms must be printed, signed in ink and returned to Human Resources prior to the due date, even if you are waiving coverage or selecting the basic LTD and Life Insurance plans.



- Medical and Dental Enrollment Forms Due: 31 Days after 11/01/2019
- DRS Plan selection Due: 90 Days after 11/01/2019 (Staff)
- TIAA Retirement Forms Due: 31 Days after 11/01/2019 (Administrative/Exempt)
- Faculty choose between TIAA or DRS Teachers Retirement System (TRS) Plan: (Due 31 days after 11/01/2019)

## Learn Your Medical Benefits



Navigating your healthcare benefits can be a confusing process, but we are here to make it as easy as possible! Feel free to pursue these resources to help answer some of the most common medical benefit questions.

- [Medical Benefits Plan Comparison Tool](#)
- [Printable Medical Benefits Cost Comparison](#)
- [Medical Plan Premiums](#)
- [How to verify a dependent](#)
- [Medical Plan by County](#)

[VIEW ALL \(11\) >](#)

## Understanding Retirement

Olympic College offers several different retirement plans and options based on your classification

- Classified staff** can select between 2 plans through the Department of Retirement Systems (DRS).
- Administrative/Exempt positions** are enrolled in our TIAA retirement plan with the option to contribute additional funds.
- Faculty** have the option to choose between DRS's TRS plan or TIAA.



Visit the links below or within your onboarding checklist for guidance in selecting the best plan for you!

- [How to choose your plan](#)
- [Plan Calculator](#)
- [Webinars, Seminars, and other Helpful Videos](#)
- [Teachers' Retirement System Plan Options](#)

## Say 'AHI'...

Compare the Dental Plans that Olympic College offers!



- [Printable Dental Benefits Comparison](#)
- [Uniform Dental Plan \(UDP\)](#)
- [DeltaCare Plan](#)
- [Willamette Dental Group](#)
- [Find a Dental Provider](#)



### Why We're Here...

#### Mission

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

Click on the infamous OC Pi Structure to view the Vision and Values statements!



### Explore the Great PNW

New to the area? There is something for everyone to love in the Pacific Northwest!

Nestled between 2 mountain ranges and a short ferry ride to downtown Seattle, the Kitsap Peninsula offers the cozy and quiet feel of a small town life with ease of access to exciting nightlife and secluded mountain hiking alike.

Click on a photo to take a peek at some of the top destinations/attractions in the surrounding area!



### Meet Our Leadership

The Executive Team advises the President regarding operations and management of the College. This includes recommendations regarding annual planning, environmental and institutional assessment, goal setting, strategy formulation and budget development. Each member represents their respective area of division. As a governing body, the Executive Team makes decisions about College policies and operations once appropriate research has been completed. Click on the badge below for member information!



### Board of Trustees

Meet The Olympic College Board of Trustees and learn how they keep OC focused on its mission to enrich our diverse communities through quality education and support so students achieve their educational goals.

Click on the Chair of the Board, Harriet Bryant to learn more!



### Get Involved and Give Back!

Click a logo to see the Committees and Associations dedicated to providing opportunities to give back, events to attend and other avenues to support Staff, Students, and Faculty Across all areas of the organization!



Interested in volunteering for a specific department? Go to our Volunteer portal to find out how to get the ball rolling!

- Find out what the Alumni Association has been up to!
- Olympic College Foundation Events
- Olympic College Alumni Association events
- Alumni Association SPOTLIGHT Events

### Click the Students to See Why They Choose Olympic College!





## Employee Handbook

*Now its time to pay attention.....*

In order for Olympic College to maintain it's high standards, all employees are asked to comply with State and Federal employment laws and regulations. Please review the Policies and Procedures that are linked here. You can also click the Employee Handbook below to go straight to the Olympic College Policies and Procedures webpage:



