

Green River College PRFR Report Appendix 2.D.2

2.D.2 The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations, including in its dealings with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.

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2.D.2 EV.#1 / Section 1

RCW 42.52 Ethics in Public Service

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ETHICS IN PUBLIC SERVICE

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RCW 42.52.010 Definitions. (Effective until January 1, 2026.)

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

Washington State Executive Ethics Board training

Training

The Ethics in Public Service Act encourages all Executive branch officers and employees to attend ethics training offered by the Executive Ethics Board at least once every 36 months. ([RCW 42.52.365\(2\)](#)). The Executive Ethics Board provides many different options and resources to complete this training including online and in-person training.

Training opportunities available: Executive Level Training

The Board is offering an executive level training taught by Executive Director Kate Reynolds. This training is intended for agency heads, commissioners, presidents, vice presidents, and cabinet level leaders within the agency and/or education institutions. Part ethics training and part question and answer, the format is perfect as a meeting agenda item. If you would like to schedule a webinar, please contact Kate Reynolds at kate.reynolds@atg.wa.gov or by calling 360.586.6759.

Webinar Training

The Executive Ethics Board is also proud to offer webinar training! The webinar training is a live remote training perfect for everyone. The webinar can be accessed from individual computers or in a viewing room via a link that is sent to registered state employees or your agency training coordinator prior to the training. It can be customized in both content and length depending upon your preference. If your agency is interested in setting up a webinar, contact Board staff at ethics@atg.wa.gov or by calling 360.664.0871.

In-Person Training

Executive Ethics Board staff is available to provide training to state employees. After taking the training, the state employee will have a basic understanding of the ethical standards in place for state employees and state officials. The training will cover what is required under the law as a state employee and give state employees practical tools on how to handle ethical issues when they arise in the workplace. Through the use of hypothetical situations, state employees will learn what conduct is appropriate and options to take when faced with ethical dilemmas in their agency. The state employee will also gain a working knowledge of the role of the Executive Ethics Board as well as the complaint process. There is no cost for the training! Contact the Executive Ethics Board at 360.664.0871 or by emailing ethics@atg.wa.gov to schedule an in-person training.

Online Ethics Quiz

Test your knowledge of the states ethics laws by taking the [Ethics Quiz](#), a question and answer session regarding the Ethics in Public Service Act, RCW 42.52.

Online Training

The Department of Enterprise Services also hosts a 90-minute online Ethics in Public Service training through their eLearning platform. This course highlights the Ethics in Public Service Act, RCW 42.52 and includes WAC 292-110-010, Use of State Resources.

Americans With Disabilities Act, ADA

The following pages show only first page of this evidence. To view the full file, please refer to the hyperlink



ADA.gov

U.S. Department of Justice
Civil Rights Division

Americans with Disabilities Act of 1990, As Amended

Editor's Note:

Here is the text of the Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008. Congress passed the ADA as a “Public Law,” and it originally was in a different format than presented here. To make the law more widely available, the ADA was later reformatted and published in volume 42 (called “title 42”) of the United States Code. One small part of the ADA is found in title 47 of the United States Code. The text below mirrors the law as it is found in the U.S. Code. Because the numbering system is different in the U.S. Code, the headings provide in brackets the title numbers of the ADA as originally enacted.

Law, Regulations, & Standards

Read this document to understand your legal rights or responsibilities under the ADA.

For a beginner-level introduction to a topic, view [Topics](#)

For more detailed information on a topic, view [Guidance & Resource materials](#)

Title 42 - The Public Health and Welfare



Chapter 126 - Equal Opportunity for Individuals with Disabilities

Sec. 12101. Findings and purpose



(a) Findings

The Congress finds that—

- (1) physical or mental disabilities in no way diminish a person's right to fully participate in all aspects of society, yet many people with physical or mental disabilities have been precluded from doing so because of discrimination; others who have a record of a disability or are regarded as having a disability also have been subjected to discrimination;

Section 504 of the Rehabilitation Act of 1973



Office of the Assistant Secretary for Administration & Management

Section 504, Rehabilitation Act of 1973

Section 794. Nondiscrimination under Federal grants and programs; promulgation of rules and regulations

(a) Promulgation of rules and regulations

No otherwise qualified individual with a disability in the United States, as defined in section 705 (20) of this title, shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Development Disabilities Act of 1978. Copies of any proposed regulations shall be submitted to appropriate authorizing committees of the Congress, and such regulation may take effect no earlier than the thirtieth day after the date of which such regulation is so submitted to such committees. See also 29 CFR Part 32 and 29 CFR Part 37.

(b) "Program or activity" defined

For the purposes of this section, the term "program or activity" means all of the operations of --

- (1)(A) a department, agency, special purpose district, or other instrumentality of a State or of a local government; or
- (B) the entity of such State or local government that distributes such assistance and each such department or agency (and each other State or local government entity) to which the assistance is extended, in the case of assistance to a State or local government;
- (2)(A) a college, university, or other postsecondary institution, or a public system of higher education; or
- (B) a local educational agency (as defined in section 8801 of Title 20), system of vocational education, or other school system;
- (3)(A) an entire corporation, partnership, or other private organization, or an entire sole proprietorship --
 - (i) if assistance is extended to such corporation, partnership, private organization, or sole proprietorship as a whole; or
 - (ii) which is principally engaged in the business of providing education, health care, housing, social services, or parks and recreation; or
- (B) the entire plant or other comparable, geographically separate facility to which Federal financial assistance is extended, in the case of any other corporation, partnership, private organization, or sole proprietorship; or
- (4) any other entity which is established by two or more of the entities described in paragraph (1), (2) or (3); any part of which is extended Federal financial assistance.

(c) Significant structural alterations by small providers

Small providers are not required by subsection (a) to make significant structural alterations to their existing facilities for the purpose of assuring program accessibility, if alternative means of providing the services is available. The terms used in this subsection shall be construed with reference to the regulations existing on March 22, 1988.

(d) Standards used in determining violation of section

The standards used to determine whether this section has been violated in a complaint alleging employment discrimination under this section shall be the standards applied under title I of the Americans with Disabilities Act of 1990 (42 U.S.C. 12111 et seq.) and the provisions of sections 501 through 504, and 510, of the Americans with Disabilities Act of 1990 (42 U.S.C. 12201-12204 and 12210), as such sections related to employment.

Section 794a. Remedies and attorney fees

(a)(1) The remedies, procedures, and rights set forth in section 717 of the Civil Rights Act of 1964 (42 U.S.C. 2000e-16), including the application of sections 706(f) through 706 (k) [42 U.S.C. 2000e-5(f) through k)] shall be available, with respect to any complaint under section 791 of this title, to any employee or applicant for employment aggrieved by the final disposition of such complaint, or by the failure to take final action on such complaint. In fashioning an equitable or affirmative action remedy under such section, a court may take into account the reasonableness of the cost of any necessary work place accommodation, and the availability of alternative therefor or other appropriate relief in order to achieve an equitable and appropriate remedy.

(2) The remedies, procedures, and rights set forth in title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) shall be available to any person aggrieved by any act or failure to act by any recipient of Federal assistance or Federal provider of such assistant under section 794 of this title.

(b) In any action or proceeding to enforce or charge a violation of a provision of this subchapter, the court, in its discretion, may allow the prevailing party, other than the United States, a reasonable attorney's fee as part of the costs.

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Students with Disabilities Core Services, [RCW](#)
[28B.10.912](#)

RCW 28B.10.912 Students with disabilities—Core services described—Notice of nondiscrimination. Each institution of higher education shall ensure that students with disabilities are reasonably accommodated within that institution. The institution of higher education shall provide students with disabilities with the appropriate core service or services necessary to ensure equal access.

Core services shall include, but not be limited to:

- (1) Flexible procedures in the admissions process that use a holistic review of the student's potential, including appropriate consideration in statewide and institutional alternative admissions programs;
- (2) Early registration or priority registration;
- (3) Sign language, oral and tactile interpreter services, or other technological alternatives;
- (4) Textbooks and other educational materials in alternative media, including, but not limited to, large print, braille, electronic format, and audiotape;
- (5) Provision of readers, notetakers, scribes, and proofreaders including recruitment, training, and coordination;
- (6) Ongoing review and coordination of efforts to improve campus accessibility, including but not limited to, all aspects of barrier-free design, signage, high-contrast identification of hazards of mobility barriers, maintenance of access during construction, snow and ice clearance, and adequate disability parking for all facilities;
- (7) Facilitation of physical access including, but not limited to, relocating of classes, activities, and services to accessible facilities and orientation if route of travel needs change, such as at the beginning of a quarter or semester;
- (8) Access to adaptive equipment including, but not limited to, TDDs, FM communicators, closed caption devices, amplified telephone receivers, closed circuit televisions, low-vision reading aids, player/recorders for 15/16 4-track tapes, photocopy machines able to use eleven-by-seventeen inch paper, braille devices, and computer enhancements;
- (9) Referral to appropriate on-campus and off-campus resources, services, and agencies;
- (10) Release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution, and access beyond the regular classroom session to slides, films, overheads and other media and taping of lectures;
- (11) Accessibility for students with disabilities to tutoring, mentoring, peer counseling, and academic advising that are available on campus;
- (12) Flexibility in test taking arrangements;
- (13) Referral to the appropriate entity for diagnostic assessment and documentation of the disability;
- (14) Flexibility in timelines for completion of courses, certification, and degree requirements;
- (15) Flexibility in credits required to be taken to satisfy institutional eligibility for financial aid; and
- (16) Notification of the institution of higher education's policy of nondiscrimination on the basis of disability and of steps the student may take if he or she believes discrimination has taken place. This notice shall be included in all formal correspondence that communicates decisions or policies adversely affecting the student's status or rights with the institution of higher education. This notice

shall include the phone numbers of the United States department of education, the United States office of civil rights, and the Washington state human rights commission. [1994 c 105 s 3.]

Intent—1994 c 105: See note following RCW 28B.10.910.

Students with Disabilities Accommodation, RCW
28B.10.914

RCW 28B.10.914 Students with disabilities—Accommodation.

Reasonable accommodation for students with disabilities shall be provided as appropriate for all aspects of college and university life, including but not limited to: Recruitment, the application process, enrollment, registration, financial aid, coursework, research, academic counseling, housing programs owned or operated by the institution of higher education, and nonacademic programs and services. [1994 c 105 s 4.]

Intent—1994 c 105: See note following RCW 28B.10.910.

Family Educational Rights and Privacy Act, FERPA

The following pages show only table of contents of this evidence. To view the full file, please refer to the hyperlink

[RESOURCES \(/RESOURCES\)](#) [TRAINING \(/TRAINING\)](#) [BROWSE BY AUDIENCE \(/BROWSE-BY-AUDIENCE\)](#)

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FERPA

34 CFR PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

Below are the regulations at 34 CFR Part 99 implementing section 444 of the General Education Provision Act (GEPA), which is commonly referred to as the Family Educational Rights and Privacy Act (FERPA), and Federal Register Notices of amendments to FERPA. They are presented here for your convenience.

The current regulations can also be found at the Electronic Code of Federal Regulations: [Title 34, Part 99-- Family Educational Rights and Privacy \(https://www.ecfr.gov/cgi-bin/text-idx?SID=4b4094c9e8a435c5e9cf4026588c3ffe&mc=true&tpl=/ecfrbrowse/Title34/34cfr99_main_02.tpl\)](https://www.ecfr.gov/cgi-bin/text-idx?SID=4b4094c9e8a435c5e9cf4026588c3ffe&mc=true&tpl=/ecfrbrowse/Title34/34cfr99_main_02.tpl).

The current statutes can be found at [20 U.S.C. 1232g - Family educational and privacy rights \(http://www.govinfo.gov/app/details/USCODE-2017-title20/USCODE-2017-title20-chap31-subchapIII-part4-sec1232g\)](http://www.govinfo.gov/app/details/USCODE-2017-title20/USCODE-2017-title20-chap31-subchapIII-part4-sec1232g).

To learn more about FERPA, please refer to the General Guidance for [Parents \(https://studentprivacy.ed.gov/resources/parent-guide-family-educational-rights-and-privacy-act-ferpa\)](https://studentprivacy.ed.gov/resources/parent-guide-family-educational-rights-and-privacy-act-ferpa) or [Students \(https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students\)](https://studentprivacy.ed.gov/resources/ferpa-general-guidance-students).

Parents and eligible students who wish to file a complaint under FERPA may do so on the [File a Complaint \(https://studentprivacy.ed.gov/file-a-complaint\)](https://studentprivacy.ed.gov/file-a-complaint) page.

The Federal Register Notices of amendments to FERPA regulations can be found here:

[12/2/2011 \(https://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf\)](https://www.gpo.gov/fdsys/pkg/FR-2011-12-02/pdf/2011-30683.pdf).

[12/9/2008 \(https://www.gpo.gov/fdsys/pkg/FR-2008-12-09/pdf/E8-28864.pdf\)](https://www.gpo.gov/fdsys/pkg/FR-2008-12-09/pdf/E8-28864.pdf).

[4/21/2004 \(https://www.gpo.gov/fdsys/pkg/FR-2004-04-21/pdf/04-9054.pdf\)](https://www.gpo.gov/fdsys/pkg/FR-2004-04-21/pdf/04-9054.pdf).

[7/6/2000 \(https://www.gpo.gov/fdsys/pkg/FR-2000-07-06/pdf/00-17058.pdf\)](https://www.gpo.gov/fdsys/pkg/FR-2000-07-06/pdf/00-17058.pdf).

34 CFR PART 99—FAMILY EDUCATIONAL RIGHTS AND PRIVACY

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Subpart E—What Are the Enforcement Procedures?

WAC 132J-126-300 Recordkeeping

WAC 132J-126-300 Recordkeeping. (1) The vice president of student affairs shall maintain for at least six years the following records of student grievance and disciplinary actions and proceedings:

(a) Initial and final orders in cases where a student's grievance has been sustained or a disciplinary action against a student has been reversed and the student fully exonerated;

(b) The complete records in all cases where adjudication has been requested; and

(c) A list or other summary of all disciplinary actions reported or known to the vice president and not appealed.

(2) Final disciplinary actions shall be entered on student judicial records, provided that the vice president of student affairs shall have discretion to remove some or all of that information from a student's judicial record upon the student's request and showing of good cause.

