



Administrative / Exempt Handbook

**Green River College
Human Resources**

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PURPOSE

The purpose of this Administrative/Exempt Handbook is to provide an understanding of the role of administrative and exempt employees of Green River College as defined in [RCW 41.06.070\(2\)](#).

This is a resource intended to document consistent, equitable, productive, and supportive guidelines. It is the aim of this handbook to provide cohesion for our many management processes.

CONDITIONS OF EMPLOYMENT

At the time of initial hire, administrative and exempt employees are offered an appointment notice that describes the conditions of employment as an administrative/exempt employee. This information includes the duration of the appointment, salary, and the appointment percentage. Employees with a full-time appointment are expected to work a minimum of forty (40) hours per week.

WAC 357-01-174 Full-time employee.

The College reserves the right to change or terminate the employment of an administrative/exempt employee without cause and at its sole discretion as stated in the appointment notice. The College has no obligation to continue to employ any administrative/exempt employee outside of the terms of the appointment notice.

Professional Standards

- Administrators are expected to treat all members of the campus community with respect and to strive toward mutual trust and honesty in their professional relationships with other administrators.
- Administrators have the responsibility, when aware of any action or decision that is detrimental to the fulfillment of the college's objectives, to notify their supervisors/managers of such action through appropriate administrative channels.
- Administrators shall be full participants in decisions that affect their areas of responsibility and are encouraged to initiate review and revision of policies and procedures affecting those areas.
- Administrators are encouraged to become increasingly more knowledgeable and competent in their positions. To the extent that is fiscally responsible, the college will provide--within the budget--funding for professional development.
- Administrators are free to participate in any lawful on-campus or off-campus activity, provided they do not compromise their ability to further the stated goals of the college. In no case, however, should administrators allow their names to be used in connection with non-college activities in such a way that implies that they are a representative of the college without the express written consent of the College.

Administrators are expected to be present on-campus or readily available during normal working hours to carry out the duties of their position. When professional responsibilities require off-campus activities, administrators are expected to make their whereabouts known, so that they can be contacted if needed.

DEFINITIONS

Administrative Exempt

An employee of a defined area, or responsibility, who receives an administrator's professional appointment notice. Neither academic employees holding faculty appointments nor classified employees can be designated as administrators. Administrative duties include providing leadership for: employee development; organizational development; institutional accountability; maintaining high ethical standards; administering discipline; and maintaining a positive image of Green River College.

Professional Exempt

Any employee that meets the Exemption Criteria defined in the Administrative/Exempt Handbook and who does not meet the requirements for coverage under Civil Service rules and who is not an administrator or instructor.

EXEMPTIONS

RCW 41.06.070 – Civil Service | Exemptions to chapter—Right of reversion.

- (1) The provisions of this chapter do not apply to:
 - (u) Executive assistants for personnel administration and labor relations in all state agencies employing such executive assistants including but not limited to all departments, offices, commissions, committees, boards, or other bodies subject to the provisions of this chapter and this subsection shall prevail over any provision of law inconsistent herewith unless specific exception is made in such law;
 - (aa) Officers and employees of the consolidated technology services agency created in [RCW 43.105.006](#) that perform the following functions or duties: Systems integration; data center engineering and management; network systems engineering and management; information technology contracting; information technology customer relations management; and network and systems security;

- (2) The following classifications, positions, and employees of institutions of higher education and related boards are hereby exempted from coverage of this chapter:
 - (a) Members of the governing board of each institution of higher education and related boards, all presidents, vice presidents, and their confidential secretaries, administrative, and personal assistants; deans, directors, and chairs; academic personnel; and executive heads of major administrative or academic divisions employed by institutions of higher education; principal assistants to executive heads of major administrative or academic divisions; other managerial or professional employees in an institution or related board having substantial responsibility for directing or controlling program operations and accountable for allocation of resources and program results, or for the formulation of institutional policy, or for carrying out personnel administration or labor relations functions, legislative relations, public information, development, senior computer systems and network programming, or internal audits and investigations; and any employee of a community college district whose place of work is one which is physically located outside the state of Washington and who is employed pursuant to [RCW 28B.50.092](#) and assigned to an educational program operating outside of the state of Washington;

Washington State Minimum Wage Act (WMWA)

Minimum wage increases are calculated annually by the [Washington Department of Labor and Industries](#) using a formula tied to the rate of inflation.

