

SPSCC Student Employee Handbook

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Introduction

Welcome to South Puget Sound Community College as a student employee!

The purpose of this handbook is to provide student employees pertinent information to fulfill their job duties and remain eligible under a work study program. This handbook is updated as needed by Student Employment and will be available to students as a PDF via the [student employment forms Canvas page](#). If this is a printed copy, please periodically check the webpage for updates or to access important links. If you cannot find what you are looking for or have any questions, please contact [Student Employment](#), 360.596.5567, building 22 – room 250.

About SPSCC

At SPSCC, we combine small class sizes, world-class faculty and staff, and modern facilities to complete our mission: support student success.

Each year, we serve more than 6,000 students across many goals and Pathways, including degree-seeking students, high schoolers, veterans, international students, and underemployed workers. We see thousands of students each year land a new job, learn a new skill, earn a degree, and pursue exciting opportunities from our campuses in Olympia and Lacey and classes in Yelm and online.

Our [core themes](#) are the heart of the work completed by our departments and faculty, and we have been serving the city of Olympia and its surrounding communities for more than sixty years. Recently, we have been named a top 50 community college by College Choice and have been listed several times as one of the nation's 150 best community colleges by the Aspen Institute College Excellence Program.

Mission

SPSCC's Mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region.

Vision

SPSCC supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment.

By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

Commitment to Diversity

South Puget Sound Community College is a learning community that embodies social justice, equity and inclusion. SPSCC seeks to empower students, faculty and staff to fully participate in a society of increasingly diverse identities and experiences. SPSCC actively works to eliminate all forms of discrimination and provide an education that reflects the diversity of our community and a deeper understanding of the dynamics of power and privilege that perpetuate inequity and inequality.

Our mission is to provide quality educational opportunities to a richly diverse community. SPSCC fosters inclusiveness at our campuses, honors diversity and encourages compassion for individual expression. We promote inclusiveness and equity on our campus and in the community. Therefore, SPSCC commits itself to creating and maintaining a learning community and a work environment that:

- Reflects a culturally diverse world-view;
- Respects the cultural perspectives of our community members and encourages them to learn freely from each other;
- Promotes the value of diversity and equality in our communication and publications; in our activities and curricula; and in our priorities and resources;
- Acknowledges that diversity is diverse, both visible and invisible, and includes ethnicity, age, gender, sexual orientation, religion, race, national origin, disabilities, and cultural background;
- Practices understanding;
- Protects free speech and the right to differing views; and
- Preserves academic freedom.

South Puget Sound Community College welcomes, values and supports all who work and study here.

General Info & Resources

[SPSCC Website, Staff Directory, and Student Employment Webpage](#)

The college website is a wealth of information. In the upper right corner of the [main webpage](#) is a tab for Employees. This page is a great place to get started and includes quick links to employee resources. On the right side of the page are links for useful tools and help. In addition, the [campus directory](#) is easily accessed online and from the webpage.

Student can research information about Student Employment at the [Student Employment webpage](#).

[Parking and Transportation](#)

Parking on campus is free and there are no designated parking spots. All vehicles must park in legal parking spaces (between the white lines) and/or designated spaces/areas. Vehicles parked illegally will be ticketed. There are eight parking lots on the Olympia campus and one large parking lot at the Lacey campus. Visitor parking is available for limited 90-minute parking. SPSCC also provides bike racks throughout the campus for bicycle parking.

The Intercity Transit bus is available for students and employees, and there are several routes with bus stops on and near both campus locations. The college includes Thurston County Intercity Transit bus privileges in students' tuition; the Student ID card with a current enrollment sticker gains access. A Student ID card can be obtained from Student Life in building 27, you may obtain a quarter enrollment sticker, and the bus access is valid until the beginning of the next quarter. The quarter stickers are available from the Student Life and OneStop desk one to two weeks prior to start of the quarter. View bus schedules and routes at [Intercity Transit's website](#).

[Clipper Café & Percival Dining Room](#)

The Clipper Café and the Percival Dining Room have great options of fresh prepared food. Both are located in the Student Union, building 27. There are daily fresh-baked breakfast rolls and cookies, gourmet soups and entrees, a variety of Grab & Go salads, sandwiches, and grilled items are offered. Leisurely dining is

offered in the Percival Dining Room. All food at the Clipper Café and Percival Room are prepared daily by Culinary Arts and Baking and Pastry Arts students. See their [webpage](#) for hours and more information.

