

Green River College PRFR Report Appendix 2.F.1

2.F.1 Faculty, staff, and administrators are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

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2.F.1 EV.#1 / Section 1

Human Resources Policies

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**EMPLOYEE
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Exempt/Admin Employee Handbook

To view the file, please refer to separated Appendix

Classified Employee WFSE CBA

To view the file, please refer to separated Appendix

Faculty CBA 2025-28 CBA

To view the file, please refer to separated Appendix

2.F.1 EV.#2 / Section 2

Teaching:
Instruction Policies



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Scholarship:

Faculty CBA 2025-28 CBA

*Article XVI: Academic Freedom, Faculty Rights, And
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Service:

Faculty CBA 2025-28 CBA

*Article V: Terms of Employment - Section A: Job
Description for Full-Time Instructional Faculty –
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Artistic Creation:

IN-6 Academic Freedom – 2/4/2020



IN-6 ACADEMIC FREEDOM

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IN-6 Academic Freedom

Policy Type: Instruction

Policy Title: Academic Freedom

Policy Number: IN-6

Purpose:

As an institute of higher learning, Green River College affirms its obligation and commitment to academic freedom.

Scope:

All members of the academic community.

Policy:

Green River honors and preserves academic freedom for all members of the academic community.

Academic freedom includes the freedom to read, view and listen to what one chooses, to teach without fear of intimidation or coercion, to access information, and the freedom from unwarranted invasions of privacy. Free inquiry and free discourse shall not be abridged. It encompasses the freedom of speech guaranteed to all by the First Amendment.

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom.

Specific Authority:

[United Faculty Coalition Collective Bargaining Agreement](#)
[WAC 132J-126-010 Green River College Student Code of Conduct](#)

[WAC 132J-155 Use of Facilities for First Amendment Activities](#)

History of Policy or Procedure

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Draft: 7-18-2018

Adopted: 2-4-2020

Revised:

Reviewed by: Instructional Council

Contact: Jennifer Dysart, Dean of Library, E-Learning and Media Services, ext. 2094

President's Staff Sponsor: Dr. Rolita Flores Ezeonu, Vice-President of Instruction, ext. 2565

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2.F.1 EV.#3 / Section 3

Human Resources homepage on GatorNet



Welcome to Human Resources



Lupita (Pete) Morales-Cuvelier
Human Resources Consultant 2

The Role of HR in Serving Students at a Green River College

While Human Resources may not interact directly with students, the work HR does is critical to creating an environment where students can thrive. HR is responsible for recruiting, developing, and supporting the faculty and staff who deliver instruction, provide support services, and lead the institution. By ensuring the college hires highly qualified, diverse, and student-focused employees—and that they are supported with fair policies, meaningful development opportunities, and a culture of inclusion—HR directly impacts the quality of the student experience.

HR also plays a central role in maintaining a safe, respectful, and equitable campus community. Through compliance with labor laws, employee relations management, and workforce planning aligned with strategic goals, HR helps the college remain operationally sound and focused on its mission: student learning and success.

In short, HR serves students by supporting the people and systems that serve students.

GRC Employee 2024-2025 Calendar

[See all](#)

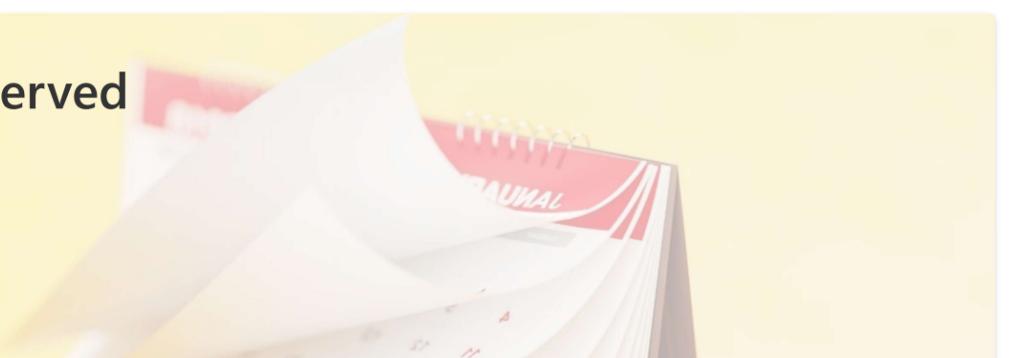
+ Add event

<p>FEB 3</p>	<p>FEB 4</p>	<p>FEB 4</p>	<p>FEB 4</p>
<p>Accessibility Accessibility Drop-ins</p> <p>Tue, Feb 3, 4:00 PM</p>	<p>EAP Webinars & Podcasts: Benefits & Wellness EAP Webinar: Belonging at Work and Beyond</p> <p>Wed, Feb 4, 12:00 PM</p>	<p>Q&A Q&A: Labor Relations & Investigations</p> <p>Wed, Feb 4, 1:00 PM</p>	<p>EAP Webinars & Pod EAP Webinar: Belk Beyond</p> <p>Wed, Feb 4, 4:00 PM</p>



SBCTC: 2026 State Holidays Observed

[Click Here for the Full Holiday Schedule](#)





🌟 Explore our vibrant community together! 🌟

Discover what's happening in our GRC family and nearby local events right here on the homepage! From exciting campus gatherings to engaging local happenings, it's all at your fingertips. Plus, with just a simple click, you can effortlessly add any event to your Outlook calendar. Don't miss out on the fun – check out the calendar events above and join in on the excitement! 📅 ✨

W2 Notice From Payroll

The final payroll for the 2025 tax year has been completed. Now we need you to be sure you take the steps to ensure you get your W-2 Wage statement at the end of January.

Please read the entire email and take steps to ensure your records in CtcLink-HCM Employee Self-Service is correct!

Green River College is required by the Internal Revenue Service (IRS) to furnish all employees a Form W-2 Wage and Tax Statement each calendar year to be used in completing the employee's annual tax returns.

The Form W-2 Tax Statement details the employee's reportable wages, tax withholding and other important payroll information for the calendar year.

Employee Address – highly important:

Please note that the system will use **Mailing Address** type for W-2 Forms and if that is not available, it will use **Home Address**.

Those are the **ONLY** two address type you should have in CtcLink! . Any other address type (primary/permanent, etc) will cause errors and W-2 Form will not be produced.

All employees have access to check and update their address via self-service: HCM Employee Self Service > Personal Details Tile > Addresses

You must verify your address and make sure you have address type listed of at least Home Address in USA.

Electronic vrs Paper W-2:

If you "consent" you will not receive a paper W-2 (see example below). If you don't consent or do nothing, employees will receive their Form W-2 electronically and paper via USPS.

Action Item to eliminate a paper W-2 from being mailed:

Employees must log into Self Service (Employee Self Service > Payroll > W-2/W-2c > W-2/W-2c Consent) and consent to not receive a paper copy of their W-2 form by December 31st. The steps can be found in the following Quick Reference Guide: [9.2 ESS W-2/W-2c Electronic Consent \(Fluid\)](#). **Note: Once consent is given, it remains in force. No annual renewal is required.**

If an employee elects to receive paper W-2 (default), it is their responsibility to ensure the mailing address on file is correct. Paper Form W-2 will be postmarked no later than January 31st.

Once the Form W-2 has been placed in the mail, it is out of our control as to where and when it gets delivered.

Note: The system will use Mailing Address type for W-2 Forms and if that is not available, it will use Home Address. Any other address type will cause errors and W-2 Form will not be produced.

All employees have access to check and update their address via self-service: HCM Employee Self Service > Personal Details Tile > Addresses

Benefits of the electronic Form W-2:

Earlier access to the Form W-2 than paper copies.

No possibility Form W-2 might be lost, stolen, delayed or misplaced by the USPS.

The Form W-2 is accessed via Self Service using the employee's Empl ID and Password.

The employee has the option to print multiple copies at their convenience.

Employee Form W-2 will be available in Self Service for the last 3 years.

Once consent is given, it remains in force. No annual renewal is required.

Cost savings for the College by eliminating printing and mailing costs.

Green check mark on W-2 indicates consent to **NOT** receive paper W-2 in mail:
will receive both electric and mailed W-2:

Exclamation mark indicates you

***Our Green River College primary
TIAA consultant, David Johnston, will
be hosting in-person consultation
appointments with TIAA members
on:***

When?	Time?	Where?
Feb. 12	9am-4pm	AD 15
March 27	9am-4pm	AD15

These sessions offer a personalized opportunity to discuss your retirement planning and investment strategies.

