

**SHORELINE COMMUNITY COLLEGE  
DISTRICT NUMBER SEVEN  
BOARD OF TRUSTEES  
REGULAR MEETING OF JUNE 28, 2017**

**TAB 2**

**CONSENT AGENDA**

**Subject: College Policies**

**Background**

The Board of Trustees conducted a first reading at its Regular Meeting of May 24, 2017 of College Policies that have been revised or recommended for elimination:

**Revised**

- Policy 5020 (Attendance Requirements)
- Policy 6061 (Cancellation of Classes)

**For Elimination**

- Policy 3810 (Use of Vending Machine Proceeds on College Owned or Operated Facilities)
- Policy 4001 (Election of Bargaining Representative-Rules)
- Policy 4724 (Return to Work Program for Workers' Compensation Claimants)
- Policy 5017 (Continuing Student Status – Registration)
- Policy 5221 (Paid Student & Temporary Hourly Positions Funded by the Student Services and Activities Budget)
- Policy 6020 (College Teaching Day)
- Policy 6400 (Summer School)

**Recommendation**

It is recommended that the Board of Trustees approve:

- Revised Policies 5020 and 6061; and
- The elimination of Policies 3810, 4001, 4724, 5017, 5221, 6020, and 6400.

Prepared by: Cheryl Roberts, President  
Veronica Zura, Director of Human Resources  
Shoreline Community College  
June 23, 2017

**To follow**

- Revised Policies: 5020 and 6061
- Policies recommended for elimination: 3810, 4001, 4724, 5017, 5221, 6020, and 6400



<b>Policy Name:</b>	<b>ATTENDANCE REQUIREMENTS</b> <b>REVISED</b>
<b>Policy Number:</b>	<b>5020</b>
<b>Applicable Code/Law:</b>	RCW 1.16.050, 28A.225.010, 28B.10, 28C.18, and 43.41

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is that attendance requirements shall be established by individual faculty members. If class attendance is to be considered in the evaluation of students, this will be clearly stated in the syllabus. Attendance requirements must be in compliance with applicable state and federal law.



<b>Policy Name:</b>	<b>CANCELLATION OF CLASSES</b> <b>REVISED</b>
<b>Policy Number:</b>	<b>6061</b>
<b>Applicable Code/Law:</b>	RCW 28B.140.50

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is that class sections in the Quarterly Class Schedule may be cancelled by the College when necessary.

## RECOMMENDED FOR ELIMINATION

Use of Vending Machine Proceeds on College Owned  
Or Operated Facilities

3810

### POLICY

VENDING MACHINES MAY BE AUTHORIZED TO MEET THE NEEDS OF FACULTY, STAFF, STUDENTS AND THE GENERAL PUBLIC FOR GOODS, SERVICES, OR ENTERTAINMENT, EXCLUSIVE OF ANY GAMBLING DEVICES. GENERALLY, VENDING ACTIVITY SHALL COMPLY WITH PROVISIONS ON POLICY 3803, SALES OF GOODS, SERVICES, AND RENTAL OF FACILITIES.

GROSS VENUES FROM VENDING MACHINES PROVIDING PERSONAL USE PRODUCTS AND/OR FINANCIAL SERVICES SHALL BE DEPOSITED TO THE COLLEGE DEDICATED (SELF-SUPPORT) FUND 148 TO SUPPORT SUPPLY, MAINTENANCE, AND OPERATIONS COSTS. GROSS REVENUES FROM ALL OTHER VENDING MACHINE SALES, AND/OR VENDING MACHINE CONTRACTS, LOCATED ON SHORELINE COMMUNITY COLLEGE DISTRICT 7 OWNED OR OPERATED FACILITIES SHALL BE DEPOSITED INTO A BUSINESS ENTERPRISE FUND 570 OR STUDENT SERVICES AND ACTIVITIES FUND 522 ACCOUNT, AS DIRECTED BY THE VICE PRESIDENT FOR BUSINESS. ALL DIRECT COSTS AND APPROPRIATE INSTITUTIONAL OVERHEAD COSTS SHALL BE CHARGED EACH SUCH ACCOUNT. THE NET INCOME FROM SUCH VENDING OPERATIONS, AFTER INSTITUTIONAL OVERHEAD, MAY BE TRANSFERRED ANNUALLY IN SUPPORT OF DEPARTMENTAL, INSTITUTIONAL, OR STUDENT PROGRAMS AND/OR STUDENT FINANCIAL AID PROGRAMS AND SCHOLARSHIP AWARDS. THE USE AND EXPENDITURE OF SUCH FUNDS SHALL COMPLY WITH COLLEGE AND STATE REGULATIONS.