Childcare

On-campus childcare is available at the Mottman campus for students, staff, and community, based on availability. See the [website](#) for more details and enrollment information.

Counseling Services Center

The Counseling Services Center offers free, confidential services to current students, including scheduled appointments, walk-in sessions, crisis intervention services, classes, and workshops. [Counseling Services](#) is located in the Center for Student Success, building 22 - suite 260. There is a limit of 6 counseling sessions per academic year, and further outside resources may be offered.

Important Academic Dates

Link to the [SPSCC Academic Calendar Page](#) to know the informant academic Dates.

Students should consult with their advisors with any questions or concerns.

Important Student Employee Information

College Closure/Inclement Weather

Decisions regarding college closure will normally be made by 5:30 a.m. on the day in question and broadcast shortly thereafter. The following radio stations and television stations will be provided with closure information:

| | |
|-----------------------------|----------------------------|
| AM Radio Stations KOMO 1000 | KGY 96.9 |
| KYCW 1090 | TV Stations KOMO Channel 4 |
| KGY 1240 | KING Channel 5 |
| FM Radio Stations KAYO 99.3 | KIRO Channel 7 |
| KXXO 96.1 | KCPQ Channel 13 |

Also, student can search this information at the Campus Closure page (<https://spscc.edu/weather-alerts>)

The following college closure types may be used dependent on conditions present. College employees are expected to know the meaning of each type of closure and their appropriate responsibility.

Classes Canceled – Classes are canceled, and students are not expected to be on campus. Normal work schedules and expectations exist for all employees. Student employees who, in their judgment, do not wish to report for work due to the conditions may take leave without pay.

Campus Closed – The campus is closed to all students and college employees. Student employees will not be compensated for time lost.

Emergency Information

Omnilert will send an email and/or SMS text notification about campus emergencies, delays/late starts, closures, and security alerts. SPSCC also posts alerts to the SPSCC Facebook and Twitter social media pages. Sign up or confirm an existing account preferences at the [Omnilert website](#). Details and important contact information are included on the [SPSCC webpage](#).

Make sure alerts hit your inbox by adding no-reply@omnilert.com to your safe senders list in Office365.

Employee Responsibilities

Maintain Work Study Eligibility

Student employees must also meet basic criteria to remain eligible for work study:

- A student must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) for the academic year and receive a work study award as part of their financial aid package. A work study award is not guaranteed, and may not be renewed due to factors considered by FAFSA, or available funds. It is recommended students complete the yearly FAFSA as early as October for priority in receiving funding.
- The student must be registered for a minimum of 6 credits per quarter. International students must enroll in a minimum of 12 credits per quarter, unless otherwise noted by their international program.
- Students are expected to remain in good academic standing with at least a 2.0 accumulative GPA.

Students that do not meet these requirements are to contact Student Employment immediately. This includes minimum course credits not met due to withdrawal.

Graduation Quarter Credit Exemption Policy

Hourly and Work Study Students Employees—Student employees working in their final quarter, may work if enrolled in at least half time (5) credit hours. Approval is required from Student Employment and their immediate supervisor. Students are no longer eligible for student employment after graduating.

International Student Hourly Employees—International Student Hourly employees working in their final quarter of attendance, may work if enrolled in at least (10) credit hours. Approval is required from Student Employment and their immediate supervisor. Students are no longer eligible for student employment after graduating.

Student Employee Termination, Graduation, Transfer or Withdraw—Students who terminate enrollment, graduate, transfer or withdraw from SPSCC during a quarter are no longer eligible for student employment.

If you vacate your position:

- Request you supervisor complete a Student Employee Checkout Form here and email it to studentemployment@spsccc.edu.
- Supervisors also must email the student's name, SID # and exit status to Human Resources at employeecheckout@spscc.edu.

For additional assistance with this process, please contact Student Employment staff at your earliest convenience.

Dress Code

Students are expected to dress appropriately for their position and per the department's expectations.