Scheduling of these upcoming in-person appointments is on a first come, first served basis.

The HR staff at Green River College is not involved in the scheduling process for any of these upcoming appointments; please contact TIAA directly with any questions or concerns at 1-800-842-2252 weekdays between 5:00 am – 7:00 pm Scan the QR code or Click here to: [Schedule Now](#)

This weeks special

The Fish Station is open!

Catch of the day? Crispy battered cod! Grab a basket with Old Bay spiral fries, coleslaw, and spicy tartar sauce—or go handheld with the cod sandwich stacked with tartar and lettuce. Either way, it's a "reel" good time! 🐟

What's for Lunch Gator?!?

This weeks Gator Grill Menu

Specials

Monday	Broccoli-Beef with rice (hot grab and go)
Tuesday	Sweet and Sour Chicken over rice (hot grab and go)
Wednesday	Mongolian Beef over rice (hot grab and go)
Thursday	Teriyaki Chicken over rice (hot grab and go)
Friday	No specials

Soups on!

Monday	Creamy Tomato-Basil Soup
Tuesday	Hearty Beef Stew
Wednesday	Coconut/Chickpea Curry
Thursday	Cheddar/Broccoli Soup
Friday	Clam Chowder

Resources to support you

GatorNet Pages Dedicated to your specific Employee Type

**GRC Employee Newsposts from Health & Safety, Gator
Connect and Benefits & Wellness**

Title IX

Title IX Training Resources:

Exclusively curated for our Title IX Coordinator, these materials underline our steadfast commitment to legal compliance, diversity, equity, and inclusion. While all employees received comprehensive Title IX training during their onboarding process, these in-depth materials are designed specifically for our Coordinator. This showcase highlights the extensive knowledge and expertise our Coordinator possesses to further support our entire workforce in addressing sex discrimination, harassment, and retaliation effectively. Explore these training materials below, emphasizing the robust support system in place for our organization.

Title IX Coordinator Training Documents:

Essential resources aimed at ensuring compliance with legal standards and promoting a workplace culture rooted in diversity, equity, and inclusion. These materials are designed to empower our employees with knowledge, fostering an environment where mutual respect is paramount. Please engage with these resources to contribute to our collective commitment to a workplace free from discrimination.

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

- **Korland Simmons, Equity Compliance Manager**
Kent Campus 279
Phone: 253- 833-9111, ext. 3361
Email: TitleIXcoordinator@greenriver.edu

HR Document Library

HR Document Key

- **AdExp**
 - Administrative & Exempt Employee Documents
- **AET**
 - All Employee Types Documents
- **Classified**
 - Classified Employee Documents
- **EHS**
 - Environmental Health & Safety
- **ETE**
 - Employee Tuition Exemption Documents
- **ETH**
 - Ethics Documents

- **FACAD**
 - Faculty and Adjunct Faculty Documents
- **GatorConnect**
 - Gator Connection Newsletter Documents
- **HR Home**
 - General Documents
 - Title IX Training Documents
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- **NH**
 - New Hire Documents
- **PEN**
 - Pen Form Documents

- **SEP**
 - Separation/Off-Boarding Documents
- **TAM**
 - Talent Acquisition Management (Recruiting) Documents
- **TempHourly**
 - Temporary Hourly Employee Documents

General HR Documents

[See all](#)

 Name	GatorNet Page	Date Doc/For...	Date Doc/For...	Modified By	Modified
 1. EHS-Agenda January 2026.docx    Required info		January 23		Lupita (Pete) Morales	January 23
 1. EHS-Minutes January 2026.doc 	Health & Safety	January 23		Lupita (Pete) Morales	January 23
 ACC- Authorization for Release of Information Directly w Medical Provider.pdf 	Accommodations	October 17, 2024		Lupita (Pete) Morales	October 17,

	ACC-ADA and Reasonable Accommodation Overview 11.2025.pdf		Accommodations	November 6, 2025	Lupita (Pete) Morales- November 6,
	ACC-GA-10 Reasonable Accommodation Policy.pdf		Accommodations	October 17, 2024	Lupita (Pete) Morales- October 17,
	ACC-GRC Employee Request For ADA Accommodation 11.2025.pdf		Accommodations	November 6, 2025	Lupita (Pete) Morales- November 6,
	ACC-Green River College Medical Provider Inquiry Form.pdf		Accommodations	October 17, 2024	Lupita (Pete) Morales- October 17,
	AdExp-Employee Handbook 2024 Updated 10.2024.pdf		Admin-Exempt	October 17, 2024	Lupita (Pete) Morales- October 17,

Count 0

Meet Your Green River College Human Resources Support Staff

Your HR department is committed to providing professional services in a fair and consistent manner. By doing so we foster an environment that attracts and inspires excellence. We encourage you to share your skills, knowledge and creativity within our community.

HR Vision

Ensure institutional success through employee recruitment, hiring, compensation, benefits, professional development and programs within our diverse College community.

HR Mission

Build and maintain the trust of the campus community through dedication to the highest quality of customer service and confidentiality delivered with guidance and support, individual pride and professional integrity.

Values

Accountability; Communication; Integrity; Respect for Others; Trust; Teamwork

HR-21 Suspended Operations-Employee's Leave
Option – 6/1/2017



HR-21 SUSPENDED OPERATIONS-EMPLOYEE'S LEAVE OPTION

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/ [HR-21 Suspended Operations-Employee's Leave Option](#)

Purpose

To document the procedure for Suspended Operations.

Scope

Classified non-represented (supervisors), exempt and administrative employees of Green River College. (*Classified represented employees and faculty should refer to their respective collective bargaining agreements.*)

Definitions

Terms relevant to this policy are defined by the Emergency Operations Center (EOC), and can be found on the Green River College Emergency Preparedness webpage.

1. Policy and Procedure

The College President or designee will determine when the safety of public health, property and/or campus personnel is jeopardized. Employees will be notified when the campus is closed, or if it is advisable to suspend the operation of all or any portion of Green River. Notification to employees and the campus will be made through a variety of methods including the campus switchboard, website, schoolreport.org and the Green River Safety Alert system (e2campus). The notification process is managed by the EOC.

2. Classified non-represented, exempt and administrative employees scheduled and not required to work during the disruption will have no loss in pay for the first day. This includes employees dismissed from campus during their shift on the first day of disruption.
3. The following options are available (in order of use) to affected employees who are scheduled, but not required to work, for the balance of the closure:
 - a. Accrued compensatory time (for overtime eligible);
 - b. Accrued vacation leave;
 - c. Personal holiday;
 - d. Accrued sick leave (up to a maximum of three days in any calendar year); or
 - e. Leave without pay (for overtime eligible employees);
 - f. Employees may also work from home or change their schedule if mutually agreed upon with their manager.

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- [HR-17 New Employee Orientation Program](#)

4. Employees who work during the disruption will receive their regular pay for work performed during the period of suspended operation.

Specific Authority

WAC [357-31-255](#), [265](#), [270](#), [275](#)

Law Implemented

History of Policy or Procedure

Draft:

Adopted: June 29, 2010

Revised: April 4, 2010, March 1, 2013; December 11, 2015; June 1, 2017

Reviewed by: President's Staff

Contact: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Work Conditions

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- [HR-22 Nondiscrimination & Discrimination Complaint Procedures](#)
 - [Discrimination Complaint Processing Form \(PDF\)](#)
- [HR-23 Leave without Pay](#)
- [HR-24 Administrative/Exempt Position Title Change](#)
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HR-22 Nondiscrimination and Harassment –
8/14/2020



HR-22 NONDISCRIMINATION AND HARASSMENT

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/ [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

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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

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- HR-31 FMLA
- HR-32 Retirement Medical Expense Plan (VEBA)
- HR-33 SBRP (TIAA) Retirement
- HR-34 PERS and TRS Plan Retirement
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- HR-36 Fitness for Duty Policy
- HR-37 Domestic Violence Leave
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- 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

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HR-23 Leave Without Pay – 6/1/2017



HR-23 LEAVE WITHOUT PAY

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/ [HR-23 Leave Without Pay](#)

Purpose

To ensure employees use accrued paid leave for absences whenever possible.