[Statutory Authority: RCW 28B.50.140(13) and P.L. 113-4. WSR 14-24-129, § 132J-126-300, filed 12/3/14, effective 1/3/15.]

GP-6 Board Code of Ethics - 10/17/2013



GP-6 BOARD CODE OF ETHICS

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Policy

The Board expects ethical conduct by itself and its members. This includes proper use of authority and appropriate decorum in both group and individual behavior when acting as Board members.

1. Board members must maintain un-conflicted loyalty to the interests of the citizens and the district. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services.
2. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the College except as allowed by Chapter 42.52 RCW.
 - b. Board members must not use their positions to obtain employment by the College for themselves, family members, friends or associates.
 - c. Board members shall abstain from votes upon which they have an appearance of a conflict of interest.
3. The Board speaks with one voice, and Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Board members' interaction with the president or with staff must recognize the lack of authority in any individual Board member or group of Board members except as noted above.
 - b. Board members' interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board member to speak for the Board except for those duties reserved to the chairperson.
 - c. Board members will make no judgments of presidential performance except as that performance is assessed against explicit Board policies.

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History of Policy

Draft: September 30, 2003, December 12, 2003, February 16, 2004

Adopted: April 15, 2004

Revised: October 17, 2013

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GA-23 Ethics – 6/18/2013



GA-23 ETHICS

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Purpose

This policy is intended to ensure an environment where employees understand that they hold a public trust. This trust obligates them to a) conduct the business of the institution in accordance with the highest ethical standards, b) not use their public office for personal gain or private advantage, and c) avoid activities that conflict with the proper discharge of their duties.

Employees are required to:

- Serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is the primary mission of state government.
- Promote an environment of public trust free from fraud, abuse of authority and misuse of public property.
- Strengthen public confidence in the integrity of state government by demonstrating the highest standards of personal integrity, fairness, honesty and compliance with law, rules, regulations and Green River policies.
- Interact with co-workers with respect, concern, courtesy, and responsiveness.
- Create a work environment that is free from all forms of discrimination and harassment.

Scope

This policy shall apply to all employees and officers of the college.

Definitions

Employee: Individuals who are employed by Green River Community College, including student employees and volunteers.

Officer of the college: Members of the Board of Trustees.

De minimis: Minimal in duration and frequency with no actual cost to the state or the cost is so small as to be insignificant or negligible.

Gifts: Anything of economic value for which no consideration is given in return, with specified exceptions. These exceptions include certain items received from family members or friends, certain items related to an outside business, items exchanged among co-workers, etc.

College Policies

[Board of Trustees](#)

[Business Administration](#)

[General](#)

[Administrative](#)

[Information](#)

[Technology](#)

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[Student Affairs](#)

Title IX Training Documents

Welcome to our Title IX Training Documents section, where transparency meets commitment. We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness and empower our community. Explore

Honoraria: An honorarium refers to money or a thing of value that is offered to an employee or officer of the college for a speech, appearance, article, or similar item of activity in connection with the employee's official role with the institution.

Policy and/or Procedure

ETHICS CATEGORIES

Use of State Resources for Personal Benefit

Employees and officers of the college are obligated to conserve and protect state resources for the benefit of the public interest, rather than their private interests. No state employee or officer of the college may employ or use any person, money or property under the employee's official control or direction, or in his or her official custody, for the private benefit or gain of the employee, officer of the college or another.

The restrictions set forth by RCW 42.52.160 are designed to prohibit the use of state resources for private purposes.

An employee or officer of the college can make occasional but limited use of state resources for private use provided that:

- There is no cost to the state and,
- There is no interference with the performance of official duties and,
- The use is brief in duration and does not disrupt state business due to volume or frequency and,
- The use does not compromise the security or integrity of state information or software.

De minimis use is permitted for the telephone, computer, fax, email and Internet provided that the use is not for personal gain, such as conducting an outside business; for political or campaign activities; or illegal. Personal use of the state SCAN long-distance telephone system is not permitted.

Certain uses of state resources are prohibited regardless of whether the use is de minimis and does not interfere with the performance of official duties. State law prohibits the use of state resources for conducting an outside business; supporting, promoting, or soliciting funds for an outside group or organization without authorization; political or campaign use; commercial purposes; or illegal activity.

The personal use of state resources that are removed from campus, such as, but not limited to, tools, computers, video recorders, vehicles, and cameras is not permitted. Employees may not reimburse the state so that there is no actual cost to the state, although in limited situations a system of reimbursement may be established by the college in advance and approved by the Executive Ethics Board.

Gifts

Employees and officers of the college are prohibited from accepting a gift, gratuity or item of value if it could be reasonably expected to influence an action, judgment or vote. In addition, no employee or officer of the college may accept gifts with a collective value in excess of fifty (\$50) dollars from a single source in a calendar year or a single gift from multiple sources with a value in excess of fifty (\$50) dollars. The values of gifts given to family members are ordinarily attributed to the employee for the purpose of determining whether the limit has been exceeded.

For employees or state officers other than those who participate

the training documents below to support our commitment to a workplace free from discrimination.

[TIX-Advisor Training](#)

[Title IX Coordinator 1-Course Slides](#)

[TIX-Day 1 Slides-Investigative Report Writing Workshop](#)

[TIX-Day 2-April Open Report Writing Workshop](#)

[TIX-Investigation 2 Day-Client Class](#)

[Title IX in a Post Reg World-Day 1](#)

[Title IX in a Post Reg World-Day 2](#)

[TIX-Hearings-Day 1 - Oregon Alliance](#)

[TIX-Hearings-Day 2- Oregon Alliance](#)

[TIX-Aug-Open Training Trauma Informed Investigations Training](#)

[TIX-Book T9 Coordinator-2 Day Client Class](#)

General Administrative Policies

- [GA-1 Drug Free Campus](#)
- [GA-2 Tobacco Use](#)
- [GA-3 Mandatory Reporting of Child Abuse](#)
- [GA-4 Use of Photo Release](#)
- [GA-5 Prohibited Activities](#)
- [GA-6 Trespass](#)
- [GA-7 Distribution of Materials](#)

in the acquisition of goods or services, there are general exceptions to the gift limit. These permit employees to accept, among other things, unsolicited tokens of appreciation such as plaques and desk items, flowers and plants, gifts from dignitaries in another state or country intended to be personal in nature.

Post State Employment

Post-state employment restrictions are designed to ensure that a former employee or officers of the college does not accrue advantage as a result of decisions or actions made while in public service.

Post-state employment restrictions fall into three categories.

1. Contract restrictions prohibit former employees from accepting employment or compensation if
 - a. during the two years preceding termination of state employment, they were involved in negotiation or administration of a contract with that employer and in a position to make outcome-affecting discretionary decisions,
 - b. the contract (s) is/are worth over \$10,000, and
 - c. the employment or compensation relate to the fulfilling or implementation of that contract.
2. Beneficial interest restrictions prohibit a former employee, during the two years following termination of state employment, from having a “beneficial” (financial) interest in a grant or contract that was authorized or funded by an action in which s/he participated while in state employment.
3. Continuing restrictions, which have no statutorily-defined time limit, prohibit former state employees from, among other things, accepting employment or compensation that they have reason to believe, or that a reasonable person would believe, was intended to influence or compensate their performance or non-performance of official duties.

Honoraria

No college employee may receive an honorarium unless specifically authorized by the college.

The college may not authorize an honorarium in certain circumstances:

1. The person offering the honorarium is seeking or is reasonably expected to seek a contract or grant from the college, and the employee is in a position to participate in determining the terms or awarding of the contract or grant.
2. The person offering the honorarium is likely to seek or oppose adoption of college rules, actions, or policy changes, and the person receiving the honorarium may participate in that adoption.

Employees may use state time and resources to prepare materials for a speech or presentation for which an honorarium will be awarded if the activity is related to the employee's official role in state employment. If it is not connected to one's official role, any payment received is not an honorarium; rather it is considered outside compensation subject to RCW 42.52.120.

If an honorarium includes payment for travel, lodging or subsistence expenses, the employee cannot also seek or accept college reimbursement of such expenses.

Compensation for Outside Activities

An employee or officer of the college may not receive any thing of economic value under any contract or grant outside of his/her

- GA-8 State Environmental Policy Act (SEPA)
- GA-9 Hours of Operation
- GA-10 Reasonable Accommodation
- GA-11 Sex Discrimination Grievance Procedure
 - *For incidents reported to have occurred prior to August 1, 2024.*
- GA-12 Tenure
- GA-13 Grant/Contract Proposal Development
- GA-14 Grant/Contract Procedures, Post Award
- GA-15 Human Subjects Research Compliance
- GA-16 Public Records
- GA-17 Educational Rights and Privacy Act
- GA-18 Traffic and Parking
- GA-19 Logo & Trademark Use Guidelines
- GA-21 Redevelopment of Policies
- GA-22 College Publications
- GA-23 Ethics
- GA-25 Student Email Communications
- GA-26 Social Media
- GA-27 Copyright Infringement
- GA-28 On-Campus Outdoor Memorials & Markers

official duties, unless certain conditions are met. This provision prohibits outside employment or other arrangements that might become a conflict or have the appearance of a conflict.

The conditions under which outside compensation may be received are:

1. The contract is bona fide and the work is actually performed.
2. The performance or administration of the contract or grant is not within the employee's official duties at the college or under the employee's official supervision.
3. The work is not prohibited by other statutes, such as the prohibition on assisting others in transactions involving the state.
4. The contract or grant is not performed for or compensated by anyone from whom the employee could not receive a gift under RCW 42.52.110 (applicable to employees who handle acquisitions).
5. The grant or contract is not created or authorized by the employee in his/her official capacity.
6. The work would not require unauthorized disclosure of confidential information obtained through college employment.

If the outside contract or grant is with another state agency, additional requirements must be met. Essentially these mean that there must be either an open bidding process with more than one competitor, or prior approval from the Executive Ethics Board. Such a contract or grant with a state agency generally must be filed with the Executive Ethics Board within thirty days after signing.

Financial Interest in Transactions

Employees or officers of the college may not be beneficially (financially) interested in contracts, sales, leases, purchases, or grants that they make, or that are made under their supervision, as state employees. They also may not accept any compensation, gratuity, or reward from any other person who is beneficially interested in such a contract, etc. While there are exceptions for certain higher education research institutions, allowing certain researchers to have financial interests in their institutional grants and contracts, those exceptions generally do not apply to Green River.

Stated another way, a college employee, acting as such, cannot participate in college transactions with an entity or other person in which the employee holds some position or financial interest. Again, there are some exceptions, for service on foundation boards and in certain other public interest positions.

Confidential Information

Confidential information refers to specific information, rather than generalized knowledge, that is not available to the general public on request, and information that is made confidential by law. College employees may not disclose confidential information to any person who is not entitled or authorized to receive it.

No employee or officer of the college may participate in any business or professional activity that she/he might reasonably expect would require or cause unauthorized disclosure of confidential information that had been obtained through the employee's official position. An employee also may not disclose or otherwise use such confidential information for personal gain or benefit, unless the disclosure has been properly authorized.

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

Finally, an employee may not intentionally conceal records that (s) he knows are required to be released under the state public records law.

Special Privileges

Except as required to perform employment duties, no employee or officer of the college may use his/her position to secure special privileges or exemptions for that employee, the employee's spouse, children, or parents, or other persons.

Use of Public Resources for Political Campaigns

Employees and officers of the college are prohibited from using college facilities to assist a political candidate's election campaign or to promote or oppose a ballot proposition. The law broadly defines the term "facilities" to include, but not be limited to, stationery, postage, machines, equipment, office space, vehicles, publications, and the use of state employees during working hours, and clientele lists of persons served by the agency. For example, the use of e-mail to encourage letter-writing campaigns to promote candidates or a ballot measure is prohibited.

An employee may also violate the ethics law if she/he lets someone else use public resources for political campaigns.

An exception to this rule permits activities that are the normal and regular conduct of a state agency, such as renting property under customary rental arrangements or providing a college "neutral forum" for political presentations.

COMPLAINT PROCESS

College employees may file complaints of alleged ethics violations directly with the Washington State Executive Ethics Board. Complaints must name a specific state officer or state employee and the alleged conduct that could violate the state's ethics law if true. The Executive Ethics Board is required under law to investigate any complaint that alleges conduct in violation of RCW 42.52.

Complaints also may be filed internally, within the college, following whatever complaint procedure or investigative process applies to the state officer or state employee who is alleged to have violated the ethics law.

PENALTIES

Employees violating this policy are subject to disciplinary action as well as penalties imposed by the Executive Ethics Board under WAC 42.52.520.

Specific Authority

[RCW 42.52](#)

Law Implemented

History of Policy or Procedure

Draft:

Adopted: April 9, 2008

Revised: July 18, 2013

Reviewed by:

Contact: Mark Brown, Director of Learning and Development
Human Resources, mbrown@greenriver.edu

President's Staff Sponsor: Dr. Deborah Casey, Interim Vice
President of Human Resources, Vice President of Student
Affairs, ext. 3328

HR-22 Nondiscrimination and Harassment policy. -
8/14/2020



HR-22 NONDISCRIMINATION AND HARASSMENT

[Home](#) / [Campus](#) / [Policies and Procedures](#) / [Human Resources Policies](#)
/ [HR-22 Nondiscrimination and Harassment](#)

Purpose

To enforce the Board of Trustee's position prohibiting discrimination at Green River College and to set forth the investigation and complaint handling procedures for discrimination claims.

Policy

Green River College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by [Title VI of the Civil Rights Act of 1964](#), [Title VII of the Civil Rights Act of 1964](#), [Title IX of the Educational Amendments of 1972](#), [Sections 504 and 508 of the Rehabilitation Act of 1973](#), [the Americans with Disabilities Act and ADA Amendment Act](#), [the Age Discrimination Act of 1975](#), [the Violence Against Women Reauthorization Act](#) and [Washington State's Law Against Discrimination, Chapter 49.60 RCW](#) and their implementing regulations. To this end, Green River College has enacted policies prohibiting discrimination against and harassment of members of these protected classes.

