

## **Seattle Community Colleges Part-Time Faculty Guide**

### **Welcome Part-Time Faculty!**

**Part-time faculty are an integral part of the Seattle Community Colleges.**

Traditionally, part-time faculty have brought new ideas and energy to the district with their participation in various academic innovations and projects. Part-time and full-time faculty work together as partners in education.

**The Seattle Community College District (SCCD) is one of 33 community and technical college districts including 28 community colleges and five technical colleges in Washington State.** The SCCD is a member of the American Association of Community Colleges and the Washington Association of Community and Technical Colleges.

**The SCCD consists of three colleges--**South Seattle Community College (SSCC), Seattle Central Community College (SCCC) and North Seattle Community College (NSCC)--in addition to the Seattle Vocational Institute (SVI), all of which are public state-supported institutions. The Northwest Association of Schools and Colleges accredits all three community colleges. SVI is accredited by the Washington State Board of Education.

**SCCD VI provides equal opportunity in education and employment and does not discriminate on the basis of race, color, religion, national origin, gender, age, marital status or the presence of any physical, sensory, or mental disability in employment and education programs.** The District complies with all Washington State and federal laws relating to anti-discrimination and equal opportunity.

**The district office is located in the Siegal Center, 1500 Harvard Avenue, Seattle, WA 98122, less than a block south of the SCCC campus on Capitol Hill.** Over 28,000 students attend the colleges within the SCCD.

North Seattle Community College  
9600 College Way North  
Seattle, WA 98103  
206 527-3600

South Seattle Community College  
6000 16th Avenue SW  
Seattle, WA 98106  
206 764-5300

Seattle Central Community College  
1701 Broadway  
Seattle, WA 98122  
206 587-3800

Seattle Vocational Institute  
2120 S. Jackson Street  
Seattle, WA 98144  
206 587-4950

## **The Essentials**

### **Disclaimer:**

Should any language within this document conflict with language contained in the current SCCFT-SCCD VI Faculty Agreement, the language of the current SCCFT-SCCD VI Faculty Agreement shall prevail.

The Seattle Community College District reserves the right to amend or correct provisions described in this guide. Because Policies and procedure provisions may change, please check with District Human Resources to verify that the information contained in this guide is current.

The language used in this guide is not intended to constitute a contract between the Seattle Community College District and any of its employees for either employment or the provision of any benefits.

## **SCCFT & SCCD VI Faculty Agreement**

### **Your Faculty Contract**

Make sure you get a copy of the faculty agreement from your unit administrator. This agreement outlines your rights and responsibilities as a faculty member in the Seattle Community Colleges District. It is also available on-line at:

<http://www.sccft1789.org/>

### **Union Membership**

Although you will be paying union dues if you work 50% or more of a full-time load, this does not mean that you are automatically a member of the union. Ask your division faculty senator (union representative) for a membership application form or contact the SCCFT Office: 206 587-5478. Visit the American Federation of Teachers' web site to see the many benefits you gain by becoming a member:

<http://www.aft.org>.

Useful information is also available on the Washington Federation of Teachers (WFT) web page: <http://www.wftaft.com/>. Local faculty union and membership information is also available on the web at: <http://www.sccft1789.org/>.

### **Pay Days**

In general, you are paid on the 10th and 25th of each month. If the 10th or the 25th falls on a Saturday, payday will be the proceeding Friday. If the 10th or the 25th falls on Sunday, payday will be the following Monday. **CAUTION:** In winter and spring quarters your first paycheck for the quarter will not come until the 25th. You will want to budget appropriately. Verify your pay dates by visiting the

monthly calendars in the payroll folder in the SCCD electronic mail system:  
Public Folders/All Public Folders/ District Wide Information/Payroll.

### **Deductions from your paycheck**

- **Union dues**  
Beginning thirty days after employment all faculty who teach 50% or more of a full-time load pay a Seattle Community College Federation of Teachers (SCCFT) representation fee. Your unit administrator should have a copy of an SCCFT Dues & Fact Sheet. If not, this information is available on-line at: <http://www.sccft1789.org/>.
- **Parking Fees and Mass Transit Pass Subsidy**  
Fees vary by campus. Consult your security or campus transportation services office  
**See Procedure 246 below.**

### **Availability for Student Consultation**

Part-time faculty are not required to post office hours. However, you are expected to be available to students on an appointment basis in addition to your classroom hours.

### **Salary Increases**

***(see Appendix B3 of the SCCFT & SCCD VI Faculty Agreement)***

After 495 hours of teaching (700 or 825 for some types of teaching), you will receive an increase in your salary-if there is a step in which to move. It is the responsibility of each division to keep track of your accumulation of hours within the District; however, you should also keep track of them to ensure accuracy. After you acquire the benchmark of teaching hours, your increase is effective at the beginning of the following quarter and will be reflected in subsequent paychecks.

After earning 25 salary credits for doing faculty development activities, you will receive an increase in your salary. Attendance at professional conferences, professional or SCCD sponsored workshops, and course work related to your field are just some of the activities for which you may receive salary credits. Ask for an annual professional and educational development reporting form to see a list of possible activities and to document your participation; this can be downloaded from the District Faculty Development web site: <http://dept.seattlecolleges.com/fd/>. It is your responsibility, however, to keep track of the hours and documentation of the activities and to turn in the report as soon as you have earned the 25 salary credits. You will not be credited for the accumulated salary credit hours until the report is submitted. (This does not apply to movement on the part-time salary schedule in the Intensive English Language Programs.) You will move up on the salary schedule effective the following quarter.

## **The Priority Hiring List**

***(See Article 10.7 of the SCCFT & SCCD VI Faculty Agreement for details.)***

Part-time faculty who have been employed at an average of 50% or more for 9 quarters of the last 12 quarters, excluding summer quarter, and who have received satisfactory evaluations...shall be placed upon a department/division priority hiring list. The priority will be consistent with previous...workload assignments...and shall provide a right of first refusal for any...assignment which has been previously taught...This consistent workload assignment is guaranteed unless the faculty member is notified in writing 30 days prior to the end of the preceding quarter (Summer quarter for Fall assignments) It does not confer...a vested right to continued employment or to renewal of employment. A Letter of Understanding between the SCCD VI and the SCCFT outlines the evaluation guidelines for a part-time faculty member seeking to get priority hiring status. **See appendix below.**

## **Benefits:**

### **Health: Medical and Dental**

There is a variety of medical and dental plans to choose from that provide coverage for eligible employees and their dependents; small employee premiums are required by some plans: no exclusions for pre-existing conditions.

### **Eligibility Requirements**

Beginning with your second consecutive quarter of employment, you are eligible for health benefits if you are working at one or more institutions of higher education for a combined total of at least half time on a quarter-to-quarter basis. Spring and fall are considered consecutive quarters. In other words, when you first begin employment, you must work 50% of a full-time load for one quarter and then you will begin receiving benefits the second quarter if you work 50% or more of a full-time load. Whenever you fall below 50%, the SCCD no longer pays for your health benefits, but you may self-pay the premiums for up to 18 consecutive months. If you are employed again at 50% or more of a full-time workload, the SCCD will begin paying your health benefits again. For individuals who choose to self-pay and then become eligible again for health benefits, the employer-paid benefits will resume on the first day of the month in which the employee returns to eligible status, i.e. working 50% or more of a full-time load. Once you have attained eligibility for health benefits, any quarter you do not teach, you have the option to maintain continued health coverage by self-paying (up to 18 consecutive months). For individuals who choose not to self-pay and then become eligible again for health benefits, coverage will be reinstated on the first day of the month following return to pay status.