Scope

All eligible Green River College employees who accrue paid leave.

Definitions

Policy

Except as allowed by law or negotiated agreements, employees are required to use and exhaust paid leave such as vacation, personal holiday, compensatory time, or sick leave when requesting time away from work. Except as allowed by law or negotiated agreements, leave without pay will only be granted at the discretion and convenience of Green River. Each request for leave without pay will be considered on its own merits and in light of the impact of the leave on the operation of Green River.

Procedure

Employees must report leave without pay on the Manage Absences tile in Employee Self Service of ctcLink System. The employee must provide notice “as soon as practical” (“as soon as practical” generally means at least verbal notice to the Office Human Resources within two business days of learning of the need of Leave.) Leave must be approved by the supervisor for the appropriate department.

Specific Authority

WAC 251-22-200
Faculty Negotiated Agreement
Classified Collective Bargaining Agreement
HR-31 Family & Medical Leave Act

Law Implemented

History of Policy or Procedure

Draft: May 11, 2004

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Hiring and Onboarding

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

Adopted: April 5, 2005

Revised: March 1, 2013; June 1, 2017

Reviewed by: President's Staff

Contact: Sheryl Gordon, HR Manager, ext. 2600

President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

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
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- 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

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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

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Institutional Effectiveness
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Faculty eLearning
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Employee Password Reset

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HR-24 Administrative/Exempt Position Title Changes
– 6/1/2017



HR-24 ADMINISTRATIVE/EXEMPT POSITION TITLE CHANGES

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/ [HR-24 Administrative/Exempt Position Title Changes](#)

Purpose

To clarify the process for official administrative/exempt position title changes.

Scope

This policy applies to all administrative/exempt employees of Green River College.

Definitions

Policy

All requests for administrative/exempt position title changes must be initiated and approved by the appropriate appointing authority. Position title changes requested by the employee will not be considered

Procedure

1. The appropriate appointing authority shall request a position title change by:
 1. Appointing Authority must complete an [Administrative/Exempt Title Change Form](#).
 2. Submit the completed form and updated [Job Description](#) to the Office of Human Resources (HR) with an electronic copy to Employee & Labor Relations.
2. The appropriate Employee & Labor Relations Manager will review and validate any changes made to the job description.
3. The Human Resources will approve or deny the request.
 - a. If approved, the Appointing Authority will review the updated job description with the employee, sign, date and submit a copy to HR to be placed in the employee's employment folder.
 - b. If denied, the Executive Director of Human Resources will submit a written justification as to the determination to the employee's Appointing Authority.

Specific Authority

Law Implemented

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

History of Policy or Procedure

Draft: January 24, 2003

Adopted: April 5, 2005

Revised: December 4, 2015; June 1, 2017

Reviewed by: President's Staff

Contact: Sheryl Gordon, Benefits Manager, ext. 2600

President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Work Conditions

- HR-21 Suspended Operations - Employee's Leave Options
- HR-22 Nondiscrimination & Discrimination Complaint Procedures
 - Discrimination Complaint Processing Form (PDF)
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- HR-24 Administrative/Exempt Position Title Change
- HR-25 Layoff Procedure for Non-rep Classified
- HR-26 Remote Work Policy

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- HR-31 FMLA
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- HR-37 Domestic Violence Leave
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Resources

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- Disability Support Services
- Counseling Services
- e-Learning
- Placement & Testing Center
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- Faculty eLearning
- Canvas
- Gator News
- Employee Password Reset

CAMPUS SAFETY

- Emergency & Safety Alerts
- Just Report It

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HR-25 Layoff Procedure, Non-Rep. Classified Staff –
12/11/2015



HR-25 LAYOFF PROCEDURE, NON-REP. CLASSIFIED STAFF

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/ [HR-25 Layoff Procedure, Non-Rep. Classified Staff](#)

Purpose

This procedure is followed when the College President (or designee) determines a layoff, affecting classified employees covered by civil service rules, is necessary. This procedure describes key terms used in the layoff process, the employee notification process, the employee layoff options, and the employee notification of other related information.

Scope

This procedure pertains to classified, non-represented employees.

Definitions

Layoff: A layoff is an action that is taken because of a lack of funds, lack of work, or organizational change that results in:

1. Separation from Green River College employment; or,
2. Employment in a class with a lower salary range maximum; and/or,
3. Reduction in the number of months worked during a year; and/or,
4. Reduction in the number of hours worked during the work week.

Comparable Position (definition is per the requirement of WAC 357-46-040): A position is considered comparable to the one from which an employee is being laid off if it is:

1. Within the same classification;
2. Requires the same skills and knowledge;
3. Requires the same percent of full time worked;
4. The same annual work cycle; and,
5. The same geographic location (i.e., District).

Layoff Units: A layoff unit is an administrative entity (department, division, college etc.) or a combination of such entities within which an employee scheduled for layoff may have the option for placement into another position (the "employment option") if one is available. Green River has established layoff units that provide options to employees scheduled for layoff while minimizing disruption of the institution's operation. Non-

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represented, classified employees of Green River are considered a single layoff unit.

Procedure

Notifying Human Resources (HR) that it is necessary to lay off a non-represented, classified employee

The President or designee:

1. Determines that the need for layoff exists because of a lack of funds, lack of work or organizational change.
2. Determines the position or positions affected.
3. Notifies HR of the need for layoff.

Determining an employee's layoff option

HR determines the position, if one exists that will be identified as an employee's layoff option according to the following criteria. The position must be:

1. Within the employee's layoff unit; and,
2. Comparable to the employee's current position as defined in this procedure; and,
3. The same class as the employee's current position; and,
4. Vacant or, if no vacant position is available, occupied by the incumbent having the lowest employment retention rating (seniority).

In addition, for a position to be considered as a layoff option, the employee must meet the position's competency and other requirements.

If a position in the current class is not available, the layoff option, if one is available, must be:

1. A position in a class in which the employee has held permanent status in the last period of unbroken service that is at the same salary range as the employee's current position; or,
2. A position in a lower class in an occupational category/class series in which the employee has held permanent status, in descending salary order. (The employee does not have to have held permanent status in the lower class) ; and,
3. Vacant or, if occupied, the incumbent has the lowest employment retention rating of incumbents in positions eligible to be considered as a layoff option.

In addition, for a position to be considered as a layoff option, the employee must meet the position's competency and other requirements.

Determining an employee's employment retention rating

HR determines employee retention ratings. The employment retention rating (seniority) is the total length of an employee's most recent period of unbroken qualifying service calculated as follows:

Length of service in calendar days for the most recent period of unbroken classified employment subtracting time spent on leave without pay (excepting military leave) and adding eligible time spent in the military for veterans calculated according to WAC 357-46-060.

In the event that there is a tie in employment retention ratings, the tie will be broken by choosing lots.

Criteria for "legitimate business requirements" that may be considered in determining layoff options

The College President or designee may exclude a position from consideration as an employment option based on "legitimate

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business requirements." Legitimate business requirements include those circumstances or characteristics that render a position uniquely sensitive to disruption in continuity. Examples include the need to meet critical deadlines or the need to achieve critical research goals.

Preparing the layoff notice, layoff notice content, and serving the layoff notice

HR prepares the layoff notice for the College President or designee's signature. Permanent employees being separated due to layoff will receive at least fifteen calendar days' notice, unless the employer and employee agree to waive the fifteen day notice period. The layoff notice includes:

1. The reason for layoff;
2. The employee's employment retention rating (seniority) calculation;
3. The employee's layoff options, if any;
4. Notification of any requirement for the employee to serve a transition review period, if a layoff option is selected;
5. The specific layoff list(s) on which the employee is entitled to request placement, if any;
6. An explanation of how the employee requests placement on the statewide layoff list;
7. The offer to hold a pre-termination meeting, providing the opportunity for the employee to explain why the action or option(s) are not appropriate.
8. How/when the employee must notify HR of the employee's desire to have a pre-termination meeting and layoff option selection; and,
9. Notification of the employee's right to appeal the layoff.

The layoff notice will be hand delivered, unless the employee is unavailable to accept receipt.

Selecting a layoff option and completing and submitting the option selection form

Each employee scheduled for layoff will receive the layoff notice and an employee option selection form. The employee scheduled for layoff is responsible for completing and returning the completed employee option selection form to HR by the deadline specified on the form. The form must be received by the specified deadline or the employee will be considered to have resigned from employment and will not be eligible for an employment option or placement on a layoff list.