Sexual harassment is illegal under Title VII of the Civil Rights Act and Title IX of the Educational Amendment and is against Green River College's policies. Sexual harassment will not be tolerated in any form. It shall be the policy of Green River College, consistent with its efforts to respect the dignity and integrity of employees, students and the general public, to provide an environment free of sexual harassment. For allegations of Sexual Harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education, 34 C.F.R. § 106, refer to the Title IX Grievance Procedure in policy GA-11. Any employee, student, applicant, or visitor who believes that they have been the subject of discrimination or harassment should report the

College Policies

[Board of Trustees](#)

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

Human Resources Policies

Hiring and Onboarding

- [HR-11 Employment of Relatives](#)
- [HR-12 Background Verification](#)
- [HR-13 Relocation Compensation](#)
- [HR-17 New Employee Orientation Program](#)

incident or incidents to the College's appropriate Title IX Coordinator.

Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Scope

This policy applies to all students, staff and faculty on all campuses, including housing at Green River College. These nondiscrimination policies and procedures apply to discrimination complaints arising from all programs and activities of Green River College, including, but not limited to, admissions, educational programs, employment practices, and other college sponsored programs.

Definitions

Complainant: Employee(s), student(s) or visitor(s) of Green River College who alleges that they have been subjected to discriminatory practices or unwanted sexual conduct.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Complaint: A description of the facts that allege violation of the college's policy against discrimination or sexual misconduct. The college has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under the A-Z index on the human resources page on GatorNet. Hardcopies of the form are located on campus in the Human Resources and Student Affairs offices.

Discrimination: Unfavorable treatment of another person based on that person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran that is sufficiently severe or pervasive so as to substantially deny or limit that person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

Discriminatory Harassment: A form of discrimination consisting of physical, verbal, or written conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin; parental status or families with children; marital status; gender (sex); sexual orientation, gender identity or expression; age; genetic information; honorably discharged veteran or military status; or the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability; or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

- Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
- Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture or foreign accent.

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
 - Discrimination Complaint Processing Form (PDF)
- HR-23 Leave without Pay
- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

Benefits

- 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-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
 - Domestic Violence Leave Application (PDF)
- HR-38 Vacation Policy

Record Keeping

- HR-41 Employee Change of Information

- Verbal or physical abuse, “jokes” or offensive comments based on an individual's age, gender, disability or sexual orientation.
- Creating, posting, emailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

Complaint Procedure

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, [a formal complaint form is available online](#). Forms are also available at the following locations on campus: Human Resources, Campus Safety, Student Affairs, or any Dean's office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures. A complaint cannot be filed on behalf of another person.

Confidentiality and Right to Privacy

Green River College will seek to protect the privacy of all parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Green River College policies and procedures. Although Green River College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality.

Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

KENT POLICE DEPARTMENT	AUBURN POLICE DEPARTMENT	ENUMCLAW POLICE DEPARTMENT
220 4th Ave S Kent, WA 98032 253-856-5800	340 East Main St, Suite 201 Auburn, WA 98002 253-288-2121	1705 Wells St Enumclaw, WA 98022 360-825-3505

KING COUNTY SHERIFF	PIERCE COUNTY SHERIFF
516 THIRD AVE, ROOM W-150 SEATTLE, WA 98104 206-296-4155	COUNTY-CITY BUILDING, FIRST FLOOR 930 TACOMA AVE S TACOMA, WA 98402 253-798-7530

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Other Discrimination Complaint Options

An employee or student may always file a complaint with:

Washington State Human Rights Commission at 800-233-3247 or TDD 800-300-7525, or

US Department of Education Office for Civil Rights at 800-421-3481 or TDD 877-521-2172 or

Equal Employment Opportunity Commission at 800-669-4000 or TDD 800-669-6820.

Specific Authority

Titles VII and IX of the Civil Rights Act of 1964
Age Discrimination in Employment Act
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
RCW 49.60.030

Law Implemented

Most recent rulemaking went into effect on 8-14-2020

History of Policy or Procedure

Draft: December 14, 2005

Adopted: May 2, 2006

Revised: July 21, 2010; March 1, 2013; September 26, 2013;
December 4, 2015; December 8, 2016; January 8, 2017, August 14th, 2020

Reviewed by: President's Staff

Contact: Staci Whitehouse, Interim Executive Director of Human Resources, ext.6628

President's Staff Sponsor: Interim Director of Human Resources, ext. 6628

Resources

Contact Us

STUDENT SUPPORT

ctcLink
Student Email
My Green River
Navigate 360
Financial Aid
Holman Library
Center for Transformational Wellness
Student Remote Access
Career & Advising Center
Office of the Registrar
Disability Support Services
Counseling Services
e-Learning
Placement & Testing Center
Register to Vote
MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
Institutional Effectiveness
ctcLink Sign In
GatorNet
Curriculog (formerly CAR/PAR)
Faculty eLearning
Canvas
Gator News
Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
Just Report It

CONNECT WITH GREEN RIVER

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GA-11 Sex Discrimination Grievance Procedure -
8/14/2020



GA-11 SEX DISCRIMINATION GRIEVANCE PROCEDURE

[Home](#) / [Campus](#) / [Policies and Procedures](#) / [general-administrative-policies](#)
/ [GA-11 Sex Discrimination Grievance Procedure](#)

GA- 11 remains in force for incidents that occurred prior to August 1, 2024. Incidents that occurred on or after August 1, 2024 will fall under [GA-31 Sex Discrimination Investigation Procedure](#) and [GA-32 Employee Sex Discrimination Disciplinary Procedure](#)

Purpose

The College (the College) recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, and their implementing regulations. To this end, The College has enacted and adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating The College's Title IX policy is subject to disciplinary action up to and including dismissal from The College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of "Sexual Harassment," as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts the College's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other college policies prohibiting gender discrimination through processes set forth in the College's code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's appropriate Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should

College Policies

[Board of Trustees](#)

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

Title IX Training Documents

Welcome to our Title IX Training

Documents section, where transparency meets commitment.

We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Officer, Title IX Coordinator**
Kent Campus 278
Phone: 253-288-3361
Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the appropriate Title IX Coordinator.

Policy

WAC 132J-300-010 Grievance procedure -- Sex discrimination. Title IX. Statement of policy (as required by Section 86.8(a) of Title IX).

Scope

Any applicant for admission, enrolled student, applicant for employment or employee of The College.

Definitions

For purposes of this Title IX Grievance Procedure, the following terms are defined as follows:

1. **“Sexual Harassment,”** for purposes of these Title IX Grievance Procedures, Sexual Harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:
 - a. **Quid pro quo harassment.** A The College employee conditioning the provision of an aid, benefit, or service of The College on an individual's participation in unwelcome sexual conduct.
 - b. **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to The College's educational programs or activities or The College employment.
 - c. **Sexual assault.** Sexual assault includes the following conduct:
 1. **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 2. **Nonconsensual sexual contact.** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 3. **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

[TIX-Advisor Training](#)

[Title IX Coordinator 1-Course Slides](#)

[TIX-Day 1 Slides-Investigative Report Writing Workshop](#)

[TIX-Day 2-April Open Report Writing Workshop](#)

[TIX-Investigation 2 Day-Client Class](#)

[Title IX in a Post Reg World-Day 1](#)

[Title IX in a Post Reg World-Day 2](#)

[TIX-Hearings-Day 1 - Oregon Alliance](#)

[TIX-Hearings-Day 2- Oregon Alliance](#)

[TIX-Aug-Open Training Trauma Informed Investigations Training](#)

[TIX-Book T9 Coordinator-2 Day Client Class](#)

General Administrative Policies

- [GA-1 Drug Free Campus](#)
- [GA-2 Tobacco Use](#)
- [GA-3 Mandatory Reporting of Child Abuse](#)
- [GA-4 Use of Photo Release](#)
- [GA-5 Prohibited Activities](#)
- [GA-6 Trespass](#)
- [GA-7 Distribution of Materials](#)

- legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
4. **Statutory rape.** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
 5. **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.
 6. **Dating violence,** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.
 7. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.
2. **“Summary Suspension”** means an emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 132J-126-230.
 3. **“Supportive Measures”** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a Formal Complaint. Supportive Measures restore or preserve a party's access to The College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive Measures include measures designed to protect the safety of all parties and/or The College's educational environment and/or to deter Sexual Harassment or retaliation. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator must document in writing why this was clearly reasonable under the
 - GA-8 State Environmental Policy Act (SEPA)
 - GA-9 Hours of Operation
 - GA-10 Reasonable Accommodation
 - GA-11 Sex Discrimination Grievance Procedure
 - *For incidents reported to have occurred prior to August 1, 2024.*
 - GA-12 Tenure
 - GA-13 Grant/Contract Proposal Development
 - GA-14 Grant/Contract Procedures, Post Award
 - GA-15 Human Subjects Research Compliance
 - GA-16 Public Records
 - GA-17 Educational Rights and Privacy Act
 - GA-18 Traffic and Parking
 - GA-19 Logo & Trademark Use Guidelines
 - GA-21 Redevelopment of Policies
 - GA-22 College Publications
 - GA-23 Ethics
 - GA-25 Student Email Communications
 - GA-26 Social Media
 - GA-27 Copyright Infringement
 - GA-28 On-Campus Outdoor Memorials & Markers

circumstances.

4. **“Grievance Procedure”** is the process The College uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sexual harassment.
5. **“Education Program or Activity”** includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. It also includes any building owned or controlled by a student organization officially recognized by The College.
6. **“Formal Complaint”** means a writing submitted by the Complainant or signed by the Title IX coordinator alleging Sexual Harassment against a Respondent and requesting that the College conduct an investigation.
7. **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
8. **“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
9. **“Consent”** means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

10. **“Retaliation”** Acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.
11. **“Title IX Administrators”** are the Title IX Coordinator, Title IX investigators, the Judicial Affairs Officer, Student Conduct Committee members, College -provided advisors assigned to the parties by The College during Title IX disciplinary proceedings.
12. **“Title IX Coordinator”** is responsible for processing Title IX complaints and conducting and/or overseeing formal

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

investigations and informal resolution processes under this Grievance Procedure. The College official for employees is the Vice President of Human Resources, the College official for students is the Vice President for Student Affairs. Among other things, the Title IX Coordinator is responsible for:

1. Accepting and processing all Title IX reports, referrals, and Formal Complaints.
2. Executing and submitting a Formal Complaint when appropriate and necessary.
3. Handling requests for confidentiality.
4. Determining during the Grievance Procedure (i) whether a Formal Complaint should be dismissed either in whole or in part, and if so, (ii) providing notice to both parties about why dismissal was necessary or desirable, and (iii) referring the complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
5. Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, reports, and referrals in compliance with the applicable records retention schedules or federal or state law, whichever is longer.
6. Conducting investigations or assigning and overseeing investigations.
7. Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation.
8. Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and the appropriate disciplinary authority in compliance with this Grievance Procedure.
9. Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to disciplinary authorities and other College administrators.

Principles for Title IX Grievance Procedure

1. Respondent shall be presumed not responsible for the alleged conduct unless or until a determination of responsibility is reached after completion of the grievance and disciplinary processes.
2. Before imposing discipline, the College is responsible for gathering and presenting evidence to a neutral and unbiased decision maker establishing responsibility for a Title IX violation by a preponderance of the evidence.
3. The College shall treat both the Complainant and Respondent equitably by providing Complainant with remedies against Respondent who has been found responsible for Sexual Harassment through application of the institution's Title IX grievance and applicable Title IX disciplinary procedures and by providing Respondent with Title IX procedural safeguards contained in this Title IX Grievance Procedures and in the applicable Title IX disciplinary procedures.
4. The investigator shall base investigation results on all relevant evidence, including both exculpatory and inculpatory evidence.

5. Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to school closures, national holidays, or other reasonable concern causing closure. Good cause supporting a request for an extension includes, but is not limited to: a party, a party's advisor, or a witness being unavailable, concurrent law enforcement activity, and the need for language assistance or accommodation of disabilities. Both parties will receive written notice of any temporary delay or extension for good cause with an explanation of why the action was necessary.
6. A student Respondent found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from The College. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132J-126-130.
7. An employee found responsible for Sexual Harassment may receive discipline up to and including dismissal from employment. A description of possible disciplinary sanctions and conditions that may be imposed against employees can be found within the Green River College Agreement with the Green River United Faculty Coalition Article V Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30.
8. In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132J-126-150 and Supplement Title IX Student Conduct Code Procedures, WAC 132J-126-270.
9. In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the President pursuant to WAC 132J-126-220 and the Green River College Agreement with the Green River United Faculty Coalition Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30."
10. Title IX Administrators may not require, allow, rely upon, or otherwise use questions or evidence that seeks disclosure of privileged communications, unless the privilege has been effectively waived by the holder. This provision applies, but is not limited to information subject to the following:
 - a. Spousal/domestic partner privilege;
 - b. Attorney-Client and attorney work product privileges;
 - c. Privileges applicable to members of the clergy and priests;
 - d. Privileges applicable to medical providers, mental health therapists, and counsellors;
 - e. Privileges applicable to sexual assault and domestic violence advocates; and
 - f. Other legal privileges identified in RCW 5.60.060.

1. Title IX Administrators shall perform their duties free from bias or conflicts.
2. Title IX Administrators shall undergo training on the following topics:
 3. The definition of Sexual Harassment under these procedures,
 4. The scope of The College's educational programs and activities,
 5. How to conduct an investigation,
 6. How to serve impartially without prejudgment of facts, conflicts of interest, or bias,
 7. Use of technology used during an investigation or hearing,
 8. The relevance of evidence and questions, and
 9. Effective report writing.
10. All Title IX Administrator training materials shall be available on The College's Title IX webpage.

Emergency and External Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual or non-sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will help any community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Confidentiality

1. The College will seek to protect the privacy of the Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as College policies and procedures. Although The College will attempt to honor Complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.
2. The Title IX Coordinator will inform and attempt to obtain consent from the Complainant before commencing an investigation of alleged Sexual Harassment. If a Complainant asks that their name not be revealed to the Respondent or that The College not investigate the allegation, the Title IX Coordinator will inform the Complainant that maintaining confidentiality may limit the College's ability to fully respond to the allegations and that retaliation by the Respondent and/or others is prohibited. If the Complainant still insists that their name not be disclosed or that The College not investigate, the Title IX Coordinator will determine whether The College can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of The College community, including the Complainant. Factors to be weighed during this determination may include, but are not limited to:
 - a. The seriousness of the alleged Sexual Harassment;
 - b. The age of the Complainant;
 - c. Whether the Sexual Harassment was perpetrated with a weapon;

- d. Whether the Respondent has a history of committing acts of Sexual Harassment or violence or has been the subject of other Sexual Harassment or violence complaints or findings;
 - e. Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the Complainant or others; and
 - f. Whether relevant evidence about the alleged incident can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).
3. If The College is unable to honor a Complainant's request for confidentiality, the Title IX Coordinator will notify the Complainant of the decision and ensure that Complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation in compliance with this Grievance Procedure.
 4. If The College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator will evaluate whether other measures are available to address the circumstances giving rise to the complaint and prevent their recurrence and implement such measures if reasonably feasible.