Office Equipment

Students are expected to maintain a sense of professionalism when utilizing office equipment. Telephones, fax/copy machines, computers, laptops, and the internet, etc. are provided strictly for work related matters. Consult with a supervisor before using the equipment to complete coursework off the clock.

Incident Reporting

Student employees are expected to report any job related safety incident or accident to a supervisor. [Forms for reporting](#) an accident, incident, or injury are located on Employees webpage under Campus Reports & Services. The incident report form should be used to report any injuries or near misses that occur on campus. A supervisor will work with the student to complete the form and report accidents to the Security Office as soon as possible.

Work Schedules

Work study students may not work more than 19 hours per week while classes are in session, and students are only paid for time worked. A work week begins on Sunday and ends on Saturday. Students are expected to attend all scheduled class times and are not allowed to work during those times.

When school is not in session, students may work up to, but no more than, 40 hours a week as their supervisor and work study award permits.

Students are expected to be punctual. If delayed, they are to call before or within fifteen minutes of expected arrival time, or per supervisor's preferences.

When asked to complete a task by someone other than their direct supervisor, the student employee must seek clearance from their supervisor first. Students are expected to complete assigned duties with a cooperative and positive attitude and to not conduct personal business or class assignments at work.

Student can research the "Student Employee Quarterly Start and End Work Dates" document at the [Student Employment Webpage](#) in order to schedule their working days.

Meal and Rest Periods

Students are entitled to a 10-minute paid break for a shift of 4 consecutive hours. If working for more than 5 consecutive hours, the student must take a 30-minute unpaid meal break in addition to the 10-minute paid break. Students working an 8 hour shift receives two 10-minute paid breaks and a 30-minute unpaid meal period. Break and meal periods may not be accumulated and taken at the end of the shift.

Work Study Award Tracking Tool

Student Employment provides an excel spreadsheet for student employees to keep track of available work study funds and hours. Students are expected to monitor work hours relative to the work study grant amount available to them and coordinate accordingly with their supervisor. The work study award tracking tool is provided via email per each academic year, and it is also available via the student employment resource on [Student Employment Webpage](#).

Timesheets & Pay

Payroll Services are located in the Human Resources office, Mottman campus, building 25 - room 220, on the second floor. Please visit the [HR webpage](#) for more information.

Time & Leave Reporting (TLR) System

[TLR](#) is an electronic time reporting system that is designed to be used by classified, part-time hourly, full-time faculty, and exempt employees. All student employees must record, daily, all hours worked and paid sick leave in the TLR system. All TLR Timesheets are required to be submitted by the 15th and last day of each month. Failure to submit timesheets on time may delay paychecks. Timesheets may not be carried from month to month. The TLR system may be accessed on or off campus from the Employees tab on the webpage. Refer to the Hourly & Student TLR User Guide for detailed instructions and more information. State Work Study Off-Campus using the State Work Study Off-Campus Timesheet system on SPSCC webpage.

Direct Deposit

It is recommended employees have earnings directly deposited to their bank account by requesting a form from Student Employment. The form should be completed and returned to the HR Office.

After enrolling for direct deposit, the first check will be mailed to the provided address. Each subsequent check will be directly deposited into the employee's account. Contact HR to make any changes to your direct deposit account information.

Direct deposit ensures your check will arrive on payday. The college makes every effort to ensure mailed checks arrive on payday, but we cannot guarantee mail delivery.

Pay Days

SPSCC follows the State of Washington laws and payroll schedule and issues semi-monthly paychecks. Official pay dates are the 10th and 25th of each month.

| Pay Periods | Payday |
|--|-----------------------------------|
| 1 st -15 th | 25 th of current month |
| 16 th - last day of the month | 10 th of next month |

If the 10th or 25th payday falls on a Saturday, payday will be the preceding Friday. If the 10th or 25th fall on a Sunday, payday will be the following Monday, unless Monday is a federal banking holiday, then payday will be the preceding Friday.

What if I don't receive my check?

Contact the Payroll Office at 360.596.5374. If your check is mailed, please wait 10 business days before contacting Payroll. If your check is directly deposited to your bank and you have not received it, contact the payroll office immediately.

Employee Earnings History – Pay Stubs

The [Employee Earnings History](#) allows you to view the earnings and deductions associated with your most recent payroll check or any payroll check issued to you within the last two years. You may also view year-to-date earnings, year-to-date deductions, and leave balances.