HR may accept an option selection form that was submitted after the specified deadline if the employee can show that the inability to meet the form submission deadline was beyond the employee's control because the employee was incapacitated to the degree that completion and submission of the form were not possible.

Employee options for avoiding or reducing the impact of layoff

An employee may seek to avoid or reduce the impact of layoff by applying for other Green River positions through the agency's employment process.

An employee may notify his/her supervisor or HR of his/her willingness to take leave without pay, to voluntarily take a reduction in percent of time or work year, or to voluntarily demote. An employee's willingness to take such

measures will be considered but does not ensure that it will be possible to avoid the necessity of layoff.

Notification of Separation for Probationary Employees

A probationary status employee who is separated from employment because of lack of funds, lack of work, or organizational change will receive at least one day's written notice.

Probationary employees are not eligible for placement on a layoff list or an employment option. HR is responsible for preparing the notice of probationary period separation, obtaining the appointing authority's signature on the notice and arranging for service of the notice of probationary period separation.

Specific Authority

[WAC 357-46](#)

Law Implemented

History of Policy or Procedure

Draft: Replaces Policy No. 810 (1991), November 26, 2008

Adopted: April 27, 2009

Revised: January 21, 2009; March 1, 2013; December 11, 2015

Reviewed by: President's Staff

Contact: Marshall Sampson, Vice President of Human

Resources & Legal Affairs, ext. 3315

President's Staff Sponsor: Marshall Sampson, Vice President of

Human Resources & Legal Affairs, ext. 3315

Resources

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HR-26 Remote Work Policy – 9/6/2022



HR-26 REMOTE WORK POLICY

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Policy Type: Human Resources

Policy Title: Telework Policy

Policy Number: HR-26

Purpose:

Green River College (GRC) encourages and supports telework in order to maintain a culture of mobility and flexibility, meet employees where they are strongest, promote a positive work-life balance, reduce wear on State infrastructure like roads and costs for College utilities, provide continuity of operations during worksite disruptions, and increase administrative efficiencies.

Scope:

Classified, Classified Non-Represented, and Exempt Employees

Definitions:

Telework

- Working at an alternate worksite such as a residence or any other location that is not one of GRC's official campuses.

Telework Agreement

- A Telework Agreement formal is an accord between the College and an employee to specify consistent, long term telework conditions for that employee.

Telework Arrangement

- An informal telework arrangement is an occasional or short-term telework request that does not require formal written approval, frequently driven by some exigent circumstance for either the employee or the College, arranged between an employee and their supervisor.

Policy

A Telework Agreement is required when the remote work is expected to occur regularly and/or exceed one academic quarter and that is also documented using a College [Telework Agreement Form](#). The terms of the Agreement are unique to each employee and can specify telework intervals from varying in length from part of a scheduled day or shift up to full-time telework. Occasional or short-term telework requests of less than an academic quarter do not require a Telework Agreement

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and should be made using the telework arrangement guidelines described below.

A Telework Agreement has a term up to one year. A Telework Agreement may be renewed following the same guidelines for initiation of an agreement. Whenever renewing a Telework Agreement, it is a best practice that the previous agreement should be reviewed prior to expiration whenever possible in order to minimize disruption to business operations.

A Telework Agreement can be terminated or temporarily suspended by the employee or the College at any time. Employees and supervisors are encouraged to provide at least two weeks notification of the termination of a Telework Agreement when reasonable and possible. Termination, non-renewal, or non-issuance of a Telework Agreement may be appealed to the employee's next-higher-level supervisor and reviewed by that supervisor or their designee. A next-higher-level supervisor or their designee decision may be given a final appeal to the Department of Human Resources at the request of the employee or supervisor.

Termination, non-renewal, or non-issuance of a Telework Agreement with an employee that is subject to the notification requirements of a Collective Bargaining Agreement will be made by the supervisor in conjunction with the Department of Employee and Labor Relations in Human Resources.

A Telework Agreement may be modified prior to its expiration by agreement of the supervisor and employee.

Any Telework Agreement immediately expires upon an employee's separation.

Whereas the Telework Agreement is a written document agreed upon and signed by the employee and supervisor, a telework arrangement is an informal arrangement of short duration requested and confirmed between an employee and supervisor on an as needed basis.

An informal telework arrangement may not be longer in duration than one academic quarter and its preceding break. An informal telework arrangement will expire at the end of any academic quarter. An informal telework arrangement that will go beyond the length of time for one academic quarter and its preceding break will be made into a Telework Agreement. Employees and supervisors are encouraged but not required to use a telework arrangement prior entering a Telework Agreement.

An employee who has already entered into an existing Telework Agreement may need to adjust the dates/times on an as needed basis similar to a telework arrangement. This should be seen as a modification of the Telework Agreement. Where and when it can be anticipated, the availability of such flexibility in scheduling should be indicated on the Telework Agreement either at the outset or through modification of an existing Telework Agreement.

All Telework Agreements must be signed, physically or electronically, by an employee and their supervisor. All requests for 100% telework must also be approved by the applicable Appointing Authority and Human Resources. All Telework Agreements must be submitted by the supervisor to Human Resources.

Telework Eligibility

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](#)

The availability of a Telework Agreement is dependent on the suitability of a position's job duties for telework, as well as the employee, manager/department, and College's readiness to take on the alternate work modality.

Suitability of Position Duties

A position's suitability for telework is based primarily on the requirements of the essential job duties it encompasses as defined by the Position Description. Positions are evaluated for telework suitability at the department level. Generally, positions with the same or similar sets of duties should be considered to have the same telework eligibility, with telework availability subject to business operations needs and supervisor approval. Some common criteria shared by telework-suitable positions include (but are not limited to):

- Ability for communication to be performed via multiple media with colleagues, supervisors, students, or the public,
- Some or all work activities can be performed effectively at any location, and
- No dependency on data or equipment located at a specific College site for some or all duties.

A position that cannot support fulltime telework because job duties have a dependency on face-to-face interaction or must be performed at a specific site may still support part-time, regular telework through a Telework Agreement with supervisor approval. Many positions have correspondence, data processing, documentation, training, professional development, or other duties that can be performed via telework at least some of the time.

As Position Descriptions are initially created, updated, renewed, or examined as a part of a standard performance review, they should be evaluated for telework readiness even if no request for a Telework Agreement has been made.

To evaluate the suitability of a position, a supervisor will examine the position duties as specified in the Position Description according to, but not limited by, the above criteria of telework readiness. When evaluating a position with a position occupied by a current employee, the evaluation will take place in consultation with the employee. An updated Position Description will be sent to Human Resources by the supervisor.

Employee Readiness

An employee's readiness for telework is evaluated separately from and in addition to the position's suitability. As the nature of the way work is performed may differ in a telework environment, additional professional or skill development may be necessary to ensure the employee is able to perform the duties of the position from a telework location. Such skill development or training resources will be provided by the college. An employee's readiness will be evaluated in consultation with the employee. When evaluating a request for a Telework Agreement, supervisors will consider factors including but not limited to:

- The employee's record of satisfactory performance
- The employee's record of required training and policy compliance as indicated in the current Telework Agreement template
- The employee's skill to:
 - o Accomplish job duties with minimal supervision
 - o Be organized, highly disciplined, and self-motivated
 - o Communicate effectively with clients, stakeholders, and team members

- o Prioritize work to meet deadlines
- o Manage time effectively
- o Maintain availability during work hours

Expectations for timely completion of work to established standards, attendance at meetings, responsiveness to students/clients/customers, and other performance criteria are the same for teleworking and non-teleworking employees.

Manager/Department Readiness

Maximizing the success of a Telework Agreement may also improve department efficiencies. Managers should examine their department readiness and are encouraged to make changes to existing managerial or departmental processes that improve operations. It is important to evaluate current workflows and practices to see if updates are necessary to ensure the team continues to meet its objectives with implementation of the Telework Agreement. This could include alterations like rescheduling regular in-person meetings to a virtual format or increasing the use of electronic communication technologies like text chat/video or voice calls/email.

A department must still be able to provide all necessary services regardless of the number of employees engaged in Telework Agreements or informal telework arrangements. For example, managers should ensure that telework schedules overlap in such a way that any onsite needs, scheduled or ad-hoc, can still be met.