Complaint Resolution

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a written complaint alleging that a Respondent(s) sexually harassed a Complainant and requesting that The College initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the Complainant or signed by the Title IX Coordinator on behalf of the Complainant. Formal complaints submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The College will not proceed with either resolution process without a Formal Complaint.

For purposes of this Title IX Grievance Procedure, the Complainant must be participating in or attempting to participate in a College education program or activity at the time the Formal Complaint is filed.

1. Informal Resolution:

Under appropriate circumstances and if the impacted and responding parties agree, they may voluntarily pursue informal resolution during the investigation of a concern. Informal resolution is not appropriate when the allegations involve a mandatory reporting situation, an immediate threat to the health, safety or welfare of a member of The College community, or in cases where an employee is alleged to have sexually harassed a student.

If an informal resolution is appropriate, the impacted party and the responding party may explore remedies or resolution through:

- Guided conversations or communications conducted by the Title IX coordinator / HRO representative or a mutually agreed upon third party;
- Structured resolution process conducted by a trained mediator; or
- Voluntarily agreed on alterations to either or both of the parties' work or class schedules or student housing arrangements.

If the parties agree to an informal resolution process, The College will commence the process within ten (10) business days after the parties agree to this option and conclude within thirty (30) business days of beginning that process; subject to reasonable delays and extensions for good cause shown. The informal process is voluntary. Either the impacted or responding party may withdraw from the informal resolution process at any time, at which point the formal investigation process will resume.

If the impacted and responding party voluntarily resolve a report, The College will record the terms of the resolution in a written agreement signed by both parties and provide written notice to both parties that the report has been closed.

2. Formal Resolution

Formal resolution means that the Complainant's allegations of Sexual Harassment will be subjected to a formal investigation by an impartial and unbiased investigator. The investigator will issue a report of the investigation findings. Upon completion of the investigation, the investigator will submit the final investigation report to the appropriate disciplinary authority to determine whether disciplinary proceedings are warranted.

Emergency Removal, Summary Suspension

If a student Respondent poses an immediate threat to the health and safety of the College Community or an immediate threat of significant disruption to College operations, the College's student conduct officer may summarily suspend a Respondent pursuant to WAC 132J-126-130 pending final resolution of the allegations. Nothing in this Grievance Procedure prohibits The College from placing nonstudent employees on administrative leave pending final resolution of the allegations.

Investigation Notices

Upon receiving a Formal Complaint and determining that allegations comport with Title IX claims, The College will provide the parties with the following notices containing the following information:

1. Notice of formal and informal resolution processes. A description of The College's grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the Complainant with a Notice of Investigation in advance of the initial interview with the Respondent to allow the Respondent sufficient time to prepare a response to the allegations and to inform the Complainant that The College has commenced an investigation. The investigation notice will:
 3. Include the identities of the parties (if known), a description of the conduct alleged constituting Title IX Sexual Harassment, and the time and location of the incident (if known).
 4. Confirm that the Respondent is presumed not responsible for the alleged conduct and that The College will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
 5. Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
 6. Inform parties they have a right to review and inspect evidence.

7. Inform parties about student conduct code provisions and employment policies that prohibit students and employees from knowingly submitting false information during the grievance and disciplinary processes.
8. Amended investigation notice. If during the course of the investigation, The College decides to investigate Title IX Sexual Harassment allegations about the Complainant or Respondent that are not included in the investigation notice, The College will issue an amended notice of investigation to both parties that includes this additional information.
9. Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations, The College shall provide the party with a written notice identifying the date, time, location, participants, and purpose of the interview or meeting with sufficient time for the party to prepare for the interview or meeting.

Investigation Process - Dismissal

1. Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Complaint:
 2. Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
 3. Did not occur in the context of a College Education Program or Activity; or
 4. Occurred outside the United States.
5. Discretionary dismissal. The College may dismiss a Title IX claim in whole or in part, if:
 6. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint in whole or in part;
 7. Respondent is no longer enrolled with or employed by the College; or
 8. Specific circumstances prevent the College from gathering evidence sufficient to complete the investigation of the Title IX allegations in whole or in part.
9. The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal.
10. Mandatory or discretionary dismissal of a Title IX claim does not preclude the College from investigating and pursuing discipline based on allegations that a Respondent violated other federal or state laws and regulations, The College conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

Investigation Process - Consolidation of Formal Complaints

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the College may consolidate the investigation of Formal Complaints, provided consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Complainant and Respondent have lodged Formal Complaints against one another or when allegations of sexual assault are lodged by a single Complainant against multiple Respondents, or when multiple Complainants

lodge sexual assault complaints against single or multiple Respondents.

Investigation Process - Required Procedures

During the investigation, the Investigator:

1. Will provide the parties with equal opportunity to present relevant statements, and other evidence in the form of fact or expert witnesses and inculpatory or exculpatory evidence.
2. Will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence, except when a no contact order has been imposed based on an individualized and fact specific determination that a party poses a threat to the health, safety, or welfare of another party and/or witnesses or when contact with a party and/or witness is prohibited by court order. A College -imposed no contact shall be no broader than is necessary to protect the threatened party or witness and must provide the impacted party or their advisor with alternative means of gathering and presenting relevant evidence from the protected witness and/or party.
3. Will allow each party to be accompanied by an advisor of their choosing, who may be an attorney, to any grievance related meeting or interview. Advisors' roles during the investigation meetings or interviews will be limited to providing support and advice to the party. Advisors will not represent or otherwise advocate on behalf of the parties during the investigation process. An attorney representing a party must enter a notice of appearance with the Title IX Coordinator and the Investigator at least five (5) days before the initial interview or meeting they plan to attend, so that the College can secure its own legal representation, if necessary.
4. The investigator will provide both parties and their respective advisors with an equal opportunity to review the draft investigation report and to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including inculpatory or exculpatory evidence, regardless of its source, as well as evidence upon which the investigator does not intend to rely in the final investigation report. After disclosure, each party will receive ten (10) days in which to submit a written response, which the investigator will consider prior to completion of the investigation report. If a party fails to submit a written response within ten (10) days, the party will be deemed to have waived their right to submit comments and the investigator will finalize the report without this information.
5. The investigator will forward the final report to the Title IX Coordinator, who will distribute the report and evidence to the parties, as well as the disciplinary authority responsible for determining whether pursuing disciplinary action is warranted.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX/EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in

a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he, she or they has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

Specific Authority: 34 CFR Part 106

Law Implemented: August 14th, 2020

History of Policy or Procedure

Adopted: June 25, 1976

Revised: April 5th, 2005, August 14th, 2020

Reviewed By: Presidents Staff, AAG Office

Presidents Staff Sponsors: Shirley Bean, Vice President for Business Administration and Human Resources, ext. 3305 and Dr. Deborah Casey, Vice President for Student Affairs, ext. 3328

Resources

Contact Us

STUDENT SUPPORT

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

EMPLOYEE RESOURCES

- Human Resources
- Institutional Effectiveness
- ctcLink Sign In
- GatorNet
- Curriculog (formerly CAR/PAR)
- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

CAMPUS SAFETY

- Emergency & Safety Alerts
- Just Report It

CONNECT WITH GREEN RIVER

- Facebook**
- Twitter**
- Youtube**
- LinkedIn**
- Instagram**

Title IX reporting guidance



REPORTING OR FILING A COMPLAINT

VIOLENCE PREVENTION CENTER

Section Menu

[Home](#) / [Campus](#) / [Campus Resources](#) / [CTW & Benefits Hub](#) / [Violence Prevention & Support](#)
/ [Reporting or Filing a Complaint](#)

How do I report or file a complaint related to sexual misconduct?

Information on reporting or filing a complaint, what happens after a report or complaint is filed, and more.

The [Rights and Options document](#) has additional information about reporting processes, protective orders, and resources.

Report to the College for a Violation of Policy GA-31

Green River College's policy [GA-31 Sex Discrimination Investigation Procedure](#) states that any employee, student, applicant, or visitor who believes that they have been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator.

What happens when I report to the Title IX Coordinator?

The Title IX Coordinator is a school official who has been specifically trained in collecting information and in referring those impacted by sexual assault to helpful resources. The Title IX Coordinator -

- Will gather your information and keep accurate notes and records of your report and any referrals provided to you.
- Will inform and ask to obtain consent from you before commencing an investigation into a sexual violence complaint.
- Will determine and inform you if the College can honor a request for confidentiality. Maintaining confidentiality may limit the College's ability to fully respond to the allegations. Retaliation by the respondent and/or others is prohibited.
- May conduct an investigation or oversee an investigation handled by another campus official.

ESCAPE

Contact Us

Confidential Campus Advocate

Location: SA 122

Confidential

Email: grcadvocate@dawnrising.org

DAWN's (Domestic Violence) 24/7
Support Line: 425-656-7867

KCSARC's (Sexual Assault) 24/7 Support
Line: 888-998-6423

On-Campus

Please be aware that incidents disclosed to CTW staff may be reportable under [the Clery Act](#)

Location: SA 122
General Email:
ctw@greenriver.edu
General Phone
Number: 253-333-6015

**For Workshop,
Training, and/or
Presentation
Requests**

be conducted by someone other than the Title IX Coordinator, you will be informed.

- May impose protective measures during the investigations. Interim measures may be imposed to protect you and/or the respondent pending the conclusion of the investigation.
- Will issue written findings and recommendations upon completion of the investigation.

What protective measures may I be offered?

Protective measures offered during the course of an investigation are determined on a case by case basis.

They may include, but are not limited to -

- Campus enforcement of no contact orders
- Rescheduling of classes
- Temporary work reassignments
- Referrals for counseling or medical assistance
- Disciplinary action for the respondent consistent with the College's Student Conduct Code

How to Report

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Manager**
Kent Campus 278
Phone: 253- 288-3361
Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally.

Report to the Police for criminal investigation

- If you are in immediate danger call 911 or campus safety at 253-288-3350.

I haven't Decided if I Want to Report

You are never required to make an official report. You also don't have to make a report right away; you can always choose to do that at another time. Here are some things you can do if you might want to make a report later:

- If you would like to receive a Sexual Assault Nursing Exam or request a strangulation kit, you can find a hospital that offers Sexual Assault Nursing Exams (SANE) at <https://depts.washington.edu/wasafe/clinic-finder/clinic-finder-victims/>
- Write down what you remember about the assault after at least one night of sleep, sometime later, ask a trusted person to write down what you saw or heard.

ESCAPE

Contact Anna Brosius

Assistant Director,
Center for
Transformational
Wellness

Email: abrosius@greenriver.edu

Phone: 253-333-6041

Hours of Operation

Closed Mondays
between 11:30 a.m -
1 p.m staff meeting

Monday - Thursday
8 a.m. - 5 p.m.
Friday
9:30 a.m. - 4:30 p.m.

[View Closures & Special Hours](#)

Contact Campus Safety

Emergency: 911

Non-Emergency:
From any campus phone, dial 3350. All other phones 253-288-3350.

Safety Requests:
safetydispatch@greenriver.edu

Director of Campus Safety & Transportation: [Derek Ronnfeldt](#)

- Take screenshots of any online social media posts or text message chains.
- The Stalking Prevention, Awareness, & Resource Center provides a [free incident log template](#) that survivors of any form of violence can use to track the incidents that happen to them.

Resources

Contact Us

STUDENT SUPPORT

ctcLink
 Student Email
 My Green River
 Navigate 360
 Financial Aid
 Holman Library
 Center for Transformational Wellness
 Student Remote Access
 Career & Advising Center
 Office of the Registrar
 Disability Support Services
 Counseling Services
 e-Learning
 Placement & Testing Center
 Register to Vote
 MMIWP / WSP

EMPLOYEE RESOURCES

Human Resources
 Institutional Effectiveness
 ctcLink Sign In
 GatorNet
 Curriculumlog (formerly CAR/PAR)
 Faculty eLearning
 Canvas
 Gator News
 Employee Password Reset

CAMPUS SAFETY

Emergency & Safety Alerts
 Just Report It

CONNECT WITH GREEN RIVER

Facebook
Twitter
Youtube
LinkedIn
Instagram



Discrimination/Harassment Formal Complaint Form



Discrimination/Harassment Formal Complaint Form

If you wish to file a formal complaint involving alleged discrimination and/or harassment, please write clearly and specifically addressing alleged discrimination and/or harassment.

All formalized complaints shall be signed and dated and must include the following information:

- The date and time of the alleged incident(s)
- The name of the individual or group whom the complaint is against, if known
- A description of the incident(s)
- The remedy sought

Complaints shall be filed within 30 days of the event unless there are extraordinary circumstances that prohibit the complainant from reporting the alleged discrimination or harassment.

Complainant Information

Name filing the complaint: _____

Date filing the complaint: _____

Incident Description *(Please describe the alleged incident in detail below.)*

(You may use the back side of this sheet if needed.)

Signature: _____

Date: _____

<p>Form Submission</p> <p>Students, employees, and visitors should return this form to:</p> <p>Korland Simmons Equity Compliance Officer, Title IX Coordinator Green River College 417 Ramsay Way #112, Suite 278 Kent, WA 98032</p> <p> (253) 288-3361  titleIXCoordinator@greenriver.edu</p>	<p>Accessibility Information</p> <p>This document is available in alternative formats for individuals with disabilities. For assistance, contact</p> <p>Disability Support Services at:  (253) 931-6460 TTY: (253) 288-3359  dss@greenriver.edu</p>
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Reporting Incidents

Select Language [Current Students](#)[Faculty & Staff](#)[Give to GRC](#) [Quick Links](#)

REPORTING INCIDENTS

AT GREEN RIVER COLLEGE

 Section Menu 

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Report a Crime, Incident, or Concern

Green River College urges all members and visitors to file a report with Campus Safety when any criminal activity is suspected or there is a concern for the health and safety of others. To help maintain a safe and secure campus environment all crimes should be reported as soon as possible to Green River Campus Safety or to the appropriate local law enforcement agency. Prompt reports aids Campus Safety and law enforcement officers in the investigation and apprehension of perpetrators, and allows law enforcement to put resources where they are most needed. Faculty, staff and students should be aware of any potential crime activity in their area and to take steps to ensure their own personal safety.