**NOTE:** It is the responsibility of the instructor to return the query which the Benefits Office will send out early in a quarter to notify the Seattle Community Colleges of employment at another institution of higher learning. This information is used to determine eligibility for health benefits and not for tracking the accumulation of your instructional hours for step advancement. Documentation of

instructional hours from other institutions to be used for salary increases must be given to the campus division offices.

### **Washington State Basic Health Plan**

If you do not qualify for health benefits through the Seattle Community College District, Washington Basic is a state plan that subsidizes working residents of Washington to make sure they have medical insurance. The charges are made on a sliding scale. (Note: Working students may get on this plan as well.)

Call 1-800-660-9840 or 1-800-826-2444 to reach Washington Basic Health Plan. Or, you may write to Washington State Health Care Authority, PO Box 42683, Olympia, WA 98504-2683.

### **Life/Accidental Death & Dismemberment Insurance**

\$5,000 basic life insurance for death from any cause and \$5,000 accidental death and dismemberment coverage provided at no cost to eligible employees; additional optional coverage is available for employees and family members.

### **Eligibility Requirements**

Once you become eligible for medical and dental benefits, you also become eligible for basic employer-paid life insurance and Accidental Death and Dismemberment coverage. You may increase your coverage with self-pay. You also are eligible for (AD&D) or Long-Term Disability coverage. (See medical and dental eligibility requirements above.)

### **Long Term Disability (LTD) Insurance**

Basic long-term disability coverage is provided at no cost to eligible employees. The Basic LTD plan provides a maximum benefit of \$180 per month (\$50 minimum), which begins after 90 days of disability.

### **Eligibility Requirements**

Once instructors become eligible for medical and dental benefits, they also become eligible for long-term disability coverage. (See medical and dental eligibility requirements above.)

### **Retirement**

Annuity contracts are issued through TIAA-CREF; the College matches the employee's tax-deferred contribution of 5% (up to age 35), 7.5% (age 35-49), or 10% (after age 50) of gross salary; vested immediately.

*Also available:*

- Supplemental Retirement Annuities (SRA)
- Deferred Compensation program

- A variety of Tax Deferred Annuities

### **Eligibility Requirements**

Part-time faculty must be employed at least 50% of full-time for two consecutive quarters to qualify for participation in the TIAA-CREF retirement program, beginning at the first of the second quarter.

### **Grants, Travel and Money, Faculty Development Grants**

Go to the web site address: <http://dept.seattlecolleges.com/fd/> or consult the SCCD's email system: All Public Folders/District-wide Information/Faculty Development.

### **Faculty Development Opportunities**

There are many professional development workshops and activities sponsored by the SCCD. Please visit the Development Calendar in SCCD's email system: All Public Folders/District-wide Information/Calendar-Professional Development

### **Other Benefits**

- Direct deposit of paychecks
- Credit Union membership
- Dependent Care Assistance
- US Savings Bonds
- Insurance - supplemental medical; home, auto, boat or motorcycle

### **Details**

#### **Pay Days**

For part-time faculty, the paydays usually fall on the 10th and 25th of each month, for a total of six pay dates per quarter. (The pay is calculated according to the total amount the instructor should receive for the quarter and that amount is then divided into six equal payments to be distributed throughout the term.)

If the 10th or 25th falls on a Saturday, payday is Friday. If the 10th or 25th falls on a Sunday, payday is the following Monday.

Verify your pay dates by visiting the monthly calendars in the payroll folder in the SCCD electronic mail system: Public Folders/All Public Folders/District Wide Information/Payroll

#### **Pay Calculation**

Please refer to B.5 Part-time Pay Calculation in the SCCFT-SCCD VI Faculty Agreement for details regarding pay calculations: <http://www.sccft1789.org/> Part time faculty are paid based on the percentage of a full-time workload. So, if you teach 50% of a full-time workload, you would be paid 50% of the quarterly salary in the schedule below. Please note the schedules differ for IEL and SVI faculty. This salary schedule is effective as of Summer Quarter, 2001.

Step/ Level	Hourly Rate eff. Sum. Qtr. 2001	Annual Rate	IEL Faculty	15, 18, & 20 Hour Weekly Workload <b>AND</b> PTF Hired 1/1/00 and Later WITH 74.76% Parity	SVI
1	\$35.35			\$8,722.25	\$10,221.37
2	\$37.06			\$9,143.90	\$10,715.87
3	\$38.77		\$8,762.31	\$9,565.54	\$11,209.51
4	\$40.49		\$9,151.28	\$9,990.18	\$11,706.60
5	\$42.22		\$9,540.95	\$10,415.56	\$12,205.41
6	\$43.93			\$10,838.70	\$12,701.63
7	\$45.63			\$11,257.36	\$13,191.82
8	\$47.34			\$11,679.01	\$13,686.32
9	\$49.05			\$12,100.65	\$14,179.95
10	\$50.76			\$12,522.30	\$14,674.45

Faculty who substitute for less than 20% of a quarter will be paid the number of hours taught multiplied by the hourly rate above.

Faculty who teach correspondence or experimental telecourses will be paid \$21.36 per quarterly credit hour per student.

### **Automatic Bank Deposit (Electronic Funds Transfer)**

To have your paycheck directly deposited to your bank, you need to call the district payroll and benefits office at 587-4120.

### **Advancement on the Part-time Salary Schedule**

One step advancement will be provided on completion of part-time instruction within the District or other accredited educational institutions equal to one year of full-time teaching experience (495 hours for general lecture, laboratories and special programs (e.g. ABE & ESL) and 825 hours for trade and industrial occupation and shops, clinical assignments and counselors, librarians, catalogers and non-teaching personnel.) See details in the SCCFT-SCCD VI Faculty Agreement 11.3 Weekly Workload: <http://www.sccft1789.org/>. While your division must keep track of hours you teach within the District, you must provide documentation for hours from other institutions outside the District to your division office. Documentation may include a copy of payroll documents showing the number of hours or a letter from the institution documenting the hours taught. CALLING DISTRICT PAYROLL IS NOT SUFFICIENT; YOU MUST TURN IN YOUR DOCUMENTATION OF HOURS FROM OTHER INSTITUTIONS TO YOUR DIVISION. DISTRICT PAYROLL DOES NOT KEEP

TRACK OF THE ACCUMULATION OF YOUR TEACHING HOURS; YOUR DIVISION DOES.

One step advancement will also be given upon the completion of 25 approved professional development credits. (This does not apply to Institutes of English.)

Advancement occurs at the beginning of the next quarter after you have completed your hours and/or professional development credits.

Be sure that you are paid for your step increase as soon as you have earned it.

### **EN&SRC**

#### ***(Employment Notice and Service Record Change)***

Each employee will receive an EN&SRC to verify employment and the pay scale. These forms will be routed to the instructors after they have been activated and signed.

Although the SCCD maintains all of your employment records, it is a good idea to keep your EN&SRCs in good order should you ever need to quickly review your pay records.

If you end up substitute-teaching for another instructor, you may need to notify the division secretary to make sure that an EN&SRC has been filled out so that you get reimbursed for those hours.

### **Priority Hiring List**

#### ***(See Article 10.7 of the SCCFT & SCCD VI Faculty Agreement for details.)***

Part-time faculty who have been employed at an average of 50% or more for 9 quarters of the last 12 quarters, excluding summer quarter, and who have received satisfactory evaluations...shall be placed upon a department/division priority hiring list. The priority will be consistent with previous...workload assignments...and shall provide a right of first refusal for any...assignment which have been previously taught.....This consistent workload assignment is guaranteed unless the faculty member is notified in writing 30 days prior to the end of the preceding quarter (Summer quarter for Fall assignments) PHL status does not confer...a vested right to continued employment or to renewal of employment. A Letter of Understanding between the SCCD VI and the SCCFT outlines the evaluation guidelines for a part-time faculty member seeking to get priority hiring status. **See appendix below.**

### **Pro-rata Pay**

If you are assigned to teach more than two-thirds of a full-time workload, you will receive pro rata pay, i.e. you must then be paid from the full-time salary schedule.