- [EmployeeHandbook2009 \(2\).pdf](#)
- [2018-2019 Adjunct Faculty Handbook.pdf](#)
- [Olympic College Code of Conduct.docx](#)
- [OC Testing Procedures\\_Drug and Alcohol.pdf](#)
- [Accident Prevention Program Handbook.pdf](#)

ACCESSIBILITY TOOLS >

## Leave Policies and Regulations

Click the picture below to learn more about Leave Eligibility:



- [FMLA Eligibility and Entitlements.pdf](#)
- [Your Rights under Family Medical Leave Act FMLA.pdf](#)
- [Hourly Employee Sick Leave Policy OC.pdf](#)
- [Employee Leave for Holidays of Faith and Conscience.pdf](#)
- [Families First Coronavirus Response Act FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](#)

VIEW ALL (6) > ACCESSIBILITY TOOLS >

## Olympic College Policy Manual

Olympic College has created policies and procedures with every aspect of the organization in mind. Please review some of our highlighted policies linked below.

Olympic College also has a policy manual available for students. Here you can review all policies outlined by our institution. Look at the choices below to get started!



- [OC Board of Trustee Policy Manual](#)
- [Board of Trustee Code of Ethics](#)
- [Smoking on Campus](#)
- [Parking Policy](#)
- [Identity Theft Policy](#)

VIEW ALL (10) >

## State and Federal Regulations



- [Federal minimum wage poster.pdf](#)
- [WA State Minimum Wage 2020.pdf](#)
- [Equal Employment Opportunity.pdf](#)
- [EEO is the Law Poster Supplement.pdf](#)
- [Your Rights Under Uniformed Services Employment and Reemployment Rights Act USERRA.pdf](#)

VIEW ALL (5) > ACCESSIBILITY TOOLS >



### Leave



There are many aspects to requesting leave, viewing your balances, and the types of leave you can request. While the full guide to otLINK self service contains the bulk of this information, we have also linked procedures here to walk you through these actions.

[Viewing Self-Service Compensatory Time Balances](#)

[Viewing Your Pay History](#)

### Know Your Options

At Olympic College, we are trying to be as paperless as possible. We require all employees participate in paperless payroll payments in one of two ways:

1. Direct deposit to an employee's checking or savings account.
2. Bank of America Cash Pay Visa Payroll Card

Please follow the link below to be taken to instructions on how to enter your direct deposit information into otLINK. Review the attached flyer to learn about the Cash Pay Visa Payroll Card.



[New Hire Default US Bank Pay Card \(Short Form\) - Hire date pay period end 12-15-19.pdf](#)

[ACCESSIBILITY TOOLS >](#)

### Pay Day Details



Olympic College is responsible for paying over 1200 employees. Pay periods and dates have been scheduled to help employees understand when they can be expecting their income to arrive.

We've tried to break the information down a bit so you can better understand what is expected of you as Payroll can meet these deadlines. Here's the bottom line:

- All employees are paid semi-monthly:
- 10th (for 16th thru last day of preceding month)
- 25th (for 1st thru 15th of current month)

Please peruse the attached pay schedules according to your classification.

[Adjunct Faculty Pay Dates 2019.docx](#)

[Full Time, Student, and Hourly Pay Dates 2020.docx](#)

[ACCESSIBILITY TOOLS >](#)

### Reporting Time

Olympic College is proud of the recent implementation of otLINK, a universal student, employee and financial information system across all state board colleges.

Along with most other Payroll related items, this system is where you will be expected to report your time. Please review the information in the onboarding presentation for explicit time reporting instruction. Click the picture relevant to your classification to be taken to procedure to walk you through your first time reporting time!

**Punch Time Reporters** - Includes Hourly and Student employees as well as Non-Teaching Part-Time Faculty Hours



**Elapsed Time Reporters** - Includes Full-Time Faculty, Classified, and Administrative employees as well as Part-Time Faculty Teaching Positions.



Please review the information appropriate to your classification, to learn how to properly report your time and effort!