Report an Incident or Concern

Report Concern for a Student (formerly Red Flag) Information Reporting System

Information that should be reported is anything that is witnessed, observed, or participated in that "sends up a Report Concern for a Student (formerly Red Flag)."

Examples include:

- All suspicious behaviors or actions.
- Knowledge of information or incidents that could cause harm.
- Knowledge of information or acts that could threaten College internal intelligence, information, reputation, and/or property as well as violations of student code of conduct.
- Any high risk behaviors such as under the influence of drugs or alcohol.
- Expressions by others of feelings of depression, reduction of self worth, and/or uselessness including suicidal symptoms.

Please keep in mind that this system does not replace emergency notification systems such as campus safety and 911. If this is a true emergency, please log off and call 911. If campus safety should be alerted, please log off and call 253-288-3350. In addition, please keep in mind that reporting false information is a crime and appropriate legal action will be taken as necessary.

[Submit a Report Concern for a Student \(formerly Red Flag\)](#)

Campus Security Authority Reporting

College employees who have responsibilities outside of the academic classroom for student and campus activities, including but not limited to student housing, student discipline, and judicial proceedings, may be

designated as a Campus Security Authority (CSA). A CSA has responsibility to report is subject to Green River's Crime Reporting Policy.

This Policy requires each CSA to report to Green River College Campus Safety when he or she becomes aware of information that indicates that a Clery Act incident may have occurred. Clery Act incidents include sex offenses, robbery, other violent crimes, such as dating and domestic violence, drug abuse violations and liquor law violations that result in either an arrest or a disciplinary referral, and any crime considered to be motivated by hate or bias. To report such a crime or crimes, please fill out the form below.

Your submission will be reviewed by Campus Safety and investigated. Appropriate action will be taken. Typically you will not receive a reply. If you have questions or concerns contact the Director of Campus Safety at 253-288-3335. For More Information visit Campus Security Authority page.

Campus Security Authority Crime Report Form

Report an Incident or Crime

Report a Concern for a Student

Report an Accident

Resources

- [Rights and Options](#)

For information about Narcan (Naloxone HCl) Opioid Overdose Response, click the following link.

- [Alcohol & Other Drugs](#)

Contact Campus Safety

Emergency: 911

Non-Emergency: From any campus phone, dial 3350. All other phones 253-288-3350.

Safety Requests: safetydispatch@greenriver.edu

Director of Campus Safety & Transportation: [Derek Ronnfeldt](#)

Alerts & Notifications

Sign up to receive safety, crime, traffic, training, and weather alerts on our [Emergency & Safety Alerts page](#).

Rally Point Maps

[Main Campus Rally Points](#)

[Kent Center Rally Points](#)

[Enumclaw Rally Points](#)

[Auburn Center Rally Points](#)

Resources

Contact Us

STUDENT SUPPORT

[ctcLink](#)
[Student Email](#)
[My Green River](#)
[Navigate 360](#)
[Financial Aid](#)
[Holman Library](#)
[Center for
Transformational
Wellness](#)
[Student Remote
Access](#)
[Career & Advising
Center](#)

EMPLOYEE RESOURCES

[Human
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Non-Discrimination & Accessibility

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NON-DISCRIMINATION & ACCESSIBILITY

AT GREEN RIVER COLLEGE

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Green River College is committed to providing access to all who visit, work, and study on campus.

In accordance with the Title IX and Section 504 regulations, all college departments are required to include a statement of nondiscriminatory policy in any bulletins, announcements, publications, catalogs, application forms, or other recruitment materials, to include all financial aid forms and informational pamphlets made available to participants, students, applicants, or employees.

Annual Non-Discrimination Statement

Green River College does not discriminate on the basis of race, color, real or perceived national origin, age, perceived or actual physical or

mental disability, pregnancy, genetic information, gender, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Green River College prohibits discrimination on the basis of sex, sex-based harassment, and sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Green River College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they have been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the President's office for referral to an alternate designee.

- **Title IX Coordinator**

Korland Simmons, Equity Compliance Manager and Title IX Coordinator
 GRC Kent Campus, 417 Ramsay Way, Suite 112, Room 279
 Kent, WA 98032
 Phone: 253-288-3361
 Email: TitleIXcoordinator@greenriver.edu

- **504 Coordinator**

Chris Casey, ADA Coordinator and Employee & Labor Relations Manager
 Green River College, 12401 SE 320th Street, Auburn, WA
 Phone: (253) 351-6627
 Email: adacoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Reports may be submitted in writing or orally. Complaints have to be filed in writing, with the complainant's signature. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the Title IX Coordinator.

Accessibility

We are committed to providing access to all who visit, work, and study on campus. To receive the following information in an alternative format, students should contact Disability Support Services at: 253-931-6460; TTY 253-288-3359; or dss@greenriver.edu. Staff and faculty should contact HR@greenriver.edu.

- **Natalie Barbero, 504 Compliance Coordinator, Director of Disability Support Services**

Student Affairs Building (SA) 210D

Phone: 253- 833-9111, ext. 6526

Email: nbarbero-menchaca@greenriver.edu

- **Richard Hill, Accessible IT Coordinator**

Holman Library Building (HL) 114

Phone: 253-833-9111, ext. 6060

Email: rhill@greenriver.edu

Publication 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.

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 Student Email
 My Green River
 Navigate 360

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IN-5 Student Complaint Regarding Instruction –
5/22/2019



IN-5 STUDENT COMPLAINT PROCESS

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IN-5 Student Complaints Regarding Instruction

Policy Type: Instruction

Policy Title: Student Complaints Regarding Instruction

Policy Number: IN-5

Purpose:

The purpose of this policy and procedures is to provide a systematic way in which to express and resolve misunderstandings, complaints or grievances about dissatisfaction with academic issues or instructional personnel, services, or processes.

Scope:

This policy applies to students with complaints about classes, faculty, or academic issues.

Policy:

It is the policy of Green River College to provide clear and accurate information, provide accessible services, and offer excellent educational programs and quality service. Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and instructional staff members.

The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, the complaint resolution process provides an impartial and equitable way to resolve those conflicts.

Students must file an instructional complaint within two consecutive quarters after the action that gives rise to the complaint. To ensure timely resolution, formal complaints must be signed and dated by the complainant either through email or a written letter. Complaints not signed are not considered formal complaints. The appropriate dean or vice president may

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suspend this rule under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties to the complaint. When either party of the complaint is no longer in residence with the college and does not expect to return, the appropriate dean or vice president shall give reasonable opportunity to complete procedures before making a decision.

Procedure:

Student responsibilities regarding the instructional complaint process are found in the Instruction Student Complaint Process on the Green River website. Faculty responsibilities are found in the Complaints section of the United Faculty Coalition Collective Bargaining Agreement. The procedure can be found here: [Instructional Student Complaint Process](#).

Specific Authority: United Faculty Coalition Collective Bargaining Agreement

Law Implemented:

History of Policy or Procedure:

Draft: May 22, 2018

Adopted: May 22, 2019

Revised:

Reviewed by: Dr. Suzanne M. Johnson, President

Contact: Dr. Rolita Flores Ezeonu, Vice President of Instruction, ext. 2565

President's Staff Sponsor: Dr. Rolita Flores Ezeonu, Vice President of Instruction

Resources

Contact Us

STUDENT SUPPORT

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

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Consumer Protection Student Complaint Process



CONSUMER PROTECTION STUDENT COMPLAINT PROCESS

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Notification of Title IV Student Complaint Process

The Higher Education Act (HEA) prohibits an institution of higher education from engaging in a “substantial misrepresentation of the nature of its educational program, its financial charges, or the employability of its graduates.” 20 U.S.C. §1094(c)(3)(A). Further, each state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable state laws.” 34 C.F.R. § 600.9. [The Washington State Board of Community and Technical Colleges \(SBCTC\)](#) maintains a process to investigate complaints of this nature brought by community and technical college students in the state of Washington. For information, contact SBCTC Student Services, PO Box 42495, Olympia, WA 98504-2495, studentservices@sbctc.edu , 360-704-4315 or visit sbctc.edu.

Consumer Protection Title IV Student Complaint Process

- For students: To submit a complaint, please create an account though the [SBCTC Consumer Protection Title IV Student Complaint Portal](#)

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Instruction Student Complaint Process



INSTRUCTION STUDENT COMPLAINT PROCESS

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For students with concerns about how their grade was calculated, or how course policy was applied. To ensure timely resolution, formal complaints must be signed and dated by the complainant either through email or a written letter. Complaints not signed are not considered formal complaints.

Step 1: Contact your instructor with your concerns. For best results, try to schedule something outside of class - don't try to resolve the issue in the transition period between classes.

Step 2: If you are unable to resolve the issue with the instructor, contact the instructor's division chair. Similarly, if the instructor does not respond to your attempts to make contact after a reasonable time (2 to 3 business days), you may contact the division chair.

The division chair will, within 10 business days, call a meeting between the instructor and student to resolve the issue. If a meeting is not practical, the chair may seek other means of resolving the matter such as a phone call or email communication, but you should generally expect to attend a meeting that will include the division chair and your instructor. The division chair's responsibility is to help find a resolution, not determine who is right or wrong.

If the instructor involved in the complaint is the division chair, then the matter will be referred to another division chair, preferably one under the same dean. [Contact the office of the dean over your instructor's division for a referral.](#)

Step 3: If the complaint cannot be resolved by the previous 2 steps, or if 10 business days have passed from when the division chair was notified of the complaint, the complaint may be referred to the appropriate instructional dean either by you or the division chair. The dean will meet with the faculty member, division chair and student to resolve the complaint within 10 business days of the complaint being referred to their office. The dean may choose to meet with all of you at once or separately.

Step 4: If the previous steps have not come to a resolution, the complaint shall be directed to the interim [Vice President of](#)

Contact Information

The contact information for Green River Colleges division chairs and deans can be found on our [Academic Divisions](#) page.

2025-28 CBA_ *article V: Terms of Employment*
Section S Complain (page 36)

Section S: Complaints

1. Source of Complaint
 - a. When the College receives a substantive complaint about a faculty member, the resolution process will depend on the source and nature of the complaint.
 - b. Complaints from a student shall begin with the Informal Complaint Resolution Process.
 - c. Complaints from anyone other than a student shall follow the Formal Complaint Process.
 - d. If the complaint is of a nature requiring the College to respond (e.g., Title IX, discrimination complaint including sexual harassment, hostile work environment, ethics, and other complaints that the Employer believes requires immediate action), the complaint will be directed to the appropriate College office (e.g., Equity Compliance Manager, Title IX Coordinator, Human Resources, etc.) for timely handling under the College's policies and processes.
 - i. If the College office determines that the complaint does not require a response from the College, the complaint will be referred back to the faculty complaint process with an explanation of its decision.
 - ii. The College office shall notify the faculty member and the Agent within fourteen (14) calendar days of the date the complaint was received.
2. Categories and Applicable Resolution Processes
 - a. Complaints shall follow the process outlined in Subsections 3 and 4 below.
 - b. Complaints raising issues requiring a response by the College will follow the process outlined in Subsection 5 below.
3. Informal Complaint Resolution
 - a. The College shall refer the complaint to the faculty member and the faculty member's division chairperson for informal handling.
 - i. If a complaint is received about a division chair, the complaint shall be referred to another division chair who, when possible, is under the same instructional dean.
 - b. If informal resolution between parties is not possible, the complaint shall be referred to the division chair of the faculty member the complaint is being lodged against for informal handling.
 - i. If the complaint is about a division chair, that complaint shall be referred to another division chair who, when possible, is under the same instructional dean.
 - c. If the division chair or the faculty member bringing the complaint does not feel that it is appropriate to have the division chair informally handle the complaint, or the division chair is unable to resolve the complaint, the complaint will move to Formal Resolution.
 - d. In the event the complaint cannot be resolved by the faculty member or division chair, or has not been resolved within ten (10) contractual days from the date the complaint is presented to the division (of the division of the faculty member against whom the complaint was lodged, when possible).
4. Formal Complaint Resolution
 - a. Formal Complaint Process
 - i. The complaint shall be reduced to writing.
 - ii. The appropriate instructional dean shall meet with the faculty member and

the division chair within ten (10) contractual days after their receipt of the complaint to discuss the complaint informally and, if possible, to resolve it.

1. At the discretion of the faculty member and the Dean, this process may move forward outside of the 10 contractual day timeline if the complaint was filed within 10 contractual days of the end of the quarter and there are more than 14 calendar days between contractual days.
 - iii. Such meeting shall normally take place during the faculty member's assignment span and shall ordinarily be made in conjunction with any investigation of the complaint.
 - iv. The faculty member shall be given the opportunity to provide a written response to the Formal Complaint.
 - v. Except in the case of a Title IX and/or whistleblower complaint, no disciplinary action of any type shall be considered as a result of the complaint unless it has been reduced to writing, dated, and signed by the complainant (as noted in [Article V, Section S](#) (3)(a) above) and presented to the affected employee by the appropriate instructional dean prior to any such disciplinary action.
 - vi. If written disciplinary action is deemed necessary by the appropriate instructional dean following such meeting(s), the Dean shall proceed in accordance with [Article IV, Section I](#) regarding personnel records.
- b. Non-Resolution
- i. In the event the complaint cannot be resolved by the appropriate instructional dean or conditions of the written disciplinary action are not met, the complaint shall be directed to the Vice President of Instruction.
 - ii. The Vice President of Instruction shall review the Formal Written Complaint submitted, the written response from the faculty member (as allowed in iv. above), and a written record of the attempts at resolution prepared by the Division Chairperson, if applicable, in coordination with the Dean.
 - iii. If written disciplinary action is deemed necessary by the Vice President of Instruction, following such meeting(s), the Vice President of Instruction shall proceed in accordance with [Article IV, Section I](#) regarding personnel records and Article V, Section T regarding Progressive Discipline.
 - iv. If no written disciplinary action is deemed necessary, the Vice President of Instruction shall document the complaint for compliance purposes and dispose of the record at the conclusion of the quarter in which the college believes the complaint has been resolved.
5. Disciplinary Action
- a. Except in the case of a Title IX and/or whistleblower complaint, no disciplinary action of any type shall result from a complaint unless the complaint has been reduced to writing, dated and signed by the complainant, and presented to the affected employee by the appropriate instructional dean prior to any such disciplinary action.
6. Union Representation
- a. It is understood that any faculty member may request the presence and consultation of a representative of the Union at any and all meetings regarding complaints, remediation, and/or discipline.