For example, if you are an English instructor at South campus teaching two sections of English 101 (5 hours each), you would be teaching at 2/3 of a full-time workload and would not be eligible for pro-rata pay. You would be paid off the part-time faculty pay schedule.

However, if Central campus then asks you to also teach English 106 (3 hours), you would be teaching a total of 13 hours. A full-time teaching load is 15 hours.  $13/15 = 87\%$ . The SCCD would therefore be obligated to pay you pro-rata pay if they wanted you to teach this additional class.

Note: For Institutes of English, if you are assigned more than three-fourths of a full-time workload within the Intensive English program, you will receive pro-rata pay.

### **Time Sheets for Part-time work**

Part-time tutoring or instructional tech. work is paid through the use of time sheets, which must be filled out and signed and submitted on deadline, usually the 15th and the last day of the month. Part-time work is remunerated twice a month.

### **Leaves, Illness, Injury, Bereavement or Emergency**

SCCFT-SCCD VI Faculty Agreement July 1, 1997 — June 30, 2000

#### **1. Leave for Illness, Injury, Bereavement, Emergency -- Part-Time Faculty**

Those part-time faculty assigned for fifty percent (50%) or more of a full-time load in a quarter will be eligible to accrue and to take illness, injury, bereavement, and emergency leave on a pro-rata basis, to be calculated by the following formula:

$.06 \times \text{number of contact hours} = \text{hours of leave accrued}$

Part-time faculty on the priority hiring list may use one day per year of leave accrued under this section as a personal leave day (per Section 5.5).

The part-time faculty member must work a minimum of one (1) quarter in four (4) quarters (excluding summer) to maintain previously accrued leave under this section. Such leave shall be non-compensable for attendance-incentive purposes as described in Section 5.3 above.

Upon change of percentage to full-time faculty status, accumulated sick leave will be converted to full-time-equivalent, non-compensable sick leave.

#### **Personal Leave Days**

Part-time faculty on the priority hiring list may use one day per year of leave accrued as a personal leave day. (See section 5.4 of the SCCFT-SCCD VI Faculty Agreement.)

### **District Faculty Support Services Faculty Development Grants**

There are many opportunities for part-time faculty to receive money for faculty development projects and travel. Please visit the SCCD Faculty Development web page for details at: <http://dept.seattlecolleges.com/fd/> or consult the District electronic mail folder: All Public Folders/District-wide Information/Faculty Development.

### **Tuition Waivers**

The state passed a bill for part-time faculty teaching 50% or above to be able to enroll in 1-2 classes at 2-4 year institutions of higher education. While some institutions are participating in this program, others do require a fee. Some may have chosen not to participate. Do contact each school individually to find out what the policies are. For the SCCD, if you teach 50% or more of a full-time load, you are eligible for a tuition waiver on a space available basis for a registration fee according to RCW 28B.25. Please go to the President's Office of your campus to obtain the necessary forms.

**See Tuition Waiver Form below.**

### **Part-time Faculty Recognition Awards**

SCCD Part-time faculty are eligible for the following awards:

Fund for Excellence Grants (South campus only,) NISOD Awards, Faculty Development Grants, Board of Trustees Lifelong Learning Awards, Martin Luther King Jr. Award, Dan Evans Awards

### **Instructional Issues**

#### **Academic Freedom**

*Academic freedom—the latitude in academic content and methodology—applies to all instructors.*

Academic freedom is guaranteed to all faculty members by the First Amendment of the U.S. Constitution and by the Agreement between the Seattle Community College District and the Seattle Community College Federation of Teachers. Academic Freedom and Faculty Rights are detailed in section 6.9 of the SCCFT-SCCD VI Faculty Agreement, your faculty contract: <http://www.sccft1789.org/>

### **Faculty Personnel Files**

All employees have personnel files which are maintained by the district at the district office (except for the payroll documents and other approved records which are kept on campus). Instructors have the right to know of each item placed in their files and to see their files at any time. Contact your division support person for more information.

### **Grading**

Grades have to be submitted on deadline to the Registrar. Make sure that all grades have been double-checked and are legible.

## **Grading**

Grades have to be submitted on deadline to the Registrar. Make sure that all grades have been double-checked and are legible.

## **Incompletes ("I")**

If giving an incomplete "I" grade, the instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the unit administrator of the division in which the course is offered. The student must have completed at least 80% of the necessary course work in order to qualify for an Incomplete Grade Contract. Incomplete grades must be completed the quarter following the issuance of the Incomplete, excepting summer quarter.

**For details about grades, please refer to the District Procedure 520 below and <http://www.seattlecolleges.edu/ccintrogrades.aspx>**

## **Student Evaluations of Instructor**

All instructors conduct quarterly student evaluations. What is done with the evaluations differs depending on whether the instructor is full-time tenured, priority hiring faculty, or part-time (Article 10.8 of the union contract).

Part-time faculty not on priority hiring must turn in the results of an evaluation of at least one class per quarter to the unit administrator.

When the evaluations are being administered, make sure that the instructor is out of the room for a more accurate response.

Alternative forms of evaluation may also be done such as Classroom Research, Videotape recording, and S.G.I.D.'s (Small Group Instructional Diagnosis). It is good practice to notify your unit administrator if you are planning to use an alternative form of evaluation.

All evaluations are to be returned to the faculty member. Keep your evaluations in good order should there ever arise a situation in which you need or are asked to demonstrate your teaching performance to others based on your student evaluations.

## **Course Overloads**

During certain quarters, you may be asked by a number of students to sign in "overloads" to your class. An "overload" is the adding on of additional students to a course over the set course limit. Consider several factors when doing so:

Notify your Dean that you have had overload requests, on the chance that a waiting list is being compiled and additional sections may be added. Use your judgment about whether you can handle the extra student load. Verify that the student(s) is (are) eligible for entry into the class. Do not just take their word for it.

Ask for documentation, or try to verify their situation through registration. Also realize that state funding is based on three-year rolling averages; though you may be helping the immediate situation by accepting more students into your class, you may also be unknowingly increasing the average number of students that the State reports you can teach while still maintaining optimum efficiency, i.e. quality.

### **Class Cancellations**

Occasionally it is necessary, because of insufficient enrollment or other legitimate reasons, to cancel a class after some registration has occurred in that class. Check enrollment figures and keep in contact with your unit administrator.

### **Compensation for Class Cancellations**

See the SCCFT-SCCD VI Faculty Agreement for details:

<http://dept.sccd.ctc.edu/sccft>

### **Section 10.4 Compensation for Canceled Classes**

In the event of class cancellation within one (1) week from the scheduled start of the class, part-time faculty (excluding full-time faculty who are teaching extra classes) shall be compensated for eight percent (8%) of the total quarterly class-contact hours in addition to remuneration provided 11.6(b) (4) below.

### **Instructor Absence**

If an instructor cannot meet with a class because of illness or other emergency, the instructor must call the division office with as much advance notice as possible. The office will then post the cancellation to alert students of the temporary cancellation.

If you must cancel a class after 4:30 p.m., notify the Evening Coordinator or your division office if it is open in the evening. On the following day, inform the division administrator of your absence. This procedure may vary among divisions, please consult with your unit administrator.

### **Student Conduct**

The Board of Trustees of Seattle Community College District VI establishes regulations on student conduct and student discipline.