Fair Labor Standards Act

The [Fair Labor Standards Act \(FLSA\)](#) establishes standards for minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. These standards that may be exceeded, but cannot be waived or reduced. At this time the Washington State Minimum Wage Act is more generous to employees than the FLSA, so it is followed.

Green River College Human Resources is responsible for performing analysis on each position to determine the positions that are covered by the FLSA and WMWA overtime regulations. This determination is normally made at the time a position is created and may be reviewed when a position is reviewed later.

COMPENSATION

The compensation system for Exempt positions directly relates the salary to the work responsibilities, management skill requirements and accountability.

All positions under the State HR Director are “broad banded” or grouped into broad salary range categories known as Exempt Management Bands. Management bands are a series of management levels composed of a salary minimum and maximum dollar level. Placement in a band reflects the:

- Nature of management,
- Decision-making environment and policy impact,
- Scope of management accountability, and
- Control assigned to the position.

Within the salary limits of the band the specific salary range for the employee and/or position is set. Placement within the range is approved by the College president or designee. Assignment to a new range and/or movement within the range must be approved by the College president or designee. Any such change in compensation is subject to funds available and will be consistent with state regulations.

Additional Compensation

Employees are expected to work as many hours as necessary to fulfill their responsibilities and provide the public services which they have been assigned, and the salary paid is full monetary compensation for work performed. Any additional monetary compensation for administrative duties requires prior approval from the College president and will be approved only in extraordinary circumstances such as the extended absence of another administrator. Requests for additional compensation must be submitted by an employee’s appointing authority and to the Executive Director of the Office of Human Resources for evaluation. Such requests must include documentation of the extraordinary circumstances warranting compensation.

Interim Appointments

An interim appointment may be more appropriate than a permanent appointment under certain circumstances. Some examples include when an employee is on extended sick leave or family leave; when extensive recruitment is anticipated to take several weeks; when there is uncertainty regarding continued funding for a position; when reorganization is pending; when there is a time constraint associated to a grant or special project; and, other temporary situations where a permanent appointment is not appropriate.

The College or appointing authority has discretion to determine the length of such appointments. In doing so, the effect on employee morale, service delivery, employee benefits, and productivity should be taken into consideration. Written notification to the appointee must indicate the length of the interim appointment. It should also include a qualifying statement that unforeseen circumstances could shorten or extend the expected time frame. Notification should cover conditions of employment, including whether or not benefits will be paid. Interim appointments may be made from resources external to the college or from within.

Appointees from outside state service will not gain permanent status as a result of an interim appointment. Permanent employees have the right to resume their previous position or a similar position at the conclusion of their interim appointment.

Total compensation is about more than salaries. Today it means health care benefits, retirement options, flexible schedules, paid time off, work environment and so much more.

[Green River College Policies and Procedures](#)

- [GA-10 Reasonable Accommodation Policy](#)
- [HR-23 Leave without Pay](#)
- [HR-26 Remote Work Policy](#)
- [HR-31 FMLA](#)
- [HR-32 Retirement Medical Expense Plan \(VEBA\)](#)
- [HR-33 SBRP \(TIAA\) Retirement](#)
- [HR-34 PERS and TRS Plan Retirement](#)
- [HR-35 Shared Leave Policy](#)
- [HR-37 Domestic Violence Leave](#)

WORK SCHEDULE

| | |
|---|---|
| Full Time | <p>Generally, full time consists of a minimum of 40 hours of work a week. Employees are expected to complete assignments in a timely manner. Working hours may vary but should meet college needs and be approved by an employee's immediate supervisor.</p> <p>WAC 357-01-174 Full-time employee.</p> |
| Part-Time | <p>Any schedule that is less than 40 hours per week. Employees may be expected to work beyond their normal schedule when necessary. The supervisor may establish a regular work schedule, but employees are expected to remain flexible to accommodate the unit's goals and mission.</p> <p>WAC 357-01-2290 Part-time higher education employee.</p> |
| Overtime Payment for hours worked in excess of the regular schedule | <p>Positions are compared to the Fair Labor Standards Act (FLSA) and its exemptions from overtime to determine overtime eligibility. Exempt professionals who do not meet an exemption are considered overtime eligible and will be compensated for hours worked over forty in a workweek, as required by FLSA.</p> <p>WAC 357-01-225 Overtime-exempt employee.</p> |
| Compensatory Time Accrual | <p>Employees that are exempt from civil service RCW 41.06.070 but are not exempt from FLSA may earn and accrue compensatory time.</p> <p>WAC 357-31-230 When must an employee be granted the use of accrued compensatory time?</p> |