7. Exemptions
 - a. Exempted from these provisions shall be applications of the college's Nondiscrimination Policies, which will be referred directly to the Executive Director of Human Resources.

Section T: Progressive Discipline

1. Purpose and Principles
 - a. Faculty are expected to adhere to this Agreement; fulfill their assigned duties in good faith as detailed in Article V; comply with all published College bylaws, policies, and procedures; and obey city, state, and federal laws.
 - b. Progressive discipline is a corrective and graduated process for addressing employee misconduct or performance deficiencies. Its goal is to correct behavior and improve performance.
 - c. Progressive discipline applies to violations of college policies, state, and federal laws, refusal or unsatisfactory completion of corrective plans, and severe misconduct. This list is not exhaustive.
2. Just Cause: No faculty member shall be disciplined during the term of their appointment without just cause. Discipline may be applied for legitimate, work-related reasons, supported by evidence and applied fairly to the process outlined in the progressive discipline and termination sections.
3. Progressive Discipline Steps
 - a. The College retains the right to administer discipline at any appropriate step, depending on the severity and nature of the issue. It is not required to apply progressive discipline where the severity of the offense calls for immediate discharge or a more advanced disciplinary step. Unless specified otherwise, all steps remain active for the purpose of determining disciplinary actions.
 - b. The steps are:
 - i. Documented Verbal Warning: An initial discussion and written record of the concern and expected improvement.
 - ii. Written Warning & Correction Plan: A formal written notice outlining the problem, required actions, and completion timeline.
 - iii. Suspension (with or without pay): Temporary leave from duties, with or without compensation.
 - iv. Termination as outlined in Article XII.
 - c. Verbal and written warnings must be clearly identified as such and be documented in the faculty member's personnel file and retained as outlined in Article IV, Section I: Personnel Records.
4. Active Period
 - a. Verbal and written warnings shall be inactive after four (4) years from the date of the notice of infraction with demonstrated sustained improvement. If other infractions occur within that four-year period, the active period resets.
5. Notice of Intent to Discipline
 - a. If the College intends to impose discipline that involves a loss of pay or termination of employment, the College shall inform the faculty member of the proposed discipline in writing.
 - b. The written notice shall describe the event or conduct with sufficient particularity to permit the faculty member to understand the reason for the proposed discipline.
6. Pre-Disciplinary Meeting

2025-2027 Washington Federal State Employees -
Higher Education *article 2 Non-Discrimination (page
1);*

article 3 Workplace Behavior (page 2);

article 29 Discipline (page 62);

article 30 Grievance Procedure (pp. 64-69);

appendix K TITLE IX (page A-31)

ARTICLE 3

WORKPLACE BEHAVIOR

- 3.1** The Employer and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the workplace does not promote a college's/district's business, employee well-being, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect.
- 3.2** Inappropriate workplace behavior by employees, supervisors and/or managers will not be tolerated. If an employee and/or the employee's union representative believes the employee has been subjected to inappropriate workplace behavior, the employee and/or the employee's representative is encouraged to report this behavior to the employee's supervisor, a manager in the employee's chain of command and/or the Human Resources Office. An employee or the employee's representative should identify complaints as inappropriate workplace behavior. The Employer will investigate the reported behavior and take appropriate action as necessary. The employee and/or union representative will be notified upon conclusion of the investigation. Upon request, the Employer will provide the employee and the union representative with a copy of the investigation report.
- 3.3** Retaliation against employees who make a workplace behavior complaint will not be tolerated.
- 3.4** Supervisors, managers and Human Resource Office staff will be trained on [Article 3](#), Workplace Behavior. The Employer and the Union agree to prepare and make available online a 15-minute joint training online presentation on workplace behavior for all employees covered by this CBA and their supervisors, managers and Human Resources staff.
- 3.5** Grievances related to this Article may be processed through Step 3 of the Grievance Procedure.

ARTICLE 4

HIRING AND APPOINTMENTS

- 4.1 Filling Positions**
The Employer will determine when a position will be filled, the type of appointment to be used when filling the position, and the skills and abilities necessary to perform the duties of the specific position within a job classification. The Employer can fill a position on a full-time or part-time basis. Consideration will be limited to employees who have the skills and abilities required for the position. Positions will be posted for at least ten (10) calendar days.
- 4.2 Certification of Applicants**
A. The Employer will determine the number of applicants to be certified to the hiring official for consideration. When filling the positions, the Employer will appoint the most senior employee on the appropriate internal layoff list with the required skills

ARTICLE 29

DISCIPLINE

- 29.1** The Employer will not discipline any permanent employee without just cause.
- 29.2** Discipline includes oral and written reprimands, reductions in pay, suspensions, demotions, and discharges. Oral reprimands will be identified as such and, if documented, such documentation will be placed in the supervisor's file only, subject to removal in accordance with Section 33.11.
- 29.3** When disciplining an employee, the Employer will make a reasonable effort to protect the privacy of the employee.
- 29.4** The Employer has the authority to conduct investigations.
- 29.5**
- A. Upon request, an employee has the right to a union representative at an investigatory interview called by the Employer, if the employee reasonably believes discipline could result. An employee may also have a union representative at a pre-disciplinary meeting. If the requested representative is not reasonably available, the employee will select another representative who is available. An employee seeking representation is responsible for contacting their representative.
 - B. During an investigation, employees will answer all appropriate questions truthfully and to the best of the employee's knowledge.
 - C. The role of the union representative in regard to Employer-initiated investigations is to provide assistance and counsel to the employee and not interfere with the Employer's right to conduct the investigation. Every effort will be made to cooperate in the investigation.
 - D. The Employer will notify and advise the employee with updates of the status of the investigation every thirty (30) days until the investigation is complete. Upon notification that the Union is representing the employee for purposes of the investigation, the Employer will provide simultaneous notification to the Union.
- 29.6** An employee placed on an alternate assignment during an investigation will not be prohibited from contacting their union steward unless there is a conflict of interest, in which case the employee may contact another union steward. This does not preclude the Employer from restricting an employee's access to the Employer's premises.
- 29.7** Prior to imposing discipline, except oral or written reprimands, the Employer will inform the employee and the union staff representative in writing of the reasons for the contemplated discipline and an explanation of the evidence, copies of written documents relied upon to take the action and the opportunity to view other evidence, if any. This information will be sent to the union staff representative on the same day it is provided to the employee. The employee will be provided an opportunity to respond either at a meeting

scheduled by the Employer, or in writing if the employee prefers. A pre-disciplinary meeting with the Employer will be considered time worked.

- 29.8** The Employer will provide an employee with fifteen (15) calendar days' written notice prior to the effective date of a reduction in pay or demotion.
- 29.9** The Employer will normally provide an employee with seven (7) calendar days' written notice prior to the effective date of a discharge. If the Employer fails to provide seven (7) calendar days' notice, the discharge will stand and the employee will be entitled to payment of salary for time the employee would otherwise have been scheduled to work had seven (7) calendar days' notice been given.

However, the Employer may discharge an employee immediately without pay in lieu of the seven (7) calendar days' notice period if, in the Employer's determination, the continued employment of the employee during the notice period would jeopardize the good of the college/district. The Employer will provide the reasons immediate action is necessary in the written notice.

- 29.10** The Employer will provide the Union with a copy of any disciplinary letters.
- 29.11** The Employer has the authority to impose discipline, which is then subject to the grievance procedure set forth in [Article 30](#). Oral reprimands, however, may be processed only through the top internal step of the grievance procedure and cannot be arbitrated.

ARTICLE 30

GRIEVANCE PROCEDURE

- 30.1** The Union and the Employer agree that it is in their best interest to resolve disputes at the earliest opportunity and at the lowest level. Whenever possible, disputes should be resolved informally prior to filing a formal written grievance. To that end, all supervisors and employees are encouraged to engage in free and open discussions about disputes.

30.2 Terms and Requirements

A. Grievance Definition

A grievance is an allegation by an employee or a group of employees that there has been a violation, misapplication, or misinterpretation of this Agreement, which occurred during the term of this Agreement. Disciplinary action may be grieved, subject to the provisions of Section 29.11 of [Article 29](#), Discipline. The term "grievant" as used in this Article includes the term "grievants."

B. Filing a Grievance

Grievances may be filed by the Union on behalf of an employee or on behalf of a group of employees. The grievance will state the name of the employee or the names of the group of employees. The Union, as exclusive representative, is considered the only representative of the employee in grievance matters and has the right in a grievance to designate the person who will represent the employee on behalf of the Union.

C. Computation of Time

Days are calendar days, and will be counted by excluding the first day and including the last day of timelines. When the last day falls on a Saturday, Sunday or holiday, the last day will be the next day which is not a Saturday, Sunday or holiday. Transmittal of grievances, appeals and responses will be in writing, and timelines will apply to the date of receipt. Documents filed after 5 p.m. on a standard business day, or on a Saturday, Sunday or holiday will be considered received on the next business day.

D. Failure to Meet Timelines

The time limits in this Article must be strictly adhered to unless mutually modified in writing. Failure by the Union to comply with the timelines will result in the automatic withdrawal of the grievance. Failure by the Employer to comply with the timelines will entitle the Union to move the grievance to the next step of the procedure.

E. Contents

The written grievance must include the following information or it will not be processed:

1. The date of the occurrence giving rise to the grievance or the date the grievant knew or could reasonably have known of the occurrence;
2. The nature of the grievance;
3. The facts upon which it is based;
4. The specific Article and Section of the Agreement violated;
5. The specific remedy requested;
6. The steps taken to informally resolve the grievance; and
7. The name and signature of the union representative.

F. Modifications

No newly alleged violations may be made after the initial written grievance is filed, except by written mutual agreement.

G. Resolution

If the Employer provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

H. Withdrawal

A grievance may be withdrawn at any time.

- I. Resubmission
If terminated, resolved or withdrawn, a grievance cannot be resubmitted.
- J. Pay
Paid release time will be provided to employees, grievants and union stewards in accordance with [Article 40](#), Union Rights and Activities.
- K. Group Grievances
No more than five (5) grievants will be permitted to attend grievance meetings.
- L. Consolidation
Grievances arising out of the same set of facts may be consolidated by written agreement.
- M. Bypass
Any of the steps in this procedure may be bypassed with mutual written consent of the parties involved at the time the bypass is sought.
- N. Discipline
Disciplinary grievances will be initiated at the level at which the disputed action was taken.
- O. Grievance Files
Written grievances and responses will be maintained separately from the employee's personnel file.

30.3 Filing and Processing

- A. Filing
A grievance must be filed within twenty-eight (28) days of the occurrence giving rise to the grievance, or the date the grievant knew or could reasonably have known of the occurrence.

The twenty-eight (28) day period above should be used to attempt to informally resolve the dispute. The union steward or staff representative will indicate when a discussion with the Employer is an attempt to informally resolve a dispute.
- B. Alternative Resolution Methods
Any time during the grievance process, by mutual consent, the parties may use alternative methods to resolve the dispute. If the parties agree to use alternative methods, the time frames in this Article are suspended. If the selected alternative method does not result in a resolution, the Union may return to the grievance process and the time frames resume. Any expenses and fees of alternative methods will be shared equally by the parties.
- C. Processing
The Union and the Employer agree that in-person meetings are preferred at all steps of the grievance process and will make efforts to schedule in-person meetings, if possible.

Step 1: Human Resources Designee

If the issue is not resolved informally, the Union may file a written grievance to the Human Resources Office, within the twenty-eight (28) day period described in [Subsection 30.3 A](#). The Employer will designate a designee who will meet in person or confer by telephone with a union steward and/or staff representative and the grievant within fourteen (14) days of receipt of the grievance, and will respond in writing to the Union within fourteen (14) days after the meeting. A supervisor or manager, who is within a grievant's organizational structure, may accompany the Human Resources Office Designee to the meeting.

Step 2: President/Chancellor or Designee (who has not been a party to the Step 1 grievance meeting)

If the issue is not resolved at Step 1, the Union may move it to Step 2 by filing the written grievance, including a copy of the Step 1 decision, with the President/Chancellor, with a copy of the grievance, Step 2 request and Step 1 decision to the Human Resources Office, within fourteen (14) days of the Union's receipt of the Step 1 decision. The President/Chancellor or designee will designate who will hear the grievance at Step 2. The designee will meet in person or confer by telephone with a union steward or staff representative and the grievant within fourteen (14) calendar days of receipt of the appeal, and will respond in writing to the Union within fourteen (14) calendar days after the meeting. A supervisor or manager, who is within a grievant's organizational structure, may accompany the President/Chancellor or designee to the meeting.

Step 3: Mediation or Pre-Arbitration Review Meetings (PARM)1. Disciplinary and Disability Separation Grievances (excluding written reprimands)

If the grievance is not resolved at Step 2, the Union may file a request for mediation with the Public Employment Relations Commission (PERC) in accordance with [WAC 391-55-020](#), with a copy to the OFM/State Human Resources (SHR)/Labor Relations & Compensation Policy Section (LR&CP) and the college's/district's Human Resources Office within thirty (30) days of receipt of the Step 2 decision. In addition to all other filing requirements, the request must include a copy of the grievance and all previous responses.

2. Non-Disciplinary and Written Reprimand Grievances (excluding disability separations)

If the grievance is not resolved at Step 2, the Union may request a PARM by filing the written grievance including a copy of all previous responses with the Director of the LR&CP and the college's/district's Human Resources Office within thirty (30) days of receipt of the Step 2 decision. Within fifteen (15) days of the receipt of all the required information, the LR&CP will either:

- a. Notify the Union in writing that a PARM will be scheduled with the LR&CP designee, the college's/district's Human Resources Office

representative, and the Union's staff representative to review and attempt to settle the dispute; or

- b. Notify the Union in writing that no PARM will be scheduled.

Within thirty (30) days of the request, a PARM will be scheduled. The meeting will be conducted at a mutually agreeable time.