To view your history online, click the Employees webpage and select “login to Employee Earnings & Leave.” You will be required to enter your Employee SID and your Employee PIN (typically the same sign-in as TLR). If you do not have your Employee PIN or need assistance, please contact the HR office at 360.596.5500.

Holidays

Holidays are considered unpaid for student employees. Both SPSCC campuses observe the following holidays and will be closed to staff and the public:

Link to <https://spscc.edu/events-calendar> to know the Holidays for each quarter of academic year.

Sick Leave

Student employees accrue paid sick leave at a rate of 1 hour earned per 40 hours worked, and it may be used once it appears available in the TLR system. Paid sick leave may be used for personal illness, injury, or disability, death, childcare emergencies, preventative health appointments, and more.

Work study students do not have to enter used sick time into their student calculating tool spreadsheet as it is not paid from the federal grant; it does, however, need to be entered into the TLR system as hourly sick leave.

Other Leave

Student employees must coordinate with their immediate supervisor if any time off is needed. Such absences could be considered excused and are given without pay.

Student employees requiring extended periods of time off for any reason (disability, family and medical, military, jury duty, vacation) will need to speak with their immediate supervisor. This may result in tendering a resignation. If given leave while maintaining job position, it will be rendered without pay unless employee decides to use accrued paid sick leave hours.

If student employees vacate your position:

- Request your supervisor complete a [Student Employee Checkout Form](#) and email it to studentemployment@spsccc.edu.
- Supervisors also must email the student's name, SID # and exit status to Human Resources at employeecheckout@spscc.edu.

Federal Work Study Earning Limitations

Federal Work Study (FWS) is awarded by the indicated quarterly amount. Once the full amount has been earned, the student employee may only continue working under the following conditions:

- The department converts the student from FWS status to hourly non-FWS and pays 100% of their wages; or
- Another department hires the student, and they are not paid with FWS funds.
- FWS employees are responsible for tracking their hours and making arrangements with their supervisors if the award amount were to change.

Work Study Award Cancellations

Work study awards may be cancelled throughout the academic year for the following reasons:

- Satisfactory Academic Progress
- Graduated from the college
- Withdrawal from courses
- Additional grants or scholarships arrived to the financial aid office after the deadline
- Student not enrolled in minimum credit hours by start of quarter

Overtime

All student employees are not eligible for overtime.

Garnishments

Institutional hires may be subject to wage garnishment. Work study employees cannot have their federal aid garnished. Contact HR with any questions.

Policies and Procedures

It is the policy of the President's Office that all administrative policies shall follow the Guidelines for Policies and Procedures to ensure consistency, accuracy, standardization, and regular review.

Required Trainings

All employees are required to complete the five following trainings within the first month of employment, unless otherwise stated.

1—Ethics in Washington State

SPSCC expects all employees to observe the highest standards of ethical conduct. Each employee is expected to place the college's interest above their own self-interest in all education, business, and other work-related matters where there is any actual or potential conflict or the appearance of a conflict.

The [Washington State Executive Ethics Board](#) Training enhances the ability of SPSCC employees to make ethical decisions and maintain the high standards of conduct required of all State of Washington employees. This training introduces employees to ethics in the workplace so they are able to apply ethical concepts and principals to their SPSCC responsibilities.

To successfully complete the Washington State Executive Ethics Board Training:

1. Go to the Washington State Executive Ethics Board Training page. The information on this site is for all South Puget Sound Community College employees. Read all topics, and then take the [Online Ethics Quiz](#) and print your Grade page. This training takes approximately one hour.
2. Once the online training is complete, fill out the [Certification of Completion form](#).
3. Make a copy for yourself and send the original Grade & Form to Human Resources, building 25 – room 220, to be placed in your personnel file.

2—Title IX, Sexual Harassment/Misconduct and Nondiscrimination

SPSCC is committed to providing an inclusive, healthy and productive environment for our students to learn and our employees to work. The college does not tolerate violent, harassing, threatening, or intimidating behavior toward our students, staff, faculty, or visitors. Students learn and employees work best when they know they have a supportive environment in which to do so.