LEAVE PROVISIONS

These leave provisions pertain to all administrative and exempt employees, except the College president. For those leave provisions specified in the appointment notice between the Board of Trustees and the president, the provisions cited in the appointment notice shall govern the president. If not specifically addressed in the appointment notice of the president, leave provisions of this section will apply to the president.

Green River College Policies and Procedures

[HR-23 Leave without Pay](#)

[HR-31 FMLA](#)

[HR-35 Shared Leave Policy](#)

[HR-37 Domestic Violence Leave](#)

[HR-38 Vacation Policy](#)

[WAC 357-31-115 How many hours of sick leave does an employee earn each month?](#)

[WAC 357-31-150 Can an employee be paid for accrued sick leave?](#)

Vacation Leave

Vacation leave may be used for any reason, including, but not limited to, emergencies and any allowable use of sick leave or leave without pay. Vacation leave and sick leave for childcare and elder care emergencies is limited to a combined total of five (5) days per calendar year.

Vacation leave should be scheduled at times that will minimize disruption of college services. Employees are expected to provide their supervisor with advance notice of their intent to use annual leave unless it is being used for Domestic Violence Leave. Such notice may be made electronically.

Vacation leave used must be reported for each pay period in accordance with the time and leave reporting schedule. Vacation leave may not be used in advance of its accrual.

Sick Leave

Compensable sick leave shall be granted to employees on the basis of eight (8) hours per calendar month. Full-time and part-time overtime exempt higher education employees with leave without pay exceeding eighty hours in a month (prorated for part-time) do not earn a monthly accrual of sick leave. Accrual shall commence with the employee's first month of scheduled work, and shall be available to the employee on the first day of the month following accrual. For employees working less than full-time, leave shall be prorated accordingly.

[WAC 357-31-115 How many hours of sick leave does an employee earn each month?](#)

Employees with appointments that are less than 50% will not accrue compensable vacation leave.

[WAC 357-31-127 For higher education part-time employees, how is leave accrual prorated?](#)

Vacation and sick leave accruals for part-time higher education employees, as defined in [WAC](#)

[357-01-2290](#), will be proportionate to the number of hours in pay status in the month to that required for full-time employment.

Non-compensable sick leave shall be granted to administrative and exempt employees who have received leave donations under Washington State's shared leave program.

Compensable sick leave may be used for:

- Personal illness, injury or medical disability that prevents the employee from performing their job, personal medical or dental appointments, as well as eligible reasons in accordance with the [Family and Medical Leave Act \(FMLA\)](#);
- Care of family members in accordance with the [Family and Medical Leave Act \(FMLA\)](#) and Family Care Act, [WAC 296-130](#).

Vacation leave and sick leave for childcare and elder care emergencies is limited to a combined total of five (5) days per calendar year.

Bereavement Leave

[WAC 357-31-250 Are employees entitled to paid bereavement leave?](#)

Green River College provides up to five (5) days of paid bereavement leave for the death of any family member or household member that requires the employee's absence from work. Family members are defined for this purpose as mother, father, stepmother, stepfather, sister, brother, mother-in-law, father-in-law, domestic partner's mother, domestic partner's father, spouse, domestic partner, grandparent, grandchild, son, daughter, stepchild, and a child in the custody of and residing in the home of an employee or a child for whom the employee provided care as a foster parent or guardian.

- Domestic Violence Leave as required by [RCW 49.76](#).

Employees shall report their unanticipated absence and use of sick leave to their supervisor at the beginning of any period of leave and daily thereafter unless prearranged. Employees are expected to provide their supervisor with advance notice of any anticipated absences far enough in advance that arrangements can be made to deal with the employee's absence. Such notice may be made electronically.