The proceedings of any mediation or PARM will not be reported or recorded in any manner, except for written agreements reached by the parties during the course of the mediation or PARM. Unless they are independently admissible, statements made by or to the mediator, or by or to any party or other participant in the mediation or PARM, may not be:

- a. Later introduced as evidence;
- b. Made known to an arbitrator or hearings examiner at a hearing; and/or
- c. Construed for any purpose as an admission against interest.

Step 4: Arbitration

If the grievance is not resolved at mediation or a PARM, or the OFM/SHR/LR&CP designee notifies the Union in writing that no PARM will be scheduled, the Union may file a demand for arbitration. The demand to arbitrate the dispute must be filed with the American Arbitration Association (AAA) within thirty (30) days of the mediation session, PARM or receipt of the notice that no PARM will be scheduled. Simultaneous with filing, copies of the demand for arbitration will be provided to the Human Resources Office and LR&CP.

D. Selecting an Arbitrator

The parties will select an arbitrator by mutual agreement or by alternately striking names supplied by the AAA, and will follow the Labor Arbitration Rules of the AAA unless they agree otherwise in writing.

E. Authority of the Arbitrator

- 1. The arbitrator will:
 - a. Have no authority to rule contrary to, add to, subtract from, or modify any of the provisions of this Agreement;
 - b. Be limited in their decision to the grievance issue(s) set forth in the original written grievance unless the parties agree to modify it;
 - c. Not make any award that provides an employee with compensation greater than would have resulted had there been no violation of this Agreement;

- d. Not have the authority to order the Employer to modify staffing levels or to direct staff to work overtime.
 2. The arbitrator will hear arguments on and decide issues of arbitrability before the first day of arbitration at a time convenient for the parties, immediately prior to hearing the case on its merits, or as part of the entire hearing and decision making process. If the issue of arbitrability is argued prior to the first day of arbitration, it may be argued in writing or by telephone at the discretion of the arbitrator. Although the decision may be made orally, it will be put in writing and provided to the parties.
 3. The decision of the arbitrator will be final and binding upon the Union, the Employer and the grievant.
- F. Arbitration Costs
1. The expenses and fees of the arbitrator, and the cost (if any) of the hearing room(s), will be shared equally by the parties.
 2. If the arbitration hearing is postponed or canceled because of one party, that party will bear the cost of the postponement or cancellation. The costs of any mutually agreed upon postponements or cancellations will be shared equally by the parties.
 3. If either party desires a record of the arbitration, a court reporter may be used. The requesting party will pay the cost of the court reporter. If that party purchases a transcript, a copy will be provided to the arbitrator free of charge. If the other party desires a copy of the transcript, it will pay for half of the costs of the fee for the court reporter, the original transcript and a copy.
 4. Each party is responsible for the costs of its attorneys, representatives, witnesses, travel expenses, and any fees. Every effort will be made to avoid the presentation of repetitive witnesses. The Union is responsible for paying any travel or per diem expenses for its witnesses, the grievant and the union steward.
 5. If, after the arbitrator issues their award, either party files a motion with the arbitrator for reconsideration, the moving party will bear the additional expenses of the arbitrator.

30.4 Successor Clause

All grievances will be processed to completion in accordance with the provisions set forth in the contract term in which the grievance was filed.

APPENDIX K

TITLE IX

- L.1** Each college district is required to comply with the Violence Against Women Reauthorization Act, the Campus SaVE Act, and Title IX of the Education Amendments of 1972. Compliance with these federal laws and associated regulations requires institutions of higher education to adopt and implement programs designed to prevent and respond to domestic violence, dating violence, sexual assault, sexual harassment, and stalking. This program is typically referred to as “Title IX.”
- L.2** Pursuant to these federal laws, institutions of higher education are required to develop policies and procedures to prevent and respond to sexual violence and to train, properly process, investigate, and adjudicate sexual violence allegations. The Employer’s policies and procedures will incorporate specific requirements of the federal law and regulations governing processing of complaints conducting investigations and adjudications, imposing sanctions, and conducting appeals. In some areas these federal laws and regulations require additional procedural elements that will be adhered to, in addition to and in conjunction with, other Articles within this collective bargaining agreement. In instances where Articles within the collective bargaining agreement may conflict with policies and procedures required by these federal laws, the federal laws will take precedent.
- L.3** Consistent with their Title IX policies required by the federal regulations, community colleges will be utilizing a third-party (outside firm or Administrative Law Judges) to conduct Title IX hearings. The colleges will utilize impartial investigators for Title IX investigations who have been trained specifically for Title IX investigations.
- L.4** In the event that Title IX federal regulations are modified requiring current policies to be modified, the State will provide notice of the change and an opportunity to bargain consistent with [Article 37](#).
- L.5** At any time during the process, regardless of the investigation, or outcome(s), employees retain the right to file a formal complaint with government authorities, including but not limited to:

U.S. Department of Education
 Office for Civil Rights-- Seattle Office
 915 Second Avenue Room 3310
 Seattle, WA 98174-1099
 Email: OCR.Seattle@ed.gov
 Telephone: 206-607-1600

U.S. Department of Justice Civil Rights Division
 950 Pennsylvania Avenue, N.W.
 Educational Opportunities Section, PHB
 Washington, D.C. 20530
 Email: education@usdoj.gov
 Telephone: (202) 514-4092 or 1-877-292-3804 (toll-free)

2.D.2 EV.#2 / Section 2

GA-11 Sex Discrimination Grievance Procedure



GA-11 SEX DISCRIMINATION GRIEVANCE PROCEDURE

[Home](#) / [Campus](#) / [Policies and Procedures](#) / [general-administrative-policies](#)
/ [GA-11 Sex Discrimination Grievance Procedure](#)

GA- 11 remains in force for incidents that occurred prior to August 1, 2024. Incidents that occurred on or after August 1, 2024 will fall under [GA-31 Sex Discrimination Investigation Procedure](#) and [GA-32 Employee Sex Discrimination Disciplinary Procedure](#)

Purpose

The College (the College) recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act, and Washington State's Law Against Discrimination, and their implementing regulations. To this end, The College has enacted and adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating The College's Title IX policy is subject to disciplinary action up to and including dismissal from The College educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of "Sexual Harassment," as that term is defined in 34 C.F.R. §106.30. Nothing in this procedure limits or otherwise restricts the College's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other college policies prohibiting gender discrimination through processes set forth in the College's code of student conduct, employment contracts, employee handbooks, and collective bargaining agreements.

Reporting

Any employee, student, applicant, or visitor who believes that he, she or they has been the subject of discrimination or harassment should report the incident or incidents to the College's appropriate Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should

College Policies

[Board of Trustees](#)

[Business Administration](#)

[General Administrative](#)

[Information Technology](#)

[Human Resources](#)

[Instruction](#)

[Student Affairs](#)

Title IX Training Documents

Welcome to our Title IX Training

Documents section, where transparency meets commitment.

We proudly share comprehensive materials rooted in legal compliance and the principles of diversity, equity, and inclusion. These resources, designed for our Title IX Coordinator, are publicly accessible to promote awareness

report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

- **Korland Simmons, Equity Compliance Officer, Title IX Coordinator**
Kent Campus 278
Phone: 253-288-3361
Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form** and submit the form to the appropriate Title IX Coordinator.

Policy

WAC 132J-300-010 Grievance procedure -- Sex discrimination. Title IX. Statement of policy (as required by Section 86.8(a) of Title IX).

Scope

Any applicant for admission, enrolled student, applicant for employment or employee of The College.

Definitions

For purposes of this Title IX Grievance Procedure, the following terms are defined as follows:

1. **“Sexual Harassment,”** for purposes of these Title IX Grievance Procedures, Sexual Harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:
 - a. **Quid pro quo harassment.** A The College employee conditioning the provision of an aid, benefit, or service of The College on an individual's participation in unwelcome sexual conduct.
 - b. **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to The College's educational programs or activities or The College employment.
 - c. **Sexual assault.** Sexual assault includes the following conduct:
 1. **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
 2. **Nonconsensual sexual contact.** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
 3. **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either

and empower our community. Explore the training documents below to support our commitment to a workplace free from discrimination.

[TIX-Advisor Training](#)

[Title IX Coordinator 1-Course Slides](#)

[TIX-Day 1 Slides-Investigative Report Writing Workshop](#)

[TIX-Day 2-April Open Report Writing Workshop](#)

[TIX-Investigation 2 Day-Client Class](#)

[Title IX in a Post Reg World-Day 1](#)

[Title IX in a Post Reg World-Day 2](#)

[TIX-Hearings-Day 1 - Oregon Alliance](#)

[TIX-Hearings-Day 2-Oregon Alliance](#)

[TIX-Aug-Open Training Trauma Informed Investigations Training](#)

[TIX-Book T9 Coordinator-2 Day Client Class](#)

General Administrative Policies

- [GA-1 Drug Free Campus](#)
- [GA-2 Tobacco Use](#)
- [GA-3 Mandatory Reporting of Child Abuse](#)
- [GA-4 Use of Photo Release](#)
- [GA-5 Prohibited Activities](#)
- [GA-6 Trespass](#)
- [GA-7 Distribution of Materials](#)

- legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).
4. **Statutory rape.** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
 5. **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.
 6. **Dating violence,** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship;
 - b. The type of relationship; and
 - c. The frequency of interaction between the persons involved in the relationship.
 7. **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.
2. **“Summary Suspension”** means an emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 132J-126-230.
 3. **“Supportive Measures”** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a Formal Complaint. Supportive Measures restore or preserve a party's access to The College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive Measures include measures designed to protect the safety of all parties and/or The College's educational environment and/or to deter Sexual Harassment or retaliation. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator must document in writing why this was clearly reasonable under the
 - GA-8 State Environmental Policy Act (SEPA)
 - GA-9 Hours of Operation
 - GA-10 Reasonable Accommodation
 - GA-11 Sex Discrimination Grievance Procedure
 - *For incidents reported to have occurred prior to August 1, 2024.*
 - GA-12 Tenure
 - GA-13 Grant/Contract Proposal Development
 - GA-14 Grant/Contract Procedures, Post Award
 - GA-15 Human Subjects Research Compliance
 - GA-16 Public Records
 - GA-17 Educational Rights and Privacy Act
 - GA-18 Traffic and Parking
 - GA-19 Logo & Trademark Use Guidelines
 - GA-21 Redevelopment of Policies
 - GA-22 College Publications
 - GA-23 Ethics
 - GA-25 Student Email Communications
 - GA-26 Social Media
 - GA-27 Copyright Infringement
 - GA-28 On-Campus Outdoor Memorials & Markers

circumstances.

4. **“Grievance Procedure”** is the process The College uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sexual harassment.
5. **“Education Program or Activity”** includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. It also includes any building owned or controlled by a student organization officially recognized by The College.
6. **“Formal Complaint”** means a writing submitted by the Complainant or signed by the Title IX coordinator alleging Sexual Harassment against a Respondent and requesting that the College conduct an investigation.
7. **“Respondent”** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
8. **“Complainant”** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
9. **“Consent”** means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

10. **“Retaliation”** Acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.
11. **“Title IX Administrators”** are the Title IX Coordinator, Title IX investigators, the Judicial Affairs Officer, Student Conduct Committee members, College -provided advisors assigned to the parties by The College during Title IX disciplinary proceedings.
12. **“Title IX Coordinator”** is responsible for processing Title IX complaints and conducting and/or overseeing formal

- GA-29 Web Policy
- GA-30 PCI DSS COMPLIANCE POLICY
- GA-31 Sex Discrimination Investigation Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-32 Employee Sex Discrimination Disciplinary Procedure
 - *For incidents reported to have occurred on or after August 1, 2024.*
- GA-33 Pregnancy and Pregnancy Related Conditions

investigations and informal resolution processes under this Grievance Procedure. The College official for employees is the Vice President of Human Resources, the College official for students is the Vice President for Student Affairs. Among other things, the Title IX Coordinator is responsible for:

1. Accepting and processing all Title IX reports, referrals, and Formal Complaints.
2. Executing and submitting a Formal Complaint when appropriate and necessary.
3. Handling requests for confidentiality.
4. Determining during the Grievance Procedure (i) whether a Formal Complaint should be dismissed either in whole or in part, and if so, (ii) providing notice to both parties about why dismissal was necessary or desirable, and (iii) referring the complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
5. Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, reports, and referrals in compliance with the applicable records retention schedules or federal or state law, whichever is longer.
6. Conducting investigations or assigning and overseeing investigations.
7. Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation.
8. Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and the appropriate disciplinary authority in compliance with this Grievance Procedure.
9. Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to disciplinary authorities and other College administrators.

Principles for Title IX Grievance Procedure

1. Respondent shall be presumed not responsible for the alleged conduct unless or until a determination of responsibility is reached after completion of the grievance and disciplinary processes.
2. Before imposing discipline, the College is responsible for gathering and presenting evidence to a neutral and unbiased decision maker establishing responsibility for a Title IX violation by a preponderance of the evidence.
3. The College shall treat both the Complainant and Respondent equitably by providing Complainant with remedies against Respondent who has been found responsible for Sexual Harassment through application of the institution's Title IX grievance and applicable Title IX disciplinary procedures and by providing Respondent with Title IX procedural safeguards contained in this Title IX Grievance Procedures and in the applicable Title IX disciplinary procedures.
4. The investigator shall base investigation results on all relevant evidence, including both exculpatory and inculpatory evidence.

5. Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to school closures, national holidays, or other reasonable concern causing closure. Good cause supporting a request for an extension includes, but is not limited to: a party, a party's advisor, or a witness being unavailable, concurrent law enforcement activity, and the need for language assistance or accommodation of disabilities. Both parties will receive written notice of any temporary delay or extension for good cause with an explanation of why the action was necessary.

6. A student Respondent found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from The College. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132J-126-130.

7. An employee found responsible for Sexual Harassment may receive discipline up to and including dismissal from employment. A description of possible disciplinary sanctions and conditions that may be imposed against employees can be found within the Green River College Agreement with the Green River United Faculty Coalition Article V Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30.

8. In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132J-126-150 and Supplement Title IX Student Conduct Code Procedures, WAC 132J-126-270.

9. In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the President pursuant to WAC 132J-126-220 and the Green River College Agreement with the Green River United Faculty Coalition Section R and the Collective Bargaining Agreement between the State of Washington and Washington Federation of State Employees Higher Education Community College Coalition (WFSE HE CCC) Article 29 and Article 30."