## Employee Acknowledgement and Attestation



# OLYMPIC COLLEGE

## HUMAN RESOURCES EMPLOYEE ONBOARDING

Olympic College Employee Onboarding documentation is provided to new employees through the NEOGOV Onboard Portals. The Employee Onboard system and its associated checklists contain important information about Olympic College including the Employee handbook. The documentation and information provided in the system is meant to be an overview of College policies and procedures and is by no means all-inclusive. I understand that I should consult Human Resources or my supervisor if I have any questions about Olympic College policies and procedures.

Since standard practices, guidelines, policies, procedures and benefits are subject to change, I acknowledge that revisions to the documentation provided may occur. Such changes will be communicated to affected parties through normal communication channels and the most current version of all documents will be made available on the College website, or by request from the Human Resources Department. I understand that revised information may supersede, modify, or eliminate existing policies.

I have received access to the Olympic College Onboard system, and I understand that it is my responsibility to review the provided information and comply with all College policies, procedures, and guidelines and to ask for clarification if needed.

**I acknowledge I have fully reviewed the information in the onboard system, have viewed the new employee orientation documents and completed the tasks in the pre-boarding checklist prior to my start date. I agree to abide by the policies, procedures, and guidelines contained therein.**

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME

Olympic College is an Equal Opportunity Employer and Educator

# Your Right to Know: Drug-Free Schools, Workplaces, Communities

<https://www.olympic.edu/about-olympic-college/your-right-know>

## Your Right to Know

### Drug-Free Schools, Workplaces, Communities

OLYMPIC COLLEGE

BREMERTON • POULSBRO • SHELTON

#### STANDARDS OF CONDUCT

Olympic College is committed to maintaining an environment of teaching and learning which is free of illicit drugs and alcohol. In compliance with the requirements of the Drug-Free Schools and Communities Act Amendments 1989 as mandated by section 22 of Public Law 101-226, all students and employees of Olympic College are notified of the following: the unlawful manufacture, distribution, dispensation, possession, or use by students or employees of any controlled substance and alcohol is prohibited in and on Olympic College owned and controlled property.

**Students:** Each student, by the act of registering, agrees to obey the rules and regulations of Olympic College. The Student Conduct Code, available on Olympic College's website describes prohibited conduct involving drugs and alcohol for students. [See WAC 132C-120-065(10)].

**Employees:** A statement of Olympic College's commitment to a drug-free workplace for employees can be found on the college's website at [www.olympic.edu](http://www.olympic.edu) (Policy OCP 400-1) and in the [OC Employee Handbook](#) (Section 702 Drug and Alcohol Use) available through Human Resource Services.

#### SANCTIONS FOR VIOLATIONS

Olympic College will impose appropriate sanctions, consistent with local, state and federal law, on students and employees who violate the College's policies and standards of conduct for a drug-free environment. Students and employees found to be in violation may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of Washington, or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.

**Employees:** Employee violation of the college's drug and alcohol policy will result in disciplinary action being taken in accordance with bargaining unit agreements, tenure laws, or other policies of the institution. Prohibited conduct involving illicit drugs and alcohol may be subject to one or more penalties described in the [OC Employee Handbook](#) (Section 702 Drug and Alcohol Use), including disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Employees must abide by the terms of drug and alcohol policies and report any conviction under a criminal drug statute for violations in or on Olympic College properties or while conducting college business as described in college policy OCP 400-1.

**Students:** Students who violate the standard of conduct involving controlled substances will receive discipline as described in the Student Conduct Code on the college's website at [www.olympic.edu/current-students/policies-processes/student-conduct-code](http://www.olympic.edu/current-students/policies-processes/student-conduct-code). Possible penalties for students include a disciplinary warning, written reprimand, disciplinary probation, loss of privileges, expulsion, restitution, or other appropriate action. [See WAC 132C-120-145].