Leave used must be reported for each pay period in accordance with the time and leave reporting cutoff schedule. An employee returning to work after any sick leave absence may be required to provide written certification from her/his health care provider that the employee is able to return to work and to perform the essential functions of the position with or without reasonable accommodation.

[WAC 357-31-140 May an employee use sick leave before it is accrued?](#)

Transfer of Sick Leave

[WAC 357-31-110 What happens to an employee's accrued leave when the employee changes employers?](#)

Upon acceptance of an appointment at Green River, employees transferring from another state agency/institution, who have been accumulating compensable leave, shall be eligible to transfer their compensable leave balance in accordance with state laws and regulations.

Upon acceptance of employment at another state agency/institution, employees transferring from Green River are eligible to transfer their compensable leave balance in accordance with state laws and regulations.

Restoration of Compensable Leave

[WAC 357-31-160 When a former employee is re-employed, is sick leave restored?](#)

Employees who have separated from Green River with compensable leave, which was not cashed out at the time of separation, will have their leave restored if they are reemployed in a classified position or in an administrative/exempt appointment within five (5) years of their separation.

Compensable Sick Leave Cash-Out

[WAC 357-31-150 Can an employee be paid for accrued sick leave?](#)

In January of each year, an employee whose sick leave balance at the end of the previous year exceeds four hundred eighty hours may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. Conversion will be on a one-to-four (1:4) ratio, provided that no sick leave hours may be converted which would reduce the year-end balance below four hundred eighty (480) hours.

At the time of retirement from Green River College an employee will receive compensation on a one-to-four ratio (1:4) for the employee's remaining compensable sick leave balance. For purposes of this section, "retirement" is defined as termination of employment by an eligible employee due to age and/or years of service criteria as determined by the applicable retirement plan, or retirement due to disability.

[WAC 357-31-155 Does an employee who separates for any reason other than retirement or death get paid for accrued sick leave?](#)

Employees who separate from Green River who are not eligible to transfer their compensable sick leave balance to another state agency/institution will not be compensated for their accumulated compensable sick leave.

Leave without Pay (LWOP)

[WAC 357-31-327 When must an employer grant leave without pay?](#)

Leave without pay MUST be granted for the following reasons:

- Volunteer firefighter called to duty

- Domestic Violence Leave [WAC 357-01](#) and [RCW 49.76.020](#)
- Military Family Leave [WAC 357-31-373](#)
- Faith & Conscience [WAC 357-31-052](#)
- Family and Medical Leave [RCW 50A](#) and [RCW 50A.35.010](#)
- High-risk employee to protect from the risk of exposure to an infectious or contagious disease [RCW 49.17.062](#)
- Elective office or for legislative service [WAC 357-31-374](#).

Leave without pay MAY be granted for the following reasons:

- Educational leave
- Leave for government service in the public interest
- Military leave [WAC 357-31-370](#)
- Parental leave [WAC 357-31-460](#)
- Family care emergencies [WAC 357-31-295](#);
- Bereavement or condolence;
- Absence due to inclement weather [WAC 357-31-255](#);
- To accommodate annual work schedules of employees occupying cyclic year positions as specified in [WAC 357-19-295](#);
- Serious health condition of an eligible employee's child, spouse, registered domestic partner, or parent [WAC 357-31-525](#);
- Leave taken voluntarily to reduce the effect of an employer's layoff;
- Leave that is authorized in advance by the appointing authority as part of a plan to reasonably accommodate a person of disability;
- Employees receiving time loss compensation; or
- For an employee to protect themselves, or a relative or household member, from risks related to coronavirus disease 2019 (COVID-19). In determining whether to grant leave, an employer may consider current workload demands and business needs that require employees to perform their duties.

Leave without pay may be granted for other reasons. Employees may request leaves of absence without pay (LWOP) at any time. Supervisory approval is required of all such requests, with the following exceptions:

- LWOP extending beyond 90 days requires approval of the president or her/his designee.

Civil Duty Leave

[WAC 357-31-310 If an employee is required to report for jury duty service, must the employee be granted a leave of absence with pay?](#)

Employees who are called to serve on jury duty, or are subpoenaed to testify in court or for a deposition, will be granted leave with pay, except when the employee is the plaintiff or defendant in an action which is not related to their employment at the college.