Supervisors will apply the same performance review standards to employees regardless of work location.

College Readiness

If an employee wishes to enter into a Telework Agreement but lacks training on any required College technologies or processes, the College will provide such training or training resources on such a timeline that the lack of training does not present a barrier to the acceptance of the Agreement.

Telework Guidelines

Remote Work Site

A teleworking employee is responsible for providing a workspace that is safe, appropriate to work in, and enables securing any College information or assets necessary for telework. Green River College assumes no responsibility for the teleworker's expenses related to internet service, utilities, security, insurance, or wear on personal residence or other remote work site. The work site an employee reports to when not teleworking constitutes their primary work site.

Furnishing Equipment

On engagement of a Telework Agreement or informal telework arrangement, the employee and supervisor will determine if the College will issue necessary equipment or if the employee already possesses the required equipment. Telework Agreements or informal telework arrangement will not typically result in the duplication of office equipment unless required by a specific business need.

Green River College will be responsible for the service and maintenance of College-owned equipment and an individual teleworker will be responsible for the service and maintenance of their own equipment. GRC cannot support or provide troubleshooting for a personal internet connection. GRC advises strongly against printing any College information or documents at a remote worksite and will not assist with connecting personal

printers to College teleworking hardware, nor issue a college printer for the purposes of printing at a remote worksite. College owned equipment used for teleworking must be returned at the end of the teleworking period.

Policies, Rules, and Agreements

Neither a Telework Agreement nor an informal telework arrangement changes conditions of employment, expectations of the position, or required compliance with College policies and procedures, relevant laws and regulations, and Collective Bargaining Agreements, including but not limited to policies regarding confidentiality of information, use of State assets, ethics, and performance.

Schedules and Timekeeping

Requirements for in-person attendance to specific events (such as an important training) can override regular telework work schedules. Changes to an agreed upon telework schedule require advance notice. The terms of such notice will be in accordance with College policies and procedures, relevant laws and regulations, and Collective Bargaining Agreements. Employees and managers are required to comply with all timekeeping and overtime regulations defined by state or federal law, collective bargaining agreements, or Green River College policy. Overtime eligible employees must receive approval from their management to work overtime. Managers must ensure accurate recording of hours worked. For employees who are represented by a union, refer to the applicable contract language addressing hours of work, overtime, and scheduling. All time off and leave provisions under applicable policy, or the collective bargaining agreement for represented employees, continue to apply under a Telework Agreement or Arrangement.

Telework as a Reasonable Accommodation

Employee requests to telework as part of a reasonable accommodation request are handled through the interactive reasonable accommodation process. Employees should direct questions about reasonable accommodation requests to the Benefits office. Telework when performed as part of a reasonable accommodation is not to be considered either a Telework Agreement or an informal telework arrangement. Neither a Telework Agreement or an informal telework arrangement as described in this policy should be considered a reasonable accommodation.

Telework and Suspended Operations/Essential Employees

In the event of a Suspended Operations declaration, supervisors and employees will refer to the guidance given in the Suspended Operations notification or their supervisor. Represented employees in addition are encouraged to consult their Collective Bargaining Agreement.

Telework and Benefits

Employees residing outside the state of Washington are responsible to verify, file and pay their own state-specific payroll and income taxes. Employees should check with their tax advisor for additional information.

Employees residing outside the state of Washington are responsible to ensure that their health plan is available in their state of residence and to review coverage amounts for specific services. Employees should contact their health plan directly for more information. Plan information is available at PEBB Link

Procedure

Telework Agreement Request Procedure

Making the Request

A Telework Agreement may be requested by an employee for themselves, or a supervisor for a specific employee. An employee who wishes to enter a Telework Agreement will reach out to their supervisor to begin the request process. A supervisor who wishes to engage in an Agreement with an employee must reach out to that employee about the circumstances prompting the Telework Agreement.

Reviewing the Request

Once the supervisor has received or initiated the request for a Telework Agreement, if the position has not yet been evaluated, it should be evaluated promptly for telework readiness and the Position Description updated.

If the position is or was previously determined to be suitable, the employee and supervisor will again work together to confirm the employee's suitability for the Agreement based on the above criteria.

Once the position and employee have been approved for telework, the supervisor will review departmental processes and update them where necessary.

Denial of a request for a Telework Agreement will include specific documentation or description of which of the above criteria are not met, and what remediations if available the employee or supervisor, would allow the request to be granted in the future. The ability of a position to be able to be performed solely through telework may not be used as the sole rationale for approving telework. Supervisors must consider employee suitability, readiness, and departmental and college operational and business needs.

Documenting the Telework Agreement

Once all approvals have been completed and all necessary adjustments made, the supervisor and employee will together complete a [Telework Agreement Form](#), available from Human Resources. The [Telework Agreement Form](#) will codify, at minimum:

- A work schedule
- The location of the remote worksite
 - o If outside Washington State, there shall be additional considerations requiring HR action based on State guidelines available here: [Out-of-state remote work guidance and resources | Office of Financial Management \(wa.gov\)](#)
- Any specific exceptions to the Agreement schedule requiring in-person attendance that are known in advance
- Approval by the employee and supervisor
- For 100% remote Agreements, approval by Appointing Authority and Human Resources is required
- Appendix: A list of equipment checked out to the employee for telework use, if any
 - o Any State-tagged equipment must be specifically reported

Specific Authority:

Executive Order 14-02

Law Implemented:

March 3rd, 2014

History of Policy or Procedure

Draft Date: August 2022

Policy Adopted: September 6th, 2022

Procedure Adopted: September 6th, 2022

Policy Revised: N/A

Procedure Revised: N/A

Reviewed By: Mark Brunke
Contact: Staci Whitehouse, Interim Executive Director of Human Resources, ext. 6628
Executive Team Sponsor: Staci Whitehouse, Interim Executive 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

Facebook
Twitter
Youtube
LinkedIn
Instagram

Workplace Safety:

WFSE CBA

Article 20 Safety and Health (page 54)

*Article 22 Drug and Alcohol-free Workplace
(pages 57-59)*

Conditions of Employment:

WFSE CBA

Article 7 Hours of Work (pages 16-20)

Article 25.2 Conditions of Employment (page 60)

Work Assignments:

WFSE CBA

Article 4.2 Types of Appointment (page 4)

Article 6 Performance Evaluation (page 15)

Rights and Responsibilities:

WFSE CBA

Article 2 Non-Discrimination (page 1)

Article 3 Workplace Behavior (page 2)

Appendix K Title IX (page 9)

Article 7 Hours of Work (page 16)

Article 8 Overtime (page 20)

*Article 9 Training and Employee Development
(page 23)*

Article 25 Licensing and Certification (page 60)

Rights and Responsibilities:

Faculty CBA 2025-28 CBA

*Article I: Recognition - Section C: Recognition of
Right to Bargain (page 8)*

*Article XVI: Academic Freedom, Faculty Rights,
And Intellectual Property (page 111-113)*

Evaluation:

WFSE CBA

Article 6 Performance Evaluation (pages 15-16)

Evaluation:

Faculty CBA 2025-28 CBA

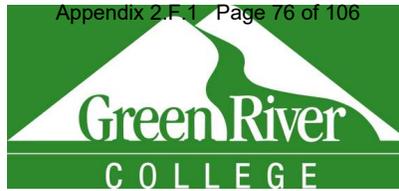
Article IX: Tenure – Section F: Evaluation and Support Process (pages 71-79)

Article VI: Adjunct Faculty – Section D: evaluation (pages 40-42)

Article X: Review of Tenured Faculty (page 85)

Evaluation and Disciplinary Procedures

Annual assessment form used for administrators



2024-2025 Performance Review

Name & Emp ID:	Supervisor's Name:
Title:	Supervisor's Title:

Performance Review (instructions on page 8)

Accomplishments from last year 2024-2025
For your area:
For your role and/or professional growth:
Supervisor Comments/Evaluation:

Challenges/Barriers from last year
For your area:
For you in your role:
Supervisor Comments:

2024-2025 Performance Review

CliftonStrengths (formerly StrengthsFinder)