This course is designed to help faculty and staff learn how to recognize, report, and prevent sexual misconduct against students and staff, covering sexual and interpersonal violence awareness and prevention subjects required under Title IX guidance, the Campus SaVE Act, and the final VAWA regulations. An individual in violation of this policy will be subject to informal or formal disciplinary action up to and including dismissal from employment.

To successfully complete the Sexual Harassment/Misconduct Training:

1. Send an email to [Title IX Training Request](#) to obtain your training log in and password.
2. You will receive a training email from Lawroom.com and directions for the training.
3. Complete the online training: Bridges: Building a Supportive Community.(approximately 1 hour)
4. Complete your online training; print your Certificate of Completion to submit to Human Resources, and it will be recorded and placed in your personnel file.

3—SPSCC STUDENT EMPLOYEE COURSE AND FERPA POLICY

All employees of the college are required to complete the SPSCC Student Employee Course to do the Quiz, which require to read and agree to follow the SPSCC Student Employee Guidelines and the college's FERPA policy.

To successfully complete the FERPA Training and Student Employment Orientation Quiz, student must read these documents in the list below.

1. The Student Employee Orientation
2. The college's [Student Rights under FERPA](#)
3. The [FERPA Guidelines](#).
4. The SPSCC Student Employee Guidelines

4—IT Security Awareness Training

All staff and faculty are required to complete the IT Services Security Awareness Training within the first month of their employment. The training is online and includes multiple training modules that you can complete at your own pace. There is a small quiz at the end of each module. In addition, all employees should acquaint themselves with the [College's Acceptable Use Policy and Data Security Policy and Procedures](#).

To access your training:

1. Access the [IT Security Awareness Training](#).
2. Login using your SPSCC email and your network password.
3. If you are unable to access the training, send an email to the Helpdesk@spscc.edu to request access.
4. Print your certificate of completion and forward to HR.

5—Diversity & Equity Orientation

All new staff and faculty should attend at least one cultural competency workshop on campus within one year of employment. The Diversity, Equity and Inclusion Center sponsors several professional development opportunities throughout the year relating to different groups of students, and with a focus on student success. It is recommended that all employees attend at least one diversity related

professional development opportunity every year related to their continued growth as culturally competent professionals. Check out their [calendar of events](#) at [the Diversity, Equity & Inclusion Webpage](#) or contact [the Diversity, Equity & Inclusion Center](#) for more information.

Affirmative Action

To further the principles of affirmative action and equal opportunity employment, which are fundamental to the goals and objectives of the college, the college has adopted the following policies:

Non-Discrimination

The college prohibits discrimination on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupational qualification, or any other prohibited basis in accordance with Title VII, Civil Rights Act of 1964 as amended, Title IX, Federal Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1974, and any other applicable federal and state laws.

Equal Pay

In accordance with the Federal Equal Pay Act of 1963, the college requires equal pay for equal work regardless of sex.

Title IX

The college endorses equal opportunity on the basis of sex in the college's education programs and activities, employment therein, or admission thereto in accordance with Title IX of the Educational Amendments of 1972. The college does not discriminate on the basis of sex in its personnel practices in accordance with Title IX and the Office of Federal Contract Compliance Sex Discrimination Guidelines, 41 CFR 60-20.

Nepotism

The informal practice, which results in the refusal to employ more than one member of a family on the basis of family relationships, is not a policy of the college. The best-qualified person is actively recruited for all positions and consideration is based solely on merit. Family relationships shall not be used as basis for denying rights, privileges or benefits of regular appointment of regular job status. However, members of the same family will not screen, hire or supervise members of their immediate family.

Disabled and Vietnam Era Veterans

The college employs, advances in employment, and otherwise treats qualified disabled veterans and veterans of Vietnam era without discrimination based upon their disability or veteran status in all employment practices such as hiring, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The definition of Veteran for the purposes of receiving certain benefits, includes a person who is in receipt of separation orders or documents that characterize his or her service as honorable.

Non-Discrimination of the Disabled

In all employment practices, the college hires persons of disability without discrimination. Employment practices include but are not limited to selection, advancement, transfer or demotion, recruitment, advertising, layoff or termination, rates of pay, other compensation, and training. Additionally, the college treats persons of disability without discrimination in all educational programs and offerings.