[WAC 357-31-315 May employees keep compensation received for serving as a member of a jury?](#)

Employees are allowed to keep any compensation they receive for serving as a member of a jury in addition to their regular pay.

Parental and Pregnancy Disability Leave

Parental leave must be granted for the birth and care of a newborn child of the employee or the placement of a minor/dependent child with the employee for adoption or foster care. Parental leave must be taken during the first year following the child's birth or placement of the minor/dependent child with the employee for adoption or foster care.

Parental leave may extend up to six (6) months, including time covered under the [Family and Medical Leave \(FMLA\)](#) and the [Washington Paid Family & Medical Leave Act \(FLA\)](#).

Parental leave may be taken on an intermittent or reduced schedule and may be a combination of accrued vacation leave, sick leave, personal holiday or leave without pay. Parental leave must be completed within the first year of the child's birth or placement. Employees may use appropriate leave balances to maintain insurance benefits for the duration of the six months of leave.

[WAC 357-31-480 Is parental leave in addition to any leave for sickness or temporary disability because of pregnancy and/or childbirth?](#)

Domestic Violence Leave

In accordance with the Domestic Violence Leave Act ([RCW 49.76](#)), leave without pay, including intermittent leave will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Family member for the purpose of domestic violence leave includes child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. Human Resources may require verification from the employee requesting leave.

For more information, please see [HR-37 Domestic Violence Leave](#).

Shared Leave

Shared leave will be granted in accordance with [HR-35 Shared Leave Policy](#).

Suspended Operations

Employees who are not required to work during suspension of operations remain responsible for meeting work obligations despite the suspension of operations. This may require that additional time be worked outside of normal business hours when operations resume.

For more information, please see [HR-21 Suspended Operations-Employee's Leave Option](#).

Holidays

Administrative/exempt employees are entitled to paid official holidays authorized by state law. The College will designate the dates that official holidays will be celebrated in the Academic Calendar published in the College Catalog.

Employees may be required duty to work during an official holiday.

Personal Holiday

Administrative/exempt employees are entitled to one (1) paid personal holiday each calendar year. Use of the personal holiday must be in accordance with the provisions of annual leave usage.

For more information, please see [WA State Observed Holidays](#).

PROFESSIONAL DEVELOPMENT

Training and Development

Green River is committed to the continuing training and professional development of administrative/exempt employees. Training educates employees to improve job performance and service to students. Professional development supports employees with their career and academic advancement. Employees desiring training or professional development should contact their supervisor or the training manager within Human Resources.

Learning and Innovation

Learning and Innovation provides employees with learning and professional development opportunities that expand the potential of our dynamic workforce. In addition to providing a wide range of courses and workshops, we offer professional skills coaching and develop employee training programs. The Learning and Innovation department is also available to facilitate customized workshops and lead department retreats.

Performance Assessment

Annually, supervisors are responsible for ensuring the completion of performance assessment process with each administrative/exempt staff in their respective unit. Staff have the opportunity to provide feedback and respond to items within the performance assessment.

Performance Assessment Guide

Tuition Waiver

Permanent administrative/exempt employees are eligible for tuition reimbursement.

[State of Washington Employee Tuition Exemption Request](#)
[College & SBCTC Tuition Waivers & Residency Classifications](#)

CONFLICT RESOLUTION PROCEDURES

Administrative/exempt employees should be treated in a fashion that is consistent with the guidelines in this handbook.

For the purpose of this document, a conflict is defined as a dispute between employees who are administrative or professional exempt. Conflicts between an administrative or professional exempt employee and either faculty or classified employees shall be brought to the attention of Employee & Labor Relations. Any disagreement over the interpretation of this handbook shall be brought to the attention of Employee & Labor Relations.

Conflict resolution shall be addressed in a timely manner, outlined in the steps below:

Step 1: The employee shall attempt to resolve the conflict with their immediate supervisor.

If this conflict pertains to your immediate supervisor, please contact their direct supervisor. Administrative/exempt employees can also contact Employee & Labor Relations for guidance on the proper reporting process.