CliftonStrengths Information
<p>1. If you've not already done so, submit CliftonStrengths results to Mark Brown (mbrown@greenriver.edu).</p> <p>2. If you have not completed a CliftonStrengths assessment, please contact Mark for an access code.</p> <p>3. Below, please list your top 5 strengths as indicated in your CliftonStrengths report.</p> <p>*There is a cost associated with this process. It isn't necessary to use this portion of the review if you haven't done the Strengths Assessment.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>

Work Planning for your area for next year (include at least one diversity goal)

Priorities for next year (Please include 5 or fewer including DEI goals)
Supervisor Comments:

2024-2025 Performance Review Competency Assessment

*	<u>Exceeds Standards</u>	A level of performance that often surpasses job requirements. Results are above expected level.
	<u>Meets Standards</u>	A level of performance that consistently meets all normal requirements of the position. Progress is fully satisfactory.
*	<u>Needs Improvement</u>	A level of performance that does not meet all of the job requirements. Substantial improvements needed.
	<u>Not Applicable</u>	Not relevant to current position.
* Written comment required		

Knowledge of Job Function

- Comprehension of pertinent facts, policies, procedures and goals of department
- Ability to assess accurately a situation, gather and evaluate appropriate data
- Ability to manage change, adjust to new requirements, procedures, and systems
- Compliance with Green River College and departmental standards
- Develop racially inclusive services to all employees through exemplary customer service*

Managers: Please fill out the blue boxes and provide comments.

Exceeds Standards
 Meets Standards
 Needs Improvement
 Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Dependability and Punctuality

- Attendance, dependability, and consistency with schedule and responsibilities

Exceeds Standards
 Meets Standards
 Needs Improvement
 Not Applicable

Click here to enter text.

2024-2025 Performance Review

Initiative and Resourcefulness

- Resourcefulness in utilizing facts, intuition, and experience.
- Ability to develop/carry out new ideas and methods.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.
- Effort to seek new responsibilities and acquire needed skills.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Communication Skills

- Ability to communicate effectively with staff, students, and faculty.
- Ability to listen attentively and share information with department and team.
- Respond effectively when given feedback about the impact of your comments, actions, and/or inactions.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

2024-2025 Performance Review

Interpersonal Relations

- Ability to maintain positive working relationships and recognize racist attitudes, behaviors, and microaggressions in yourself and others.
- Ability to provide honest feedback and accept constructive criticism, including effective engagement in meaningful dialogue about race in a racially equitable and inclusive capacity.
- Ability to effectively interrupt racist dynamics and recognize and shift dynamics of white privilege in the moment.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Management Skills (If Applicable)

- Ability to interview and hire, coach and mentor, manage staff, and create racially inclusive, high-performing teams and work climates where all are respected, valued, feel a sense of belonging, and able to contribute to their full potential.
- Ability to use organizational and political savvy to solve problems.
- Use a Race Lens in all planning, and decision-making processes.
- Use a Race Lens to analyze all current policies, programs, practices, and services and revise as needed, to eliminate negative differential impact on People of Color and create racial equity and inclusion.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

2024-2025 Performance Review

--

Please share examples where you have demonstrated DEI principles as a part of your job function

Leadership Work Planning for Your Area and the People You Lead (If applicable)

Priorities for next year

--

Supervisor Comments:

--

2024-2025 Performance Review

Career Objectives

Utilize this space to record any career objectives you wish to share. If additional professional development is required to accomplish these objectives, please provide details.

--

Professional Development Planning for You

Three (or fewer) Professional Development Activities for Next Year
1.
2.
3.
Supervisor Comments:

REQUIRED TRAINING: Managers please verify completion by reviewing employee certificate.

	Please CHECK the box (to the left), indicating you have completed the following ANNUAL training:
	Title IX: Building Supportive Communities
	FERPA (Faculty, Adjunct Faculty, and Deans)
	GRC Child Abuse & Neglect (We are all mandatory reporters)
	GRC Ethics
	GRC Non-Discrimination
	AED (Automated External Defibrillators)
	Fire Extinguisher Safety
	First Aid
	Hazard Communication
	Campus Security Authority (Assigned training)

If you have not completed the required learning modules listed above, please contact Mark Brown at mbrown@greenriver.edu.

2024-2025 Performance Review

As a team member, signing this does not necessarily mean that you agree with this review, but that you are signing to acknowledge that you have reviewed this document with your supervisor.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

2024-2025 Performance Review

Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

Who should complete: GRC staff, managers, and supervisors. Staff with less than 6 months direct GRC experience may not have enough work experience to warrant full completion of page 1. In these instances, please still complete the sections on pages 2-6.

Section Overview:

- **Accomplishments:**
 - Provide accomplishments, outcomes, and job-related behaviors related to expectations for the review period and may include milestones/progress on goals.
- **Challenges:**
 - Provide challenges and areas for opportunities related to expectations for the review period. Comments may include development needs.
- **CliftonStrengths**
 - Follow instructions provided. Please contact Mark Brown, mbrown@greenriver.edu with questions or concerns.
 - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
- **Work Planning:**
 - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan draft, as well as the DEI Strategic Plan as you develop these. Green River College encourages the use of SMART format for writing goals:
 - **Specific**
 - **Measurable**
 - **Ambitious and Achievable**
 - **Results-based**
 - **Time-bound**
- **Diversity, Equity, and Inclusion:** As we continue our work toward becoming an anti-racist campus, it is essential to be actionable and deliberate in our professional growth.
 - Please provide examples of actionable steps you have taken to move the needle forward in our DEI efforts.
- **Professional Development:**
 - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
 - For some ideas, please contact GRC's Learning and Development office

2024-2025 Performance Review Guide

Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

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 - **There is a cost associated with the assessment, so if you don't have the funds, you can bypass this section.**
- **Work Planning:**
 - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan, as well as the DEI Strategic Plan as you develop this component. Green River College encourages the use of SMART format for writing goals:
 - **Specific**
 - **Measurable**
 - **Ambitious and Achievable**
 - **Results-based**
 - **Time-bound**
- **Diversity, Equity, and Inclusion:** As we continue our work toward becoming an anti-racist campus, it is essential to be actionable and deliberate in our professional growth.
 - Please provide examples of actionable steps you have taken to move the needle forward in our DEI efforts.
- **Professional Development:**
 - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
 - For some ideas, please contact Learning & Innovation.

Retention:

WFSE CBA

Article 43 Compensation (page 100)

Promotion:

WFSE CBA

Article 42.2 Position Review (pages 97-98)

Article 43 Compensation (pages 100-107)

Promotion:

Faculty CBA 2025-28 CBA

*Article VII Leaves and Faculty Development -
Section M: Faculty Excellence Awards
(pages 61-62)*

*Appendix A: Full-Time Faculty Annual Salary
Schedule (page 116)*

*Appendix B: Adjunct Faculty Salary Schedule
(page 118)*

*Appendix D: Professional and Technical Salary
Placement and In-Service Credit Advancement
(pages 127-128)*

*Appendix E: In-Service Credit Computation
Schedule For Faculty Member's Continuing
Education Experience (page 129)*

Termination:

WFSE CBA

Article 29 Disciplinary Procedures (pages 63-64)

*Article 27 Resignation and Abandonment (pages
61-62)*

*Article 34 Reasonable Accommodation
Disability Separation (pages 71-75)*

Article 35 Layoff and Recall (pages 74-75)

Termination:

WFSE CBA

Article 29 Disciplinary Procedures (pages 63-64)

*Article 27 Resignation and Abandonment (pages
61-62)*

*Article 34 Reasonable Accommodation
Disability Separation (pages 71-75)*

Article 35 Layoff and Recall (pages 74-75)

Additional Evidences / Section 4

NH-Classified New Hire Managers Checklist

05.2025

GRC Human Resources Managers Onboarding Checklist for Classified New Hires

New Employee Details

Employee's Name:

Job Title:

Department:

Start Date:

Orientation Date Attended:

Manager/Supervisors Name:

Instructions

- Check each box when completed.
- Initial and date each line item as it occurs, or mark N/A if not applicable.
- Submit the following forms at employees one year anniversary to HR@greenriver.edu
 - New Hire Checklist
 - Mentor Checklist (completed within the first month)
 - First annual performance review to HR

Key Contacts

Tracy Sabo-HR New Hire/Separation Consultant

tracy.sabo@greenriver.edu

Dennise Bolinger-Compensation Consultant

dbolinger@greenriver.edu

Tamara Shilipetar-Recruiting Manager

tshilipetar@greenriver.edu

Hiring Preparation: Department Responsibilities

Submit a Request to Hire (RTH) to HR@greenriver.edu

- Email the Recruiting Manager should you need recruiting support.