Age

In accordance with the Federal Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967 and Amendment of 1978, and state of Washington, Chapter 49.60 RCW, the college does not discriminate on the basis of age in employment practices or educational programs.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) assures the basic civil rights of employment and access to public accommodations and services. The Act consists of five titles: Title I-Employment; Title II-Public Services; Title III-Public Accommodations and Services Operated by Private Entities; Title IV-Telecommunications; and Title V-Miscellaneous Provisions. The ADA essentially extends the nondiscrimination mandate of Section 504 of the Rehabilitation Act of 1973 to those public entities that do not receive federal financial assistance. The ADA coordinator for the College is the Chief Human Resources Officer.

Reasonable Accommodation and Disability Discrimination Complaints

The college is committed to providing reasonable accommodations in accordance with applicable federal and state laws and regulations and the collective bargaining agreements for eligible individuals with documented disabilities in the most timely and effective manner possible. It is the intent of the college to ensure that every employee (faculty, exempt staff, represented and non-represented classified staff) and/or applicant for employment who makes a request for accommodation under the Americans With Disabilities Act (ADA), the Rehabilitation Act of 1973, Section 504, Chapter 49.60 Revised Code Washington, Washington State Law Against Discrimination, and Washington Administrative Code 162-22 is promptly and properly advised of the accommodation process and reasonably accommodated.

Effective July 2017, Washington State law was passed requiring employers to provide reasonable accommodations to pregnant employees and may not discriminate against pregnant employees on the basis that the employer will have to provide accommodations. The college will comply with all required reasonable accommodations under this law to promote healthy outcomes for pregnant women and infants.

The college will follow the procedures outlined in the Reasonable Accommodation Procedures.

Employees requesting accommodation must cooperate and engage in conversation with their supervisor regarding the need for, and possible form of, any accommodation. The employee will complete and sign a Reasonable Accommodation Request Form. The college will determine whether an employee is eligible for a reasonable accommodation and the accommodation to be provided.

Nondiscrimination and Discrimination Complaints/Grievances

South Puget Sound Community College is committed to the principle of equal opportunity in education and employment. The College does not discriminate against individuals on the basis of race or ethnicity, creed, color, national origin, sex, sexual orientation, sexual identity, gender identity, genetic information, age, marital status, religion, disability, or on any other unlawful basis. The College is committed to preventing and stopping discrimination, including harassment, on any of these unlawful bases and any associated retaliatory behavior. All employees and students must be allowed to work and learn in an environment free from discrimination.

The college will comply with applicable laws prohibiting discrimination in employment, educational programs, and admissions, including the Civil Rights Act of 1964, the Americans with Disabilities Act of

1990, the Education Amendments of 1972, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973; and the state law against discrimination. As used herein “complaint” is synonymous with “grievance”.

Any person who believes that they have been discriminated against may pursue an institutional complaint and/or may pursue other remedies provided by law. Procedures for filing discrimination complaints on the basis of disability discrimination or denial of accommodations are addressed separately by the SPSCC Procedures and Appeals Process for Accommodating Students with Disabilities and Disability Discrimination Complaints.

Individuals who violate this nondiscrimination policy are subject to appropriate disciplinary action, which may include termination of employment, dismissal from the College, or any other available remedy.

Supervisors, administrators, and College officials are responsible for assisting in the prevention and elimination of discrimination. A supervisor, administrator, or College official who is informed or believes that discrimination is occurring, whether in their area of responsibility or not, must report such activity to the Chief Human Resources Officer (Chief HRO) within eight (8) calendar days. Supervisors, administrators, and College officials shall assist in ensuring that no retaliation occurs against either persons who make complaints or persons who are involved in the investigation of complaints.

View the Nondiscrimination and Discrimination Complaint/Grievance Procedure on the [policies page](#).

Sexual Harassment

It is the policy of the College that employees and students must be allowed to work and learn in an environment free from sexual harassment. Any form of sexual harassment is expressly prohibited and will not be tolerated. All new employees are required to take the Sexual Harassment Training within their first month of employment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of sexual nature, or other verbal or physical conduct of the sexual nature of employees toward students, supervisors toward supervisees, students toward students, students toward employees, or employees toward employees.