10. Title IX Administrators may not require, allow, rely upon, or otherwise use questions or evidence that seeks disclosure of privileged communications, unless the privilege has been effectively waived by the holder. This provision applies, but is not limited to information subject to the following:
 - a. Spousal/domestic partner privilege;
 - b. Attorney-Client and attorney work product privileges;
 - c. Privileges applicable to members of the clergy and priests;
 - d. Privileges applicable to medical providers, mental health therapists, and counsellors;
 - e. Privileges applicable to sexual assault and domestic violence advocates; and
 - f. Other legal privileges identified in RCW 5.60.060.

1. Title IX Administrators shall perform their duties free from bias or conflicts.
2. Title IX Administrators shall undergo training on the following topics:
 3. The definition of Sexual Harassment under these procedures,
 4. The scope of The College's educational programs and activities,
 5. How to conduct an investigation,
 6. How to serve impartially without prejudgment of facts, conflicts of interest, or bias,
 7. Use of technology used during an investigation or hearing,
 8. The relevance of evidence and questions, and
 9. Effective report writing.
10. All Title IX Administrator training materials shall be available on The College's Title IX webpage.

Emergency and External Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual or non-sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will help any community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Confidentiality

1. The College will seek to protect the privacy of the Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as College policies and procedures. Although The College will attempt to honor Complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.
2. The Title IX Coordinator will inform and attempt to obtain consent from the Complainant before commencing an investigation of alleged Sexual Harassment. If a Complainant asks that their name not be revealed to the Respondent or that The College not investigate the allegation, the Title IX Coordinator will inform the Complainant that maintaining confidentiality may limit the College's ability to fully respond to the allegations and that retaliation by the Respondent and/or others is prohibited. If the Complainant still insists that their name not be disclosed or that The College not investigate, the Title IX Coordinator will determine whether The College can honor the request and at the same time maintain a safe and nondiscriminatory environment for all members of The College community, including the Complainant. Factors to be weighed during this determination may include, but are not limited to:
 - a. The seriousness of the alleged Sexual Harassment;
 - b. The age of the Complainant;
 - c. Whether the Sexual Harassment was perpetrated with a weapon;

- d. Whether the Respondent has a history of committing acts of Sexual Harassment or violence or has been the subject of other Sexual Harassment or violence complaints or findings;
 - e. Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the Complainant or others; and
 - f. Whether relevant evidence about the alleged incident can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).
3. If The College is unable to honor a Complainant's request for confidentiality, the Title IX Coordinator will notify the Complainant of the decision and ensure that Complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation in compliance with this Grievance Procedure.
 4. If The College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator will evaluate whether other measures are available to address the circumstances giving rise to the complaint and prevent their recurrence and implement such measures if reasonably feasible.

Complaint Resolution

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a written complaint alleging that a Respondent(s) sexually harassed a Complainant and requesting that The College initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the Complainant or signed by the Title IX Coordinator on behalf of the Complainant. Formal complaints submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The College will not proceed with either resolution process without a Formal Complaint.

For purposes of this Title IX Grievance Procedure, the Complainant must be participating in or attempting to participate in a College education program or activity at the time the Formal Complaint is filed.

1. Informal Resolution:

Under appropriate circumstances and if the impacted and responding parties agree, they may voluntarily pursue informal resolution during the investigation of a concern. Informal resolution is not appropriate when the allegations involve a mandatory reporting situation, an immediate threat to the health, safety or welfare of a member of The College community, or in cases where an employee is alleged to have sexually harassed a student.

If an informal resolution is appropriate, the impacted party and the responding party may explore remedies or resolution through:

- Guided conversations or communications conducted by the Title IX coordinator / HRO representative or a mutually agreed upon third party;
- Structured resolution process conducted by a trained mediator; or
- Voluntarily agreed on alterations to either or both of the parties' work or class schedules or student housing arrangements.

If the parties agree to an informal resolution process, The College will commence the process within ten (10) business days after the parties agree to this option and conclude within thirty (30) business days of beginning that process; subject to reasonable delays and extensions for good cause shown. The informal process is voluntary. Either the impacted or responding party may withdraw from the informal resolution process at any time, at which point the formal investigation process will resume.

If the impacted and responding party voluntarily resolve a report, The College will record the terms of the resolution in a written agreement signed by both parties and provide written notice to both parties that the report has been closed.

2. Formal Resolution

Formal resolution means that the Complainant's allegations of Sexual Harassment will be subjected to a formal investigation by an impartial and unbiased investigator. The investigator will issue a report of the investigation findings. Upon completion of the investigation, the investigator will submit the final investigation report to the appropriate disciplinary authority to determine whether disciplinary proceedings are warranted.

Emergency Removal, Summary Suspension

If a student Respondent poses an immediate threat to the health and safety of the College Community or an immediate threat of significant disruption to College operations, the College's student conduct officer may summarily suspend a Respondent pursuant to WAC 132J-126-130 pending final resolution of the allegations. Nothing in this Grievance Procedure prohibits The College from placing nonstudent employees on administrative leave pending final resolution of the allegations.

Investigation Notices

Upon receiving a Formal Complaint and determining that allegations comport with Title IX claims, The College will provide the parties with the following notices containing the following information:

1. Notice of formal and informal resolution processes. A description of The College's grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the Complainant with a Notice of Investigation in advance of the initial interview with the Respondent to allow the Respondent sufficient time to prepare a response to the allegations and to inform the Complainant that The College has commenced an investigation. The investigation notice will:
 3. Include the identities of the parties (if known), a description of the conduct alleged constituting Title IX Sexual Harassment, and the time and location of the incident (if known).
 4. Confirm that the Respondent is presumed not responsible for the alleged conduct and that The College will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
 5. Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
 6. Inform parties they have a right to review and inspect evidence.

7. Inform parties about student conduct code provisions and employment policies that prohibit students and employees from knowingly submitting false information during the grievance and disciplinary processes.
8. Amended investigation notice. If during the course of the investigation, The College decides to investigate Title IX Sexual Harassment allegations about the Complainant or Respondent that are not included in the investigation notice, The College will issue an amended notice of investigation to both parties that includes this additional information.
9. Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations, The College shall provide the party with a written notice identifying the date, time, location, participants, and purpose of the interview or meeting with sufficient time for the party to prepare for the interview or meeting.

Investigation Process - Dismissal

1. Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Complaint:
 2. Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
 3. Did not occur in the context of a College Education Program or Activity; or
 4. Occurred outside the United States.
5. Discretionary dismissal. The College may dismiss a Title IX claim in whole or in part, if:
 6. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint in whole or in part;
 7. Respondent is no longer enrolled with or employed by the College; or
 8. Specific circumstances prevent the College from gathering evidence sufficient to complete the investigation of the Title IX allegations in whole or in part.
9. The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal.
10. Mandatory or discretionary dismissal of a Title IX claim does not preclude the College from investigating and pursuing discipline based on allegations that a Respondent violated other federal or state laws and regulations, The College conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

Investigation Process - Consolidation of Formal Complaints

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the College may consolidate the investigation of Formal Complaints, provided consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Complainant and Respondent have lodged Formal Complaints against one another or when allegations of sexual assault are lodged by a single Complainant against multiple Respondents, or when multiple Complainants

lodge sexual assault complaints against single or multiple Respondents.

Investigation Process - Required Procedures

During the investigation, the Investigator:

1. Will provide the parties with equal opportunity to present relevant statements, and other evidence in the form of fact or expert witnesses and inculpatory or exculpatory evidence.
2. Will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence, except when a no contact order has been imposed based on an individualized and fact specific determination that a party poses a threat to the health, safety, or welfare of another party and/or witnesses or when contact with a party and/or witness is prohibited by court order. A College -imposed no contact shall be no broader than is necessary to protect the threatened party or witness and must provide the impacted party or their advisor with alternative means of gathering and presenting relevant evidence from the protected witness and/or party.
3. Will allow each party to be accompanied by an advisor of their choosing, who may be an attorney, to any grievance related meeting or interview. Advisors' roles during the investigation meetings or interviews will be limited to providing support and advice to the party. Advisors will not represent or otherwise advocate on behalf of the parties during the investigation process. An attorney representing a party must enter a notice of appearance with the Title IX Coordinator and the Investigator at least five (5) days before the initial interview or meeting they plan to attend, so that the College can secure its own legal representation, if necessary.
4. The investigator will provide both parties and their respective advisors with an equal opportunity to review the draft investigation report and to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including inculpatory or exculpatory evidence, regardless of its source, as well as evidence upon which the investigator does not intend to rely in the final investigation report. After disclosure, each party will receive ten (10) days in which to submit a written response, which the investigator will consider prior to completion of the investigation report. If a party fails to submit a written response within ten (10) days, the party will be deemed to have waived their right to submit comments and the investigator will finalize the report without this information.
5. The investigator will forward the final report to the Title IX Coordinator, who will distribute the report and evidence to the parties, as well as the disciplinary authority responsible for determining whether pursuing disciplinary action is warranted.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX/EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in

a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he, she or they has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

Specific Authority: 34 CFR Part 106

Law Implemented: August 14th, 2020

History of Policy or Procedure

Adopted: June 25, 1976

Revised: April 5th, 2005, August 14th, 2020

Reviewed By: Presidents Staff, AAG Office

Presidents Staff Sponsors: Shirley Bean, Vice President for Business Administration and Human Resources, ext. 3305 and Dr. Deborah Casey, Vice President for Student Affairs, ext. 3328

Resources

Contact Us

STUDENT SUPPORT

- ctcLink
- Student Email
- My Green River
- Navigate 360
- Financial Aid
- Holman Library
- Center for Transformational Wellness
- Student Remote Access
- Career & Advising Center
- Office of the Registrar
- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
- Register to Vote
- MMIWP / WSP

EMPLOYEE RESOURCES

- Human Resources
- Institutional Effectiveness
- ctcLink Sign In
- GatorNet
- Curriculog (formerly CAR/PAR)
- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

CAMPUS SAFETY

- Emergency & Safety Alerts
- Just Report It

CONNECT WITH GREEN RIVER

- Facebook**
- Twitter**
- Youtube**
- LinkedIn**
- Instagram**

Additional Evidences / Section 3

Learning & Innovation: Training for Existing Employees



Learning & Innovation: Training for Existing Employees



Mark Brown
Director of Learning and Development

Green River College values professional growth and compliance to maintain a safe, inclusive, and innovative workplace. Use this guide to navigate your mandatory training requirements and explore optional courses in Diversity, Equity, Inclusion (DEI).

Training Requirements for ALL Existing Employees

All employees, including student and part-time employees, must complete the following training within 30 days of hire and maintain compliance through annual renewals.

Training Topics

Required Training for All Employee Types

This includes:

- Managers
- Classified Staff
- Faculty (Full-Time and Adjunct)
- Administrative/Exempt Employees
- Part-Time Employees
- Student Employees

1. Title IX: Building Supportive Communities
2. Nondiscrimination & Harassment
3. Child Abuse & Neglect
4. Ethics
5. KnowBe4

Platform	Training	Link	Frequency
Vector Solutions - Safe Colleges	Building Supportive Communities Clery Act & Title IX	https://greenriver-wa.safecolleges.com/login	Annually
Vector Solutions - Safe Colleges	Non-Discrimination/Harassment	https://greenriver-wa.safecolleges.com/login	Annually
Vector Solutions - Safe Colleges	Child Abuse and Neglect	https://greenriver-wa.safecolleges.com/login	Annually
Vector Solutions - Safe Colleges	Ethics	https://greenriver-wa.safecolleges.com/login	Annually
Environmental Health & Safety	Automated External Defibrillators (AED)	kurt.dillard@greenriver.edu	Annually
Environmental Health & Safety	Fire Extinguisher Safety	kurt.dillard@greenriver.edu	Annually
Environmental Health & Safety	First Aid	kurt.dillard@greenriver.edu	Annually
Environmental Health & Safety	Hazard Communication the Right to Understand	kurt.dillard@greenriver.edu	Annually
KnowBe4	GRC Tech Security Awareness Training	https://training.knowbe4.com/auth/saml/b96f4560f09d6	Annually

If you have not received these trainings or need to renew them, please contact us right away to make the proper arrangements.



Mark Brown
Director of Learning and Development

For Select Roles or Upon Request

In addition to the required training for all employee types, certain roles or circumstances may require the following training. If you or your employee need to complete these, please note that **annual renewals are required**:

Platform	Training	Link	Frequency
D. Stafford & Associates (DSA)	Campus Security Authority (CSA)	https://dsa-online.dialoge.com/green-river-college	Annually
	FERPA		Annually

If you have questions about whether these trainings are required for your role or your employee, please contact us for clarification and assistance.



Mark Brown
Director of Learning and Development

Note for Managers

For All Full-Time Employees:

To ensure your new Full-Time employees receive all the required training, please familiarize yourself with the **Learning & Innovation: New Employee Orientation** page. This resource will guide you in supporting your employees through the proper orientation and compliance processes.



Learning & Innovation: New Employee Orientation

greenriveredu.sharepoint.com

[Click here to learn more about New Employee Orientation.](#)

For Part-Time & Student Employees:

To ensure your new Part-Time or Student employees receive all the required training, please submit the following details to Mark Brown to ensure they are properly enrolled in the required training within their first 30 days of hire.

Required Information (Submit in This Format):

- **ID#:** 123456789
- **Email Address:** Harrison.George@student.greenriver.edu or Harrison.George@greenriver.edu
- **Full Name:** George, Harrison
- **Work Location:** IT
- **Employee Type:** Student, Part-Time Hourly, Part-Time Faculty
- **Job Title:** Administrator

Submitting this information ensures all employees are properly enrolled in the necessary training programs to meet compliance requirements and succeed in their roles.

Please remember: Student & Part-Time employees are required to complete training.

For questions about the program, schedules, or registration, contact:



Mark Brown
Director of Learning and Development

Optional Diversity, Equity, and Inclusion (DEI) Learning

Available by request, these optional sessions enhance your DEI knowledge and skills:

- Implicit Bias and Microaggression Awareness
- Diversity and Inclusion: Faculty and Staff
- Diversity, Equity, and Inclusion (DEI) Practices: Staff to Staff
- Diversity Inclusion & Belonging
- Diversity, Inclusion & Belonging Follow-Up Course Survey (Part 2)
- Diversity, Inclusion & Belonging for Leaders
- Diversity, Inclusion & Belonging for Leaders Follow-Up Course Survey (Part 2)

Support and Questions, please contact:



Mark Brown
Director of Learning and Development