The Seattle Community College District is a public institution having special responsibility for providing instruction in higher education. As a post secondary institution, the District has an obligation to maintain conditions that are conducive to freedom of inquiry and expression in the degree compatible with the orderly conduct of its functions.

**If you have a student against whom you need to allege a complaint because of his or her misconduct, please refer to the following District Procedure 375 below.**

## **Privacy Rights of Students**

Students have a right to privacy, and instructors may not release any information about them to other students, colleagues, counselors, or others. If such information needs to be accessed, written permission by the student needs to be obtained first. For example:

1. Do not post student grades with names or social security numbers.
2. Do not leave graded papers in hallways/outside office door.
3. Do not give student grades to others without the student's permission.
4. Do not give a student's class schedule or whereabouts to others. (Refer such inquiries to the Division Office.)

## **Student Complaints**

The Seattle Community College District has established procedures to guide students who feel they have a complaint relating to an action by a member of the college community. Students who perceive a problem should first contact the instructor and inform him or her of their complaint(s). If talking to the instructor does not solve the problem, they need to speak with the Student Complaints Officer, a Student Services counselor, the Affirmative Action Office, the Office of Minority Affairs, Women's Programs, the Dean of Student Services, or Disabled Student Services. For details, please refer to Article 6.2 of the SCCFT & SCCD VI Faculty Agreement and the District Procedure 370. These procedures outline the steps and timelines that students need to follow when making a complaint.

**See Procedure 370 below.**

## **Plagiarism and Academic Dishonesty**

Plagiarism and academic dishonesty must be countered with the harshest measures possible. Students need to have the "ground rules" of study set for them early in the term, and then rigor must be applied to these ground rules to ensure that students learn and earn the grades they deserve.

## **District Policies**

### **Eating in the Classroom**

The Seattle Community Colleges forbids eating, drinking and smoking in the classrooms. If there are special circumstances during which there is eating or drinking (such as in an end-of-the-quarter party)—which has been approved by administrators—it is the responsibility of the instructor and the students to clean up the room.

### **Smoking**

Smoking is prohibited in all indoor areas of the colleges and the Siegal Center. Some campuses have established designated outdoor areas.

### **Inclement Weather Closure**

A decision on whether a SCCD campus will close due to inclement weather is

usually made at 5 a.m. on the day in question. Announcements will be made over the airwaves via KING AM/TV, KIRO AM/FM/TV and KOMO AM/TV.

For evening classes, a decision is made by 3:00 p.m. and is announced via mass media. Decisions on weekend classes will be made by 5 a.m. Off-site centers will follow the main campus decisions with respect to closure.

The campus main number will have a pre-recorded announcement about the school's status.

- North: 527-3600
- Central: 587-3800
- South: 764-5300
- SVI: 587-4950

Make sure to change the message on your voice-mail to announce the inclement weather decision—as a courtesy.

### **Children in the Classroom**

Children are not allowed in class with parents or to play in the hallways while their parents are in class. This creates exposure to liability for the college and risk to the children. Please tell the guardian to take the children home and/or call an administrator to deal with the issue.

### **Voice Mail**

There are many useful features to the SCCD voice mail system. A summary of the many features may be found on-line at <https://inside.seattlecolleges.com/>.

### **Electronic Information Resources: Acceptable Use Policy & Procedures**

Electronic-mail communications are integral to the unity of the college and for smoothness of communications between staff.

Every faculty member should have her or his own email account on the district/campus network and accessible from the world wide web. Email training is available also. Speak to your supervisor about how to access your email or contact computing services on your campus.

Instructors need to consistently access their e-mail accounts in order to get the latest information.

To view the District's current acceptable use policy, access the following web site: <https://inside.seattlecolleges.com>

**Also see Procedure 259 below.**

## **Sexual Harassment**

Sexual Harassment is defined as coerced, unethical and unwanted intimacy that affects an individual's educational progress or creates an intimidating, hostile or offensive environment for the individual. While sexual harassment usually involves repeated behavior, in some instances it can consist of an action that occurs only once. It can be verbal, physical, or visual and can take many forms. It can be overt, suggesting that a sexual favor will be rewarded, or it can consist of persistent, unwanted attempts to change a relationship into a personal one.

Sexual harassment may include the following: telling sexual jokes; making unwelcome sexual advances; making sexual gestures; subjecting someone to unwanted sexual attention; attempting to coerce someone into a sexual relationship; punishing or threatening to punish someone into a sexual relationship; punishing or threatening to punish someone for refusal to comply; engaging in conduct which has the purpose or effect of interfering with another person's performance or creating an intimidating, hostile or offensive environment.

\*Students who feel they have been a victim of sexual harassment by another student should report the incident to the chief student services officer. The complaint should be filed within 30 days of the most recent act that is alleged to be sexual harassment.

The chief student services officer will make prompt written notification after the filing of the complaint. An investigation will be conducted to determine if there is merit or sufficient evidence to support the complaint, and/or if the complaint may be resolved administratively by mutual consent and be acceptable to all parties involved.

If probable cause is found to exist, disciplinary proceedings will be initiated following the conduct and standards policies and procedures. The process will protect the rights of the student filing the complaint, the alleged harassing student, and any witnesses involved. These rights include the right to confidentiality as much as the investigative process allows, without hindering a thorough investigation.

Sexual harassment is illegal and a serious breach of professional ethics. Seattle Community College District policy 419 states that sexual harassment will not be tolerated, and any employee or student who feels that (s)he has been sexually harassed has the right to complain and have their complaint investigated. Findings of discrimination in the form of sexual harassment can result in an employee's dismissal.

What is sexual harassment? It is "any behavior or action, either physical or verbal, which is sexual in nature and is uninvited, unwanted, unreciprocated and:

1. Submission to it is either an implicit or explicit condition of employment or educational opportunity; or
2. Submission to, or rejection of it is used as a basis for employment or educational decisions; or
3. It has the purpose or effect of negatively interfering with the individual's work or educational environment.
4. Examples of sexual harassment can range from making disparaging remarks about the opposite sex in a class, to subtle pressure for sexual activity in return for a grade or special academic attention.
5. As an instructor, you have the right to work in an environment free of sexual harassment by supervisors or colleagues. You also have the obligation and professional responsibility to avoid behaviors that intimidate students and damage their ability to learn. In the community college setting, we often deal with students who may be peers in terms of their age and life experience. Personal relationships which might be appropriate in other circumstances are inappropriate when they occur between a faculty member and any student for whom (s)he has a professional responsibility (such as grading or advising). Even when both parties have consented to a personal or dating relationship, it is the faculty member by virtue of his or her status who will be held accountable for unprofessional behavior.

If you experience sexual harassment or know someone who has, contact any of the following:

- **Affirmative Action Officer**  
The affirmative action officer on each Seattle Community College Campus is responsible for investigating complaints of sexual harassment when the complainant is an employee of the campus or when a student is complaining against an employee.
- **Vice President of Student Development**  
Dean of Student Development is responsible for immediately initiating investigations regarding complaints about sexual harassment where a student is complaining against another student. The Dean of Student Development is also responsible for investigating violations of the code of conduct by students.
- **Dean**  
When students have a complaint about an instructor or other employee of the division they may choose to report it to the Dean of the department/division.
- **Student Complaints Officer**  
The college has a formal and informal process for students to resolve complaints about any aspect of their college experience including complaints about teachers, grades, course content, student services, treatment by staff or administration, etc.