#### STANDARDS OF CONDUCT

Olympic College is committed to maintaining an environment of teaching and learning which is free of illicit drugs and alcohol. In compliance with the requirements of the Drug-Free Schools and Communities Act Amendments 1989 as mandated by section 22 of Public Law 101-226, all students and employees of Olympic College are notified of the following: the unlawful manufacture, distribution, dispensation, possession, or use by students or employees of any controlled substance and alcohol is prohibited in and on Olympic College owned and controlled property.

**Students:** Each student, by the act of registering, agrees to obey the rules and regulations of Olympic College. The Student Conduct Code, available on Olympic College's website describes prohibited conduct involving drugs and alcohol for students. [See WAC 132C-120-065(10)].

**Employees:** A statement of Olympic College's commitment to a drug-free workplace for employees can be found on the college's website at [www.olympic.edu](http://www.olympic.edu) (Policy OCP 400-1) and in the [OC Employee Handbook](#) (Section 702 Drug and Alcohol Use) available through Human Resource Services.

#### SANCTIONS FOR VIOLATIONS

Olympic College will impose appropriate sanctions, consistent with local, state and federal law, on students and employees who violate the College's policies and standards of conduct for a drug-free environment. Students and employees found to be in violation may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of Washington, or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.

**Employees:** Employee violation of the college's drug and alcohol policy will result in disciplinary action being taken in accordance with bargaining unit agreements, tenure laws, or other policies of the institution. Prohibited conduct involving illicit drugs and alcohol may be subject to one or more penalties described in the [OC Employee Handbook](#) (Section 702 Drug and Alcohol Use), including disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Employees must abide by the terms of drug and alcohol policies and report any conviction under a criminal drug statute for violations in or on Olympic College properties or while conducting college business as described in college policy OCP 400-1.

**Students:** Students who violate the standard of conduct involving controlled substances will receive discipline as described in the Student Conduct Code on the college's website at [www.olympic.edu/current-students/policies-processes/student-conduct-code](http://www.olympic.edu/current-students/policies-processes/student-conduct-code). Possible penalties for students include a disciplinary warning, written reprimand, disciplinary probation, loss of privileges, expulsion, restitution, or other appropriate action. [See WAC 132C-120-145].

This Information complies with the 1992, 1998 and 2008 Higher Education Amendments.

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.

Updated October 2015

Communications and Web Services Dept.

Olympic College  
1600 Chester Ave.  
Bremerton, WA 98337-1699

[www.olympic.edu](http://www.olympic.edu)  
360-792-6050



## PENALTIES

### Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

#### Denial of Federal Benefits (21 USC 862)

Federal or state drug convictions may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction, 10 years for a second conviction and permanent denial of federal benefits for a third conviction. Federal or state drug convictions for possession may result in denial of Federal benefits for up to one year for a first conviction, completion of a drug treatment program and/or community service; and up to five years for subsequent convictions, completion of a drug treatment program and/or community service.

#### Forfeiture of Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. If there is probable cause, a warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

#### Federal Drug Trafficking Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of their range and severity of federal penalties imposed for the first convictions. Penalties for subsequent convictions are twice as severe. See [www.deadiversion.usdoj.gov](http://www.deadiversion.usdoj.gov) for more information.

Substance/Amount	Penalty for First Conviction
Heroin/1 kg or more Cocaine/5 kg or more Crack cocaine/50 gm or more Methamphetamine/50 gm or more PCP/100 gm or more LSD/10 gm or more Marijuana/1,000 kg or more	Prison: not less than 10 years. Prison: not more than life. Fine: up to \$4 million or more.
Heroin/100 gm or more Cocaine/500 gm or more Crack cocaine/5 gm or more Methamphetamine/5 gm or more PCP/10 gm or more LSD/1 gm or more Marijuana/100 kg or more	Prison: not less than 5 years Prison: not more than 40 years Fine: up to \$2 million
Marijuana/less than 50 kg Hashish/less than 10 kg Hash Oil/less than 1 kg	Prison: up to 5 years Fine: up to \$250,000
Controlled Substance, Schedule I and II, GHB	Prison: up to 20 years Fine: up to \$1 million
Controlled Substance, Schedule IV	Prison: up to 5 years Fine: up to \$250,000
Controlled Substance, Schedule V	Prison: up to 1 year Fine: up to \$100,000
Controlled Substance, Schedule V	Prison: up to 1 year Fine: up to \$100,000

If death or serious bodily injury results from the use of a controlled substance, which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of Olympic College (21 USC 860) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with mandatory prison sentence of at least one year.