Review applications and conduct interviews.

- Email reference checks to hr@greenriver.edu

Extend offer to selected candidate (after Recruiting Manager approval).

Notify Recruiting Manager once the offer is accepted.

Hiring Process: HR Responsibilities

Complete onboarding paperwork (I-9, background check, etc.)

Notify manager when onboarding documentation is complete and provide Empl ID and confirmed start date.

Inform Payroll of the new hire's start date.

HR Benefits will contact new employee through their personal email before the start date or to their GRC email on the start date.

Learning & Innovation will notify the manager of the new employee's orientation date.

Pre-Start: Department Responsibilities	
	<p>Communicate key information to the new employee, including:</p> <ul style="list-style-type: none"> • Congratulations and welcome message • Work schedule and role expectations • First-day itinerary, including any department-specific dress preferences (if applicable) • First-day details (greeting contact, location, time) • Directions, parking, and transportation options • Contact info for department mentor • Share GRC's Vision, Mission, and Core Values statements
	Request physical keys (if applicable) via Key Authorization Slip and submit to facilities@greenriver.edu
	<p>Submit IT requests:</p> <ul style="list-style-type: none"> • For necessary equipment through the Service Catalog. • Employee accesses (email, Teams, Canvas, necessary drives, job-specific software etc.) New Account Set-Up • Arrange job-specific access in ctcLink ctcLink Permissions
	Ensure the workstation is clean, accessible, and fully stocked with necessary supplies.
	Notify your department of the new employee's name, role, and start date.
	Order business cards (if applicable) through College Relations .
	Request after-hours access to SafetyDispatch@greenriver.edu (if needed)
	Contact Payroll at payroll@greenriver.edu for the pay period calendar and FAQs.
	<p>Assign a mentor and provide them with the Professional Mentor Checklist (the list can be found on the Managers Resources Gatornet page HERE)</p> <p>Choosing a Professional Mentor for Onboarding</p> <ul style="list-style-type: none"> • When assigning a mentor for your new classified employee, select someone in your department who: <ul style="list-style-type: none"> ○ Is knowledgeable about your team, processes, and campus resources. ○ Exemplifies GRC's CORE values by being professional, positive, and supportive. ○ Maintains a factual, respectful, and gossip-free environment. ○ The mentor will: <ul style="list-style-type: none"> ○ Spend the first month providing guidance, tours, and serving as the primary point of contact. ○ Check in weekly for the first month with the employee to discuss their experience and ensure they have the right support. • This role is vital to creating a welcoming and productive onboarding experience, so choose someone who will reflect the college's standards and values effectively.
	Ensure the employee completes an onboarding meeting via Zoom or in-person PRIOR to their start date to verify I-9 documents. Contact the HR New Hire Consultant with any questions or issues
	Create a first-week agenda.
New Employees First day	
	<ul style="list-style-type: none"> • Ensure the following steps are completed to help the new employee settle in:
	Campus Tour & Introductions

	<ul style="list-style-type: none"> • Give a campus tour, including the employee’s work area, restrooms, break areas, emergency exits, kitchens, workrooms, and copiers. • Show the employee their workstation and where to store personal belongings. Ask if they need any special accommodations (e.g., stand-up desk, unique chair, headphones). • Introduce the employee to their department mentor (if not previously done). • Introduce them to staff in departments your team collaborates with. • Arrange a meet-and-greet (e.g., department luncheon).
	<p>Workstation Setup & Access</p> <ul style="list-style-type: none"> • Issue keys/keycards and explain after-hours/weekend access policies (if applicable). • Explain how to use fax and copy machines (contact mwells@greenriver.edu for assistance).
	<p>Company Values & Team Orientation</p> <ul style="list-style-type: none"> • Review GRC’s Vision, Mission, and Core Values statements. • Discuss department goals, objectives, and the employee’s role within the team.
	<p>Procedures, Policies, & Safety</p> <ul style="list-style-type: none"> • Cover department-specific procedures (e.g., opening/closing protocols). • Review break times, meal periods, and attendance policies. • Review safety procedures and share the departmental phone tree (if applicable).
	<p>Documentation & Job-Specific Details</p> <ul style="list-style-type: none"> • Provide a copy of your departments Terminology Reference List (a sample is in Managers Resources Gatornet page HERE) • Provide a copy of your departments Colleague Contacts List (a sample is in the Managers Resources Gatornet page HERE) • Provide a copy of this checklist for their reference. • Provide a copy of their job description, review pay details, and explain pay periods, pay dates, and direct deposit options (contact payroll@greenriver.edu for questions). • Assign a specific task for the employee to complete.
	<p>Virtual & Benefits Overview</p> <ul style="list-style-type: none"> • Offer a virtual tour of HR Gatornet such as: <ul style="list-style-type: none"> ○ Classified CBA on the Classified Employee page. ○ GRC Employee Educational Benefits link for additional educational opportunities. ○ HR Benefits & Wellness page. • Encourage them to read all emails, newsletters and newposts from the HR team as it’s helpful to their experience here at GRC. • Provide a virtual overview of ctcLink, showing where to update personal contact info, enter direct deposit details, and review W-2 information. • Offer a time to set up a meeting with Benefits to discuss options and confirm they received all benefits information. • Important: Provide HR with a signed job description.
	<p>End-of-Day Check-In</p> <ul style="list-style-type: none"> • Check in with the employee at the end of the day to answer any questions.
<i>New Employees First Week</i>	
	Ensure the employee has the necessary information and equipment to perform their job.

	Assign relevant trainings from the General Staff Onboarding Manual: ctcLink Training Manual — Identify which trainings apply to the role, provide a list to the employee, and set clear deadlines.
	Include the new employee in staff meetings or other relevant teams/committees by sending Outlook calendar invites.
	<ul style="list-style-type: none"> • Review policies and procedures with the employee, including: <ul style="list-style-type: none"> ○ Requesting vacation or overtime ○ Personal and long-distance calls ○ Probationary period ○ Business travel and reimbursement (if applicable) ○ Use of department vehicles (if applicable) ○ Receiving and accepting gifts ○ Visitors in the workplace ○ Maintaining confidentiality ○ Reinforcement of college resources for work use only (remind them that college equipment is state property)
	<p>Sense of belonging</p> <ul style="list-style-type: none"> • Inform and welcome the employee to explore GRC’s committees and caucuses. <ul style="list-style-type: none"> ○ Affinity Caucuses list ○ Committees list
<i>New Employees First Month</i>	
	Review professional development opportunities and assist with any relevant sign-ups.
	Facilitate introductions with department staff to help the employee understand each team member's role.
	Meet to discuss the employee’s performance and set goals for the fiscal year.
	<p>Schedule weekly 1:1 check-ins (minimum 30 minutes per week) to review progress and provide feedback.</p> <ul style="list-style-type: none"> • During these 1:1 meetings, discuss what energizes or de-energizes the employee (reference Foundations of Leadership Training). • Review professional development opportunities and assist with any relevant sign-ups.
	Confirm the employee is signed up for and has attended any required ctcLink training.
	Encourage the employee to check their email at least once a week for essential updates like Benefits Open Enrollment, required attendance events, and other critical announcements—especially important for those not using a computer daily.
	Collect the Mentor Checklist for your records and retain it for submission to HR along with the employee’s first annual performance review.
<i>New Employees First 90 Days Follow-Up</i>	
	Review fiscal year goals and job duties with the employee.
	Hold a performance management discussion.
	<p>Continue discussing strengths and growth areas in 1:1s.</p> <ul style="list-style-type: none"> • Reference Foundations of Leadership Training.
<i>New Employees First 6 Months Follow-Up</i>	