Complaints of sexual harassment should be made orally or in writing to the immediate supervisor or to the Chief Human Resources Officer. Complaints should be reported promptly (within eight days) in order to help ensure effective investigation and resolution. Complaints will be promptly investigated in a full and fair manner. The Chief Human Resources Officer, serving as the College’s affirmative action officer, is ultimately responsible for ensuring resolution of any sexual harassment complaints.

Anyone who is found to have violated this policy is subject to applicable disciplinary procedures of the College.

Conflict of Interest

College employees are prohibited from engaging in any romantic or sexual relationship with or from making any overt romantic or sexual advances upon students whom they have professional responsibility to teach, advise, counsel, or otherwise facilitate in their (the students’) academic careers.

College employed administrators or supervisors at any level are prohibited from engaging in any romantic or sexual relationship with or from making any overt romantic or sexual advances upon any employee or member of the college community they supervise or the terms and conditions of whose employment or position at the college they have the ability to affect.

Complaints may be initiated by a student, employee or other member of the College community who is or has been in a romantic or sexual relationship or is or has been the subject of overt romantic or sexual advances, or by third parties who allege they have been specifically adversely affected by such a relationship.

All employees and students must make any report directly to their immediate supervisor, division dean and Chief Human Resource Officer in person or electronically. The college president may initiate formal proceedings on their own initiative.

Any complainant who files a complaint under this policy in willful disregard of the truth may be subject to appropriate disciplinary proceedings.

Personnel Records

SPSCC's Human Resource Office ensures all personnel records are kept secure and are treated as confidential information. Personnel files are kept secure and locked when not in use. Personnel information including paper and electronic files are kept secure and treated confidentially in accordance with College policy, procedures, the American Federation of Teachers Faculty Bargaining Agreement, and the WFSE Washington Federation of State Employees – Higher Education Classified Collective Bargaining Agreement.

If a student would like to review their personnel record, they may do so by contacting HR.

Performance Reviews

Performance reviews are not required for student employees, but may be implemented based on departmental needs.

State Whistleblower Program

The Whistleblower Act provides an avenue for state employees to report suspected improper governmental action under RCW 42.40. The State Auditor's Office investigates and reports assertions of improper governmental action. The intent is to encourage state employees to report improper governmental actions. The law makes retaliation against people who file whistleblower assertions unlawful and authorizes remedies should it occur. The Human Rights Commission investigates asserted retaliatory actions. Information to file a report is located on the [WA State Auditor's Office webpage](#).

Campus Security

All employees and students should immediately report any crime, suspicious circumstance or person, or emergency to the Security Office, building 25 – room 117, 360.596.5299, or 911 Dispatch Center.

If you have a non-emergency incident you'd like to report, please submit the [Security Incident Reporting Form](#).

Campus Concerns & Conduct Reporting

The Behavioral Intervention Team monitors unusual student interactions or behaviors that occur on campus. Based upon referrals and reports, the Behavioral Intervention Team plans and implements intervention strategies to assist students before a crisis arises.

Staff and faculty can report any red flag behaviors by visiting the employee's web page and clicking on the red flag report button on the right side of the page. For more information on red flag behaviors or the BIT Team, contact the Security Office at ext. 5299.

Campus Security Act

The Department of Education and the Jeanne Clery Act require all colleges to provide information to students and employees about campus safety policies, procedures, and statistics on certain crimes. This information is published on the [Security webpage](#).

What About Other Policies and Procedures?

SPSCC maintains a policy and procedure index on the [webpage](#).

Termination

Voluntary Termination

If a student exits a position they are expected to ask their supervisor to complete a [Check Out Form](#) immediately. The supervisor will email the form to Student Employment two weeks (or less) prior to exiting a position. Then, the student's file will be closed in Student Employment and Human Resources.

Involuntary Termination

If a student employee has demonstrated unsatisfactory work performance, and the supervisor has made reasonable attempts to communicate with the student about correcting the problem, then the student's position may be terminated. Supervisors should notify the students in person or in writing. Grounds for dismissal include:

- Excessive or unauthorized absence from scheduled work
- Incompetence or inefficiency
- Not meeting the communicated expectations
- Insubordination
- Neglect of duty