## YOUR RIGHT TO KNOW

### Drug-Free Schools, Workplaces, Communities

### Federal Drug Possession Penalties (21 USC 844)

Persons convicted of federal charges of possession of any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days, but not more than three years in prison and a minimum fine of \$5,000.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than five years but no more than 20 years and a minimum fine of \$1,000, or both if: (a.) it is a first conviction and the amount of the crack possessed exceeds 5 grams; (b.) it is a second conviction and the amount of crack possessed exceeds 3 grams; and (c.) it is a third conviction and the amount of crack possessed exceeds 1 gram. A mandatory prison sentence of not less than three years is imposed for possession of flunitrazepam.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

### Washington State Drug and Alcohol Laws

Under RCW 66.44, Washington state law prohibits both the sale of alcoholic beverages to persons under 21 years old and the possession of alcohol by anyone under 21. State law also makes it illegal to possess open containers of alcoholic beverages or consume alcohol or marijuana in moving or standing vehicles. Driving under the influence of alcohol, marijuana or any drug (DUI) is an offense evidenced by impairment of normal faculties, THC level of 5.0 or unlawful blood or breath alcohol level of .08 or higher. Depending on the severity and aggravating factors, violations of these state laws may be misdemeanors or felonies. Penalties range from civil infractions, community service, probation, treatment at an alcohol or chemical dependency treatment program, driver's license suspension or revocation, fines up to thousands of dollars, and imprisonment. See Washington State Statutes, Section 46.61 and 66.44.

Under RCW 69.50, the following is a partial list of illicit drugs considered to be controlled substances by Washington State: Narcotics (opium and cocaine, and all drugs extracted, derived, or synthesized from opium and cocaine, including crack cocaine and heroin); amphetamine; methamphetamine; barbiturates, and hallucinogenic substances (LSD, peyote, mescaline, psilocybin, PCP, THC, MDA, STP).

**A. State Penalties for Illegal Sale of Controlled Substances:** the illegal sale of any controlled substance is punishable by up to 10 years in prison, \$25,000 fine if the crime involved less than 2kg of the drug (\$100,000 minimum fine if the crime involved 2kg or more), or both (RCW 69.50.401)

**B. State Penalties for Illegal Manufacture or Delivery of Controlled Substance - Narcotics, flunitrazepam, amphetamine, methamphetamine (RCW 69.50.401) - up to 10 years prison, \$25,000 fine, or both (and) Non-narcotics - up to 5 years prison, \$10,000 fine, or both. Fines, imprisonment or both may be double if violations occurred in a public park, public transit, school or school bus or other designated areas (RCW 69.50.435);**

**C. State Penalties for Possession of Controlled Substance - Possession of any controlled substance is punishable by up to 5 years prison, \$10,000 fine, or both. (RCW 69.50.4013, RCW 9A.20.021). More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses.**

**NOTE:** Alcoholism and drug dependency are recognized by Washington State as treatable illnesses. As an employer, the state's concern with these illnesses is entirely limited to the effect they may have on an employee's job performance or on-the-job behavior. There is no intent to intrude upon the private life of any employee.

### Local Drug and Alcohol Laws

Municipal and county ordinances prohibit the consumption or possession of alcohol or illegal drugs in public places, public parks, recreation areas or on any public school property. The consumption of alcohol is prohibited during specific hours in clubs and certain premises open to the public. Penalties are mandated by state and federal laws.