- **Director of Women's Program**  
Students who have a complaint about sexism in their classes, sexual harassment, etc. may wish to speak to someone who can provide support and advocacy for them.
- **Counselor**  
Counselors are available to help students not only with course planning and success in classes, but also with personal problem solving.
- **Resources Outside the Campus**  
A complainant may choose to file sexual harassment complaints concurrently with the following agencies: Washington State Human Rights Commission, Seattle Human Rights Department, Equal Employment Opportunity Commission, Office of Federal Contract Compliance, or the Office of Civil Rights. However, complainants are encouraged to use the internal complaint procedures to resolve complaints.

**"Violence in the Work Place" (information from a training by Michael O. Magno, Clover Park Technical College)**

**Four Types of Workplace Violence** [Joseph Kinney, executive director of the National Safe Workplace Institute (Chicago)]:

1. employer-directed: injury done against an employer, manager, supervisor
2. domestic-related: family or relationship-related injury
3. property-directed: damage to company property
4. commercial-directed: theft of money or property which involves violence

**There are some pervasive myths about violent employees.**

Myth #1: "Violent employees crack without warning or without giving any indication of the potential of upcoming violence."

Myth #2: "If the clues provided by employees are there, the violence will never occur."

Myth #3: "Those individuals who are involved in any type of committed act of workplace violence have nothing to lose because they have already lost everything."

Myth #4: "Addressing a person who is threatening workplace violence will just set that person off on you."

While there is no absolute profile which employers and employees may use to identify a potentially violent employee, there are some common warnings:

1. Any history of violent behavior before or after employment with the current employer.
2. Any extreme interest in or obsession with weapons (e.g. paramilitary training, weapons collections, compulsive reading and collecting of gun

- magazines, and other behaviors). If this behavior starts spontaneously or is out of character for the employee, this should serve as a warning.
3. Excessive discussion of weapons at work, carrying a concealed weapon or flashing a weapon to test reactions.
  4. Making either direct or veiled threats of harm (i.e. predicting that bad things are going to happen to a co-worker or supervisor).
  5. Intimidating others or instilling fear in colleagues or supervisors—through physical or verbal intimidation—such as harassing phone calls and stalking behaviors.
  6. Having an obsessive involvement with the job with no other apparent outside interests.
  7. Being a loner with little involvement with co-employees, with the exception of a romantic interest. This interest will often be so intense that the co-employee will feel threatened and may report the unwanted attention under a sexual harassment policy.
  8. Being paranoid, panicking easily, and often seeing the whole world as against him or her.
  9. Does not take criticism well, holds a grudge and will often verbalize a hope for something bad to happen to the person against whom he or she holds a grudge.
  10. Expresses extreme desperation over family, financial or personal problems—usually recent ones.
  11. Fascination with other incidence of workplace violence and approval of the use of violence under similar circumstances.
  12. An escalating tendency to push the limits of normal conduct, without regard for the safety of colleagues and others.
  13. Failure to take consistent disciplinary measures against threats of violence or minor incidents of violence.
  14. Work place events generating great stress such as layoffs, termination, labor disputes or plant closures.
  15. Work place locations and activities which expose employees to the threat of violent behavior from non-employees entering the work place.

## **Appendix**

### **LETTER OF UNDERSTANDING**

This letter of understanding is between the Seattle Community College District VI (District) and the Seattle Community College Federation of Teachers (SCCFT) and relates to the development of evaluation guidelines of part-time faculty seeking priority hiring status per Article 10.7a of the 1997-2000 SCCFT Faculty Agreement:

Consistent with the Affirmative Action Plan of the District, part-time faculty who have been employed at an average of 50% time or more for nine (9) of the last twelve (12) quarter (excluding summer quarter), and who have received satisfactory evaluations which will include student and administrative evaluations and may include peer observations, shall be placed upon a department/division

priority employment list. The Agreement/Management Committee will develop evaluation guidelines.

***Role of Administrator***

We underscore the distinction between faculty peer observation and administrative evaluation of part-time faculty. Administrative evaluation will be conducted by the unit administrator (usually the associate dean of a division), and should include classroom observation, written evaluation based upon previously determined criteria, discussion with the faculty member, and response and signature of the faculty member verifying knowledge of the evaluation's contents. The signature does not confer a faculty member's agreement with its contents. After review of the evaluation, if the administrator feels that the faculty member's evaluation is unsatisfactory, an improvement plan may be devised that includes peer observation and mentoring by faculty colleagues.

***Timeline***

It is the intent of the SCCD administration to conduct evaluations of non-priority faculty as early as possible in a faculty member's employment by an SCCD instructional unit. Administrative evaluation will occur before the beginning of the seventh quarter within the nine (9) out of (12) quarter sequence outlined in Article 10.7a.

Whether it be administrative evaluation or peer observation, both the evaluator/observer and the faculty member will set the date(s) of the observation and any follow-up meetings. The unit administrator reserves the right to conduct more than one administrative evaluation per quarter. However, if more than two evaluations are conducted within the quarter, a written explanation will be provided to the faculty member.

***Criteria***

Each department should determine specific criteria to be met by part-time faculty. Establishment of these criteria should include input from full and part-time faculty and the unit administrator. These criteria will be provided by the unit administrator to each new part-time faculty hired.

As of January 1, 1999, this letter of understanding shall remain in effect until the end of the July 1, 1997 — June 30, 2000 District VI and SCCFT Faculty Agreement.

Dr. Peter Ku, Chancellor Seattle Community College District VI  
Daniel Loos, President, Seattle Community College Federation of Teachers  
College District VI

(Signed 1-6-1999).

---

Development Calendar:

To view the many faculty development opportunities please access the SCCD electronic mail system: All Public Folders/District-wide Information/ Calendar-Professional Development.

**See Trustees Lifelong Learning Awards Nomination Form below.**

# SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURE

**NUMBER: 246.10-.30**

## **TITLE: MASS TRANSIT PASS SUBSIDY**

### 246.10 Mass Transit Pass Subsidy Program

- 246.10.1 Subsidy Amount

The subsidy (discount) amount will not exceed the current tax-free subsidy allowed by the Internal Revenue Service. The District Cabinet will set the rate.

- 246.10.2 Eligibility

Permanent employees, 50% full-time or more, temporary employees, 50% full-time or more, are eligible to receive a quarterly GoPass from the campus transportation coordinator after payment of the current quarter's TMP fee. Students enrolled in ten (10) or more college credits of courses and who pay the quarterly TMP fee are eligible to purchase one quarterly GoPass from the campus cashier at the subsidized price.

- 246.10.3 Participation

To participate in the mass transit subsidy program, employees cannot purchase college parking permits.

- 246.10.4 Monthly Metro Passes

- a. Availability

Monthly Metro passes can be purchased at the college bookstore at Central or South Campus where qualifying students will pay the then current full price minus the current discount amount.

- b. Application for Purchase of Monthly Metro Passes on Campus

A qualified student wanting to purchase a subsidized monthly Metro pass should inquire at the campus Cashier's Office. The student will be issued a subsidy voucher that may be submitted at the campus bookstore as partial payment for a monthly bus pass. Only one voucher will be issued per student each quarter.

- 246.10.5 Quarterly GoPasses (Metro service) and All Non- King County Passes

a. Students

A qualified student may purchase a subsidized GoPass (Metro pass for the school quarter) at the campus Cashier's Office. The student may obtain a GoPass upon payment of the reduced price.

b. Employees

A qualified employee wanting a GoPass may obtain one at the campus transportation coordinator's office.

c. Reimbursement of Subsidy Amount for Monthly and Quarterly Non-King County (Metro) Passes

A qualified employee or student who commutes to the campus on a non-King County mode of mass transit may submit their receipt verifying purchase of a monthly or quarterly pass to the campus transportation coordinator. Reimbursement will be made by check up to the current subsidy amount.