	<p>Hold a Performance Assessment (The supporting documents can be found on the Managers Resources Gatornet page HERE)</p> <ul style="list-style-type: none"> • Review goals and job duties.
	<p>Arrange for the employee to attend at least one learning, training or professional development event.</p>
	<p>For professional development funding requests, provide them with the Classified Staff Training & Development Gatornet page.</p> <ul style="list-style-type: none"> • For any questions about professional development, direct them to Learning & Innovation.
	<p>Continue discussing energy levels during 1:1s (reference Foundations of Leadership Training).</p>
<p><i>New Employees First Year Follow-Up</i></p>	
	<p>Recognize their one-year anniversary.</p>
	<p>Hold a Performance Assessment (The supporting documents can be found on the Managers Resources Gatornet page HERE)</p> <ul style="list-style-type: none"> • Review goals and job duties.
	<p>Continue discussing strengths and areas for growth in 1:1s.</p> <ul style="list-style-type: none"> • Reference Foundations of Leadership Training
	<p>Submit the following forms to HR@greenriver.edu:</p> <ul style="list-style-type: none"> • Signed New Hire Checklist • Mentor Checklist (completed within the first month) • First annual Performance Assessment

Signatures:

New Employee (Print & sign) Date

Manager (Print & sign) Date submitted to HR

NH-New Hire Classified Professional Mentor Checklist 12.2024

GRC Human Resources
Professional Mentor Onboarding Checklist for Classified New Hires

New Employee Details

Employee's Name:

Job Title:

Department:

Start Date:

Orientation Date Attended:

Manager/Supervisors Name:

Instructions

- Check each box when completed.
- Initial and date each line item as it occurs, or mark N/A if not applicable.
- Submit the form to the manager immediately after all items are completed.

REMINDER: Please remain professional, factual, and positive, avoiding gossip, rumors, or assumptions. Review GRC's CORE values before the new employee's start date to ensure you can share and demonstrate them as you mentor. Be mindful of GRC's commitment to these values throughout the onboarding process.

Checklist for the Professional Mentor Office Culture Tour

Provide a tour of the department and campus, emphasizing department and campus culture.

Set up weekly touch-base meetings with the new employee for their first month.

- Check in with the employee on their experience so far, offering support or helping them connect with the right contacts across campus for additional assistance.

Provide a welcoming overview of the department's culture, highlighting positive practices and expectations that support success.

Signatures:

New Employee (Print & sign) Date

Professional Mentor (Print & sign) Date

Full-time instructor Contract Template



**GREEN RIVER COLLEGE DISTRICT NO. 10
2025-2026 PROFESSIONAL EMPLOYMENT CONTRACT**

APPOINTMENT

DATE ISSUED: September 1, 2025

Tenured: Subject to the State of Washington Community College Tenure Act

Probationary: No tenure--as defined in the Washington Community College Tenure Act

Initial Rewrite

Educational Update

Degree/Responsibility Change

To:

You are hereby notified of your appointment to the Green River College professional staff as Instructor for the period beginning September 1, 2025, and continuing through June 18, 2026, as defined in the official College calendar contained in the current College catalog, including all advising, instructional, faculty and workshop days.

Your salary is determined in accordance with the job description contained in the Community College District No. 10/GRCC United Faculty Coalition Agreement and/or your educational qualifications and experience listed below.

This contract is 171 days in length and is computed as follows:

Credits/Level	\$
Less unfunded increments	(\$ 0.00)
Doctoral Degree	\$0.00
Advising	<u>\$00.00</u>
	\$
 Nurse Educator Allocation Fiscal Year 2025-2026	 \$
Less unfunded increments	<u>(0.00)</u>

This offer of employment is made subject to the laws of the State of Washington, the rules of the State Board for Community College Education, the policies and rules of the Board of Trustees of Community College District No. 10, and the applicable parts of any agreement which may be negotiated pursuant to State law affecting the terms and conditions of employment, as they now exist or may hereafter be amended, the same as though expressly set forth herein. The employee is subject to assignment or reassignment of duties by the College President.

In the event the Legislature provides additional funds for salary increases for the period covered by this contract, and the State Board for Community College Education authorizes such expenditures, the College may, in accordance therewith, grant a salary increase in addition to the salary set forth in this contract.

This contract is offered for acceptance only on the terms and conditions stated herein on or before the 1st day of September 2025. Acceptance of this appointment shall be indicated by signing the employment contract and returning the white copy to the College Human Resources Office on or before the date indicated above. This offer expires on October 1, 2025 and becomes invalid unless a signed acceptance is received or postmarked prior to the expiration date.

This agreement constitutes the full and final statement of the parties with respect to the terms and conditions of employment. No additions, modifications or alterations shall be binding unless made in writing and signed by both parties to this Agreement.

**BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 10**

Suzanne Johnson
President and Secretary to the Board of Trustees

ACCEPTANCE OF EMPLOYMENT

I accept the above contract and the terms and conditions thereof.

DATE: _____ SIGNED: _____

PHONE: _____ ADDRESS: _____

Adjunct Agreement Template



Welcome to Green River College!

As an adjunct faculty member, you have been hired to perform educational services to support the mission and goals of the College. The following is a summary of information to help you understand the conditions of employment:

- Your temporary faculty appointment is on a quarter-by-quarter basis.
- Initial salary placement is at Level A within the degree you hold, using the appropriate adjunct salary schedule of the faculty negotiated agreement.
- You will be paid at the bachelor's rate until official transcripts are received showing a master's or doctoral degree earned. Pay will be adjusted beginning with the period of the current contract when transcripts are received.
- Your appointment may be subject to cancellation by the College if your services are not needed. Such situations include, but are not limited to:
 - there is insufficient class enrollment,
 - a class is needed to make a full load for a tenured faculty member, or
 - there is a reduction in the program.
- This temporary appointment is not subject to tenure. Neither this appointment, nor any policy, rule, or regulation will be construed as providing an expectation of re-employment once your appointment has ended. There is no guarantee of continued employment.
- This offer of employment is made subject to the current faculty negotiated agreement (attached), as well as the policies, rules, or regulations of the College, and of other State agencies which the College is required to observe in practical and/or efficient operation of its College(s), and the laws of the State of Washington.

Next Steps

Please sign and return this letter of employment by either emailing it to HR@greenriver.edu or dropping it off at Human Resources. This confirms that you understand and accept the conditions of employment.

If you have any questions, reach out to your dean's office or contact Human Resources HR@greenriver.edu or 253-288-3320.

Acknowledgment

Full Name (Signature): _____ Date: _____

Full Name (Printed): _____

Department/Division: _____ Supervisor & Extension: _____

Additional Resources

Please review Green River College's Human Resources internal MS SharePoint website, [GatorNet](#). You will gain access once you receive your GRC credentials (email address and password). GatorNet provides:

- Employee-type information
- Collective Bargaining Agreement(s)
- Documents and forms
- Helpful resources to support you as an adjunct faculty member

Blank Adjunct Faculty Workload Contract



Faculty Workload Appointment

Employee ID		Name	
Contract Number		Contract Type	
Institution	WA100 - Green River College	Contract Generation Date	
Term		Contract Begin Date	
Address	12401 SE 320th Street Auburn, WA 98092-3622	Contract End Date	

Classes

Class Nbr	Workload Description	Sub	Catalog Nbr	Course ID	Course Title	Contract Hours	Time	Meeting Pattern	Start Date	End Date	Location	Earn Code	Combo Code	Department	Total Pay for Term	FTE%
												PTF				
												PTF				

Comment

Contract Payment Summary

Total Contract Amount	Number of Payments	Hours	FTE%

Contract Payment Information

Payment Date	Pay Amount

Disclaimer

The Employee is hereby notified of this temporary faculty appointment to the college to perform professional education services in connection with the conduct of the above designated Assignment. The Employee will be paid at the rate set forth in the Assignment. This appointment is subject to cancellation by the college for insufficient enrollment, or if the assignment is needed by a full-time instructor in order to complete a contracted load, or other reasons as determined by the college. If this appointment is cancelled due to insufficient enrollment, the College will compensate the Employee one hour "start-up" time for Employee's inconvenience. It is the responsibility of the individual instructor to contact the appropriate dean within the first hour of class if there are not fifteen (15) students at the first session. This offer of employment is made subject to the current negotiated faculty agreement (GRCC United Faculty Coalition/Board of Trustees) and the policies and rules or regulations of the College and of other State agencies which the College is required to observe in the practical and/or efficient operation of its college(s), and the laws of the State of Washington. It is understood that this employment is on a temporary basis and for the limited period set forth in the contract. The appointment is not subject to tenure. Neither this appointment nor any policy, rule, or regulation shall be construed as providing the Employee with an expectancy of re-employment by the district.