Step 2: If unresolved at Step 1, the complaint shall be submitted in written form, dated and signed by the employee, and shall include the following:

1. A statement of the complaint and the facts upon which it is based,
2. An attached copy of all pertinent correspondence and/or documents, and
3. The resolution requested.

The complaint and accompanying documents shall be submitted to Human Resources for review. A response will be provided after an appropriate review of the conflict.

Human Resources may conduct an investigation dependent on the circumstances of the complaint. An investigation report would be completed for all parties.

HR-22 Nondiscrimination and Harassment

Human Resources will investigate any complaint regarding discrimination or sexual misconduct consistent with [HR-22 Nondiscrimination and Harassment](#). Please utilize the [Discrimination Complaint Processing Form](#) if there is a complaint regarding discrimination or sexual misconduct.

RESIGNATION

An administrator or professional exempt employee may resign from the College by providing a written notice to either their supervisor or Human Resources.

It is requested the resignation be submitted in written form, dated and signed by the employee. Employees will be invited to an Exit Interview with Human Resources.

In some circumstances, the resigning employee may be placed on administrative leave/home assignment for the remainder of their employment.

Absence of a resignation notification can result in the continuation of benefits and/or the continued billing of benefits to the staff member.

RETIREMENT

If administrative/exempt employees anticipate retirement within the next year, it is imperative that you proactively contact your GRC Benefits team. Planning and preparation are essential for a smooth transition. Your Benefits team will guide you through the process and supply you with a checklist of your responsibilities.

OUTSIDE CONSULTING

Employee Obligations and Official Duties

Employees may engage in outside consulting work, or part-time employment, provided that it does not conflict with or negatively impact employees' ability to fulfill their College employment obligations, and that it does not otherwise negatively impact the College.

Criteria for Consulting Activities

State of Washington Ethics in Public Service Act ([RCW 42.52.120](#)), and the [Washington State Executive Ethics Board](#).

Advance Review and Approval of Outside Work

Advance review and approval of outside consulting or employment is required whenever the activity relates to or could conflict with the employee's College job responsibilities or status as a College employee. Requests for approval of outside administrative/exempt work require review and approval by the immediate supervisor and the appropriate appointing authority. The advance approval requirement protects the College and the employee's interest in minimizing participation in activities that conflict with, or appear to conflict with, the state ethics law and/or the College's [GA-23 Ethics](#) policy.

Use of College Facilities or Equipment

Administrative/exempt staff may not use College facilities or equipment for outside work per [GA-23 Ethics](#).

Conflict of Interest

Employees are expected to maintain high standards of ethics and to avoid conflicts of interest as set forth in [GA-23 Ethics](#).

Performing Services for or at another State Agency/College

For anyone who is currently employed by Green River College:

1. The employee must contact Human Resources with details about the services they are providing at least 10 business days in advance.
2. Human Resources will review the details of the services being provided, and, upon approval, will send a letter to the [Washington State Executive Ethics Board](#) and copy the requesting employee.

If the requesting agency requires more than the Ethics Board letter, then it is the responsibility of the employee to supply all necessary documentation.

ADMINISTRATIVE / EXEMPT HANDBOOK DISCLAIMER

Green River College has made reasonable efforts to provide information that is accurate at the time of publication. However, the College reserves the right to make appropriate changes in procedures, policies, calendars, requirements, program, courses, and fees. When feasible, changes will be announced prior to their effective dates, but the college assumes no responsibility for giving any particular notice of such changes.

Nothing herein shall be construed to create any offer to contract or contractual rights.

Nondiscrimination

Green River College is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or any other unlawful basis.

Harassment of an individual or group on the basis of race, creed, color, national origin, gender, gender identity, sexual orientation, age, marital status, religion, disability, genetic information or any other unlawful basis has no place in a learning or work environment and is prohibited.

Sexual violence has no place in a learning or work environment. Further, Green River College is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

Disability Support Services

Green River College is committed to providing reasonable accommodation in all aspects of employment, including accommodations that enable qualified employees with a disability to perform the essential functions of their position. Employees requesting a disability accommodation should review the college's [GA-10 Reasonable Accommodation](#) and contact the Office of Human Resources. Physical contact by designated staff members may be appropriate if necessary to avoid physical harm to persons or property. Learn more at www.greenriver.edu/accessibility.