- 246.10.6 Replacement Passes

No replacement passes will be issued. Upon reporting a lost student GoPass to the campus transportation coordinator, a one-time subsidy voucher will be issued that may be used toward the purchase of a monthly pass at the campus bookstore.

[Top of Page](#)

## CARPOOL PROGRAM

### 246.20 Carpool Program

- 246.20.1 Eligibility
  - . All qualified employees and students as in 246.10.2 participants.
  - a. A carpool is defined as two or more people who commute together, at least fifty (50) percent of the carpool's longest individual commute distance. Participants must be old enough to be eligible for a Washington State driver's license.
- 246.20.2 Application Process
  - . The Seattle Community College District employee or student may request an application form at the campus transportation office.
  - a. The campus transportation coordinator will review the application to verify information.
  - b. Upon approval of the application, a carpool permit will be issued and the regular parking permit(s) canceled.

- c. The carpool employee will pay the discounted carpool parking rate as established annually.
- d. Seattle Community College District employees and students in the carpool program may be eligible for other benefits as described at the transportation coordinator's office.
- e. Designated carpool stalls are available on each campus.

### 246.30 Employee Temporary Parking Permit/Emergency Transportation Program

- 246.30.1 Intent

The intent of this service will be to allow temporary parking or emergency transportation for qualified bus/carpool user when needed. These two services would be used for those times when a qualified bus/carpool user needs an automobile/transportation for medical appointment(s), special events, etc. For temporary parking permits requests there will be a maximum of four (4) per month, non-accumulative.

- 246.30.2 Eligibility

To be eligible, the Seattle Community College District employee must be a participant in the Seattle Community College District Mass Transit Subsidy or Carpool Program.

- 246.30.3 Temporary Parking Permits

- a. Requesting a Temporary Parking Permit

On the day the employee needs to drive, the employee will go to one of the following locations and request a temporary parking permit:

- Central Campus - Parking Garage Gate House
- North Campus - Visitor's Information Office
- South Campus - Transportation Coordinator's or Cashier

The employee's name will be checked with a list of qualified bus/carpool users to confirm eligibility for parking approval.

- b. Approval of Request for a Temporary Parking Permit

If qualified and approved, the employee will be allowed to park for that day.

- 246.30.4 Emergency Transportation

- a. Availability

When a qualified mass transit/carpool user requires transportation for an emergency, a taxi cab or campus vehicle will be used.

b. Definition of an Emergency

An emergency is to be considered personal illness, family illness, family emergency, etc.

c. Requesting Emergency Transportation

The qualified employee will inform his or her supervisor of the need for emergency transportation, and if approved, the employee will arrange for transportation by contacting the campus or district transportation coordinator. He/she will issue a voucher for the employee to give to the driver. The employee will need to show the taxi driver their picture identification with the voucher for payment.

d. Payment for Emergency Transportation

The employee may need to pay the full cab fare at the time of the ride and obtain a receipt from the taxi driver for reimbursement. The receipt shall include the following information: cab number, mileage, location of pick-up and drop-off, and the driver's signature. If the employee has no funds for cab fare, the employee may go to the campus business office to receive financial assistance.

e. Requesting Reimbursement

Upon returning to the work place, the employee should complete a petty cash reimbursement form, attach the receipt, and process the form through proper department channels.

*Date Approved: 10/5/93*

*Adopted: 10/5/93*

*Amended:*



## **PROCEDURES FOR PERMANENT STATE OF WASHINGTON EMPLOYEES EMPLOYED 50% OR MORE, REGISTERING ON A SPACE-AVAILABLE BASIS TUITION WAIVER**

Official registration for Washington State employees employed 50% or more is on a space-available basis as described below. On the first meeting of the class, we suggest you do the following:

1. Go to the class of your choice on the first day of instruction. Let the instructor know that you are hoping to register as a Washington State employee under the space-available tuition waiver program. Ask the instructor if s/he feels that space "may" be available and, if so, request permission to visit the class until you can officially register (see "When to Register" below).
2. On the day you are permitted to register, have the instructor sign your enrollment form, giving you permission to enroll in the class, if there is space permitting.
3. Submit the Enrollment Form and the Certification of Employment Form to the Registration Office to complete the registration process. Tuition payment is due at the time of registration.

Under this tuition waiver there is a **\$20.00** processing fee charged each quarter and you are limited to 6 credits. Credits over 6 will be charged at the regular tuition rate. Any additional charges such as parking, student ID card, computer access, books, supplies, etc. will be your responsibility.

### **WHEN TO REGISTER**

- All Washington State employees, employed 50% or more may register between the 6th and 10th (5th and 8th for Summer) instructional day of the quarter. The supervisor or personnel representative of the employee must complete the Certification of Employment Form.

### **REGISTRATION PRIOR TO THE ABOVE DATES**

- Any registration prior to these dates will require full payment at the regular per credit tuition rate. The State Employee Waiver cannot be applied.

### **Please note the following stipulations:**

- **This waiver cannot be used for Continuing Education classes.**
- **Employees in the K-12 systems are not eligible for the WA State Employee Waiver.**
- **A new Certification of Employment Form must be presented each quarter.**

# SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURE

NUMBER 520.05-.15

## TITLE: GRADING PROCEDURES

520.05 The Seattle Community Colleges use a numerical grading system. Passing grades range from 4.0 to 0.7; 0.0 is given for unsatisfactory performance. No grades will be awarded in the range 0.1 - 0.6. Numerical grades may be considered equivalent to letter grades as follows:

<b>A</b>	4.0-3.9
<b>A-</b>	3.8-3.5 <i>Excellent</i>
<b>B+</b>	3.4-3.2
<b>B</b>	3.1-2.9 <i>High</i>
<b>B-</b>	2.8-2.5
<b>C+</b>	2.4-2.2
<b>C</b>	2.1-1.9 <i>Average</i>
<b>C-</b>	1.8-1.5
<b>D+</b>	1.4-1.2
<b>D</b>	1.1-0.9 <i>Minimum</i>
<b>D-</b>	0.8-0.7
<b>E</b>	0.0 <i>Unsatisfactory</i>

Grade-point average (GPA) is determined by dividing total points earned by total credits hours attempted.

The following letter grades may also be used:

<b>I</b>	- <i>Incomplete</i>
<b>S</b>	- <i>Satisfactory with credit</i>
<b>N</b>	- <i>Audit</i>
<b>NC</b>	- <i>No Credit</i>
<b>W</b>	- <i>Official Withdrawal</i>
<b>Y</b>	- <i>Ongoing Course</i>

520.10 The student must apply to the registrar for a "W" an official withdrawal. If application for withdrawal is made by the end of the second week of the quarter, the instructor's signature is not required. No record will appear on the transcript. Withdrawal may be made after that time, up until the end of the eighth week of the quarter (sixth week during the Summer Quarter), after completing an exit interview with the instructor or associate dean. A "W" will show on the transcript. A class withdrawal cannot be made after the eighth/sixth week. After a "W" is issued the course may be repeated only once.

520.15 A course may be repeated only once; this may be in order to change a grade, in which case the student must request that the registrar's office use the highest grade in computing the GPA. Otherwise both grades will be averaged in computing the GPA. Permission may occasionally be given for an additional repeat under special circumstances. Approval depends upon the reasons for lack of previous success (such as illness) or by demonstrating reasons to expect future success.

*Adopted: January 7, 1977*

*Amended: June 12, 1993*

# **SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURE**

**NUMBER: 375**

## **TITLE: STUDENT CONDUCT**

The district procedures regarding student conduct and student discipline are generally set forth in Title 132F of the Washington Administrative Code (WAC), chapter 132F-121, “Student Activities, Rights and Discipline”.

WAC 132F-121-100, “Student conduct generally”, covers the expectations of students and student responsibilities.

WAC 132F-121-110, “Student misconduct”, covers the types of misconduct for which the campuses may impose sanctions.

WAC 132F-121-120, “Instructor sanctions for course work dishonesty or classroom misconduct”, describes the steps that an instructor may take to address course-related or classroom misconduct.

WAC 132F-121-130, “Disciplinary jurisdiction”, describes the jurisdiction which the district asserts over student misconduct and how district discipline relates to possible court proceedings.

WAC 132F-121-140, “Initiation of Discipline”, covers who is responsible for the initial investigation and the process for initiating complaints against students who are believed to have violated the student conduct code.

WAC 132F-121-150, “Vice-president’s review and action”, covers the process followed by the vice-president for student services after conducting the initial investigation of possible misconduct and the range of potential actions that may be taken.

WAC 132F-121-160, “Disciplinary actions”, covers the disciplinary sanctions that may be imposed for violation of one or more specified provisions of the student conduct code and describes the notice given to the student of any such sanction.

WAC 132F-121-170, “Appeals and referrals generally”, covers the process for appealing the disciplinary sanctions imposed by the vice-president for student services.

WAC 132F-121-180, “Student conduct committee”, covers the membership and other details related to the college student conduct committees that hear all

disciplinary cases that are referred by the vice-president for student services or appealed to it by a student.

WAC 132F-121-190, “Student conduct committee hearings -- in general”, covers the student conduct committee hearing process including advance written notice requirements, background material, potential witnesses and exhibits, communication protocol and optional representation by an attorney.

WAC 132F-121-200, “Student conduct committee hearings -- Presentations of evidence”, covers the rules for running the hearings and presenting evidence.

WAC 132F-121-210, “Student conduct committee initial order”, covers the process for concluding the student conduct committee hearing and issuing an initial order that covers findings of facts and a determination on appropriate discipline, if any.

WAC 132F-121-220, “President’s review and final college order”, covers the process that either the student or the vice-president for student services can use to file written argument with the college president and the procedure for the president either to enter the final college order or to instruct the committee to conduct further proceedings.

WAC 132F-121-230, “Reestablishment of academic standing after successful appeal”, covers ways a student can reestablish his/her academic standing when a disciplinary sanction was appealed and not upheld.

WAC 132F-121-240, “Reinstatement after suspension or expulsion”, covers the process a student who has been suspended or expelled may use to request reinstatement as an enrolled student.

WAC 132F-121-250, “Summary and emergency suspensions”, covers the process for imposing a summary or emergency suspension as part of a suspension or expulsion. These sanctions may be imposed when necessary to prevent or avoid immediate disruption, danger, or other harm to the educational process or to the health, safety, or welfare of any member(s) of the public, including the district community.

WAC 132F-121-260, “Maintenance of student discipline records”, covers the standards for maintenance and disposal of records for all completed disciplinary cases.

Copies of chapter 132F-121 WAC may be obtained from the college vice president for student services’ office or accessed on the Web at [www.seattlecolleges.com/WACstudentrules](http://www.seattlecolleges.com/WACstudentrules).

*Adopted: January 9, 1984*  
*Amended: June 4, 1999*  
*Amended: January 26, 2004*

# SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURE

**NUMBER: 370**

## **TITLE: STUDENT COMPLAINTS**

Student complaint procedures are to be used for the processing and disposition of complaints by students against college employees or other students.

The district procedures regarding student complaints are generally set forth in Title 132F of the Washington Administrative Code (WAC), chapter 132F-121 WAC “Student Activities, Rights and Discipline”.

WAC 132F-121-060, “Student complaints generally”, covers when the procedures should be used, what constitutes a “complaint”, the responsibilities of the college complaints officer, protection against retaliation, and other administrative provisions.

WAC 132F-121-070, “Informal processing of complaints”, covers the informal process that students can use to resolve complaints against college employees or other students.

WAC 132F-121-080, “Formal processing of complaints”, covers the process for student complaints that are made to the college complaints officer in writing, including relevant deadlines.

WAC 132F-121-090, “Additional provisions for grade complaints”, further describes the process for student complaints regarding grades received for coursework, including relevant deadlines.

Copies of chapter 132F-121 WAC may be obtained from the college vice president for student services’ office or accessed on the Web at [www.seattlecolleges.com/WACstudentrules](http://www.seattlecolleges.com/WACstudentrules).

*Adopted: January 9, 1984*

*Amended: May 20, 1999*

*Amended: January 26, 2004*

# SEATTLE COMMUNITY COLLEGE DISTRICT PROCEDURE

**NUMBER: 259.10-40**

## **TITLE: SCCD ELECTRONIC INFORMATION RESOURCES**

### **259.10 Definitions:**

- **259.10.01 Electronic Information Resources (EIRs).** All electronic hardware, software and associated data that support or include the following: administrative information systems; desktop computing; library automation; multi-media, data, video and voice networks, including Washington State Department of Information Services (DIS) SCAN network; phone terminals; voice mail; electronic mail (E-mail); Internet access; scanners; electronic publications, including video; or any similar electronic based medium. The use of these resources is a privilege, not a right. It is the user's responsibility to use these resources in a manner that is efficient, ethical and legal.
- **259.10.02 User.** Any SCCD student, employee (including a District officer), contractor, visitor, volunteer or other person who uses the District's electronic information resources. Users as defined, may use District EIRs only for authorized purposes. It is the obligation of College employees to be aware of the governing law, rules, and guidelines set forth in Chapter 42.52 RCW, [Ethics in Public Service act](#); WAC 292-110-010, [Use of state resources \(Both located at URL: <http://ethics.wa.gov/rules.html>\)](#); District policies, and these procedures.
- **259.10.03 Authorized Account.** A user account established by District staff with appropriate password protection that authorizes use of District EIRs.

### **259.20 Acceptable Use:**

- **259.20.01** SCCD's EIRs are to be used for legitimate District business, and for facilitating the exchange of information to further the District's educational, research, administrative and community service purposes. Such uses shall at all times be consistent with state law and the stated purposes and objectives of the District. In accordance with RCW 42.52.160, no employee may use District EIRs that are in his/her custody or control for the private benefit or gain of that employee or of any other person, unless such use (a) is part of the employee's official duties or (b) is consistent with applicable ethics rules. These rules include,

without limitation, WAC 292-110-010, Use of State Resources, which can be viewed at <http://ethics.wa.gov/rules.html>.

- **259.20.02** Employees may make occasional but limited uses of the District's EIRs to send personal messages when there is little or no cost to the District; such use does not interfere with employee's official duties; the use is brief in duration, occurs infrequently and is not disruptive to conducting District business; such use does not compromise the security and integrity of District property, information or software; and provided that employee complies with all other requirements of state law, the EIR policy, and these procedures. Examples of such permissible incidental personal use includes (but is not limited to):
  - a. Notice of public interest and public service events, such as lectures, Combined Fund Drives, blood drives, etc.
  - b. Notice of office social gatherings (lunches, birthdays, receptions, etc.)
  - c. District-wide notifications which are used for communicating good will among employees (holiday greetings, birth announcements, congratulatory messages, etc.)
  - d. Making a local telephone call or sending an e-mail message to make sure that the employee's child has arrived safely home from school.
- **259.20.03** Employees may not make private use of the District's computers or other equipment to access networks, databases, electronic bulletin boards, or the Internet, for purposes that are personal to the employee and unrelated to the employee's District work, except under the following conditions. Employees may make occasional but limited uses of District EIRs to access networks, databases, electronic bulletin boards and internet using same criteria as in 259.20.02 above.
- **259.20.04** District EIRs shall be used in compliance with this procedure, with all collective bargaining agreements, with district regulations and with local, state and federal laws and regulations.
- **259.20.05** EIR users shall not share their authorized accounts or account passwords with others.
- **259.20.06** Users of SCCD electronic information resources must not intentionally seek information about, browse, obtain or retain copies of, or modify personal or private files, records, messages, or passwords belonging to other people, whether at any of the campuses or facilities of the SCCD or elsewhere, unless specifically authorized in advance to do so by those individuals.
- **259.20.07** Users shall not interfere with the performance of any EIR, or block access to any EIR for purposes allowable under these guidelines.
- **259.20.08** No user shall introduce invasive computer software such as viruses into any EIR. Furthermore, all EIR users are encouraged to utilize any anti-virus software provided by the District to protect electronic information.
- **259.20.09** All use of data and software on District EIRs must comply with related licensing agreements and with copyright laws.
- **259.20.10** Users shall be responsible for information they transmit through the District's EIRs and shall comply with the acceptable use policies of the Internet and any rules of discussion forums in which they participate. Furthermore, all such data transmissions shall conform with all local, state and federal laws and regulations.

- **259.20.11** Users shall not conceal or falsify their identity (spoofing, using anonymous re-mailers, providing false identifications, etc.) when using the District's EIRs.
- **259.20.12** EIRs of the District shall not be used for transmission or storage of information that constitutes or promotes:
  - a. Discrimination on the basis of race, creed, color, age, sex or gender, religion, disability, or sexual orientation;
  - b. Sexual harassment;
  - c. Copyright infringement;
  - d. Any use for the purpose of supporting, promoting the interests of, or soliciting for an outside organization or group, including, but not limited to: A private business, a nonprofit organization, or a political party (unless provided for by law, authorized by an agency head or designee, or as provided in 259.20.01 or 259.20.02 above);
  - e. Any use for the purpose of assisting a campaign for election of a person to an office or for the promotion of or opposition to a ballot proposition. Such a use of state resources is specifically prohibited by RCW 42.52.180, subject to the exceptions in RCW 42.52.180(2);
  - f. Any use for the purpose of participating in or assisting in an effort to lobby the state legislature, or a state agency head. Such a use of state resources is specifically prohibited by RCW 42.17.190, subject to the exceptions in RCW 42.17.190(3);
  - g. Solicitation of political financial contributions;
  - h. Personal business interests; or
  - i. Any use related to conduct that is prohibited by a federal or state law or rule, or a state agency policy; and
  - j. Any private use of any district or state property that has been removed from district or state facilities or other official duty stations, even if there is no cost to the state.
- **259.20.13** Employees can use EIRs to communicate with a member of the legislature at the request of that member; or communicate to the legislature, through the proper official channels, requests for legislative action or appropriations necessary for the efficient conduct of their professional duties. Employees can also provide information or communicate on matters pertaining to official business to any elected official or officer or employee of any agency. Employees may also advocate the official position or interests of the agency to any elected official or officer or employee of any agency.
- **259.20.14** No user shall transmit unsolicited and unwanted messages to any recipient except in the normal and appropriate execution of her/his official duties. Examples of such inappropriate transmissions include, but are not limited to, phone calls, faxes or e-mails that are both unsolicited and unwanted, e-mail mass mailing (spamming), and the transmission of invasive computer software.
- **259.20.15** E-mail messages will be kept in employees e-mail account according to the Second Quarter Rule (SQR). The SQR is:
  - a. Since we are based on the Quarter System, employees will have at least two quarters of e-mail messages. On the Saturday after the 10th day of

each quarter, e-mails older than two quarters will be deleted from the e-mail account.

- b. E-mails include anything in the “Drafts”, “Inbox”, “Sent Items” and any folders created (other than Personal .pst files) within Exchange/Outlook.
- c. Tools or means available to ensure necessary e-mails are not deleted include:
  - Setup Personal Folders on work station and either establish rules to move messages to folders or move messages manually;
  - Forward messages to home e-mail;
  - Save messages to work station hard drive or write to floppy;
  - Save messages as text files to CD and read as Word documents.

### **259.30 Violations and monitoring:**

- **259.30.01** Violation of any of these procedures may result in the temporary or permanent denial of access to SCCD's EIRs, the imposition of appropriate disciplinary action (i.e., discipline of a student or employee), and/or civil and/or criminal sanctions.
- **259.30.02** SCCD EIR technical support personnel may monitor user activities or examine personal or private files, records, messages, or passwords when there is a system or network problem requiring maintenance or corrective action or when a user requests technical support staff assistance with an EIR problem which may involve those records. EIR technical support personnel are not authorized to routinely conduct monitoring or examination of user records for the purpose of seeking evidence of user violations of either SCCD policies or state or federal law.
- **259.30.03** The District reserves the right to monitor the use of any EIR under certain conditions. The SCCD administration may specifically authorize and direct appropriate EIR technical support personnel to monitor user activities or examine personal or private files, records, messages, or passwords for evidence of violations of applicable laws, regulations, policies, or procedures, upon determining that reasonable basis exists for such monitoring or examination. Users are advised that if such authorized monitoring reveals possible evidence of violation of any District policy or procedure or any other applicable law or regulation, or any other EIR misuse, the SCCD and its administration may use or provide such evidence in appropriate investigations and sanctions.
- **259.30.04** SCAN monthly report monitoring is conducted by a designated campus or department administrator who visually reviews the report. If a charge appears excessively high or unusual, the responsible administrator will contact the department or the individual who placed the call to confirm whether or not the call is business related, and therefore allowable. If it determined not to be an allowable SCAN call, the caller will reimburse the college.
- **259.30.05** DIS provides a SCAN authorization code audit every six months, listing all SCAN authorization codes that have had no usage within that six month

period. These reports are reviewed by the responsible system administrator, and SCAN Authorizations Codes for individuals no longer with Seattle Community Colleges are deleted. If appropriate, the report is also forwarded to the department administrators, who are asked to identify any other SCAN codes that can be deleted. The administrator reviewing this audit must provide appropriate protection for the data being analyzed, as it is extraordinarily sensitive.

#### **259.40 Privacy and Access:**

- **259.40.01** District EIR's are not generally provided for sending or receiving confidential messages. EIR systems may not be secure from unauthorized access, and the District cannot guarantee that messages are private or secure. The District will, however, make reasonable efforts to maintain the confidentiality of communications. Authorized personnel shall have access to data under users' control, as provided elsewhere in this Procedure. Electronic messages ordinarily will be backed up and retained under retention schedules. Electronic messages ordinarily will be backed up and retained under retention schedules approved by the appropriate records committee in accordance with state law. Users should assume that all electronic messages may be stored for a period of at least six months on disk or tape.
- **259.40.02** Users shall respect the privacy of others in accordance with PRO 259.20.06. Users should assume, however, that their own files, records, messages or passwords may be seen by others, in accordance with PRO 259.30.02 and PRO 259.30.03, or when recipients or others choose to forward or disclose items that have been sent.
- **259.40.03** Files, records, messages, and passwords also may be disclosed when required by law. Electronic messages created or placed on the District's EIRs may be considered writings, and all writings are public records subject to disclosure to any requester in accordance with **Washington's Public Disclosure Act, chapter 42.17 RCW**. Electronic messages also may be legally required to be disclosed to third parties in other circumstances, such as in discovery conducted during litigation.

*Adopted: December 1, 1998 : Presented to Board of Trustees as an Information Item  
12/01/98*

*Amended: November 1999; November 2005*