Approved by:

College Cabinet . . . . . 03/07/95

Board of Trustees . . . . . 04/21/95

### Procedural Guidelines

1. Administrative units, divisions, and/or the Student Body Association are to submit proposals to the Vice President for Business. The Vice President for Business, after consulting with a Vending Machine Review Committee consisting of equal representation from administration, classified staff, faculty, and students, shall authorize, modify, or deny each proposal for vending machine operations for fundraising.
2. The vending machine proposal must include the following information:
  - a. A written recommendation by the respective Vice President of the requesting organization or administrative unit.

- b. The name of the requesting department or organization and a letter of recommendation from the appropriate Vice President.
  - c. A description of the type of vending machine(s) proposed, the products or services to be provided, and the benefits to the College.
  - d. The proposed use of net income from the vending machines.
  - e. The building and internal location of the proposed machines and/or specific external location(s) to include any required utility hook-up and the number of machines to be authorized.
  - f. A proposed budget for the first twelve months of operation projecting gross operating revenues, operating expenses, including College overhead at ten (10) percent of gross revenues, and the projected net profit. If approved, annual budgets will be required to be submitted to the Budget and Accounting Office.
- 3. The purchase of goods, services, equipment, lease of equipment or contracting of services related to vending machines shall comply with existing College contracts and state purchasing requirements. Competitive bids for servicing contracts and minority and women owned business vendor requirements shall be considered where appropriate.
  - 4. Proposals for vending machine operations that include the use of College personnel to maintain, stock, supervise, or manage such operations, excluding necessary fiscal controls, will not be considered, exclusive of College auxiliary services such as the College Bookstore or campus-wide food service contracts.
  - 5. A separate account shall be maintained for each vending machine proposal approved. An administrative staff member, or his/her designee, shall be identified to authorize expenditures and transfers of funds from each account.

Approved by:  
College Cabinet . . . . . 03/07/95

# RECOMMENDED FOR ELIMINATION

## POLICY

PURSUANT TO CHAPTER 28B.52 RCW, THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 7 ESTABLISHES THE FOLLOWING RULES TO STRENGTHEN METHODS OF ADMINISTERING EMPLOYER-EMPLOYEE RELATIONS THROUGH THE ESTABLISHMENT OF ORDERLY METHODS OF COMMUNICATION BETWEEN ACADEMIC EMPLOYEES OF COMMUNITY COLLEGE DISTRICT NO. 7, HEREINAFTER CALLED “DISTRICT,” AND THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 7, HEREINAFTER CALLED “BOARD.”

Approved by:

Board of Trustees . . . . . 5/10/74

(Revised) . . . . . 5/17/74

## Procedural Guidelines (Rules)

### 1. DEFINITIONS. As used in these rules:

“Employee organization” means any organization which includes as members the academic employees of the District and which has as one of its purposes the representation of the employees in the District.

“Academic employee” means any teacher, counselor or librarian who is employed by the District with the exception of the chief administrative officer of, and any administrator in, the District.

“Administrator” means any person employed either full or part time by the District and who performs administrative functions as a least fifty percent or more of this assignments, and has responsibilities to hire, dismiss or discipline other employees. Administrators shall not be members of the bargaining unit unless a majority of such administrators and a majority of the bargaining unit elect by secret ballot for such inclusion.

### 2. PERSONS ELIGIBLE TO VOTE.

All academic employees who are employed by the District are eligible to vote. Only in the event that the administrators employed by the District meet the conditions set forth in number 1 above and elect to be members of the bargaining unit, are they eligible to vote.

3. REQUEST FOR ELECTION—CANVASS OF ACADEMIC EMPLOYEES BY THE DEPARTMENT OF LABOR AND INDUSTRIES.

Any employee organization of academic employees of the District desiring to be recognized as the majority organization representing such employees pursuant to Chapter 28B. 52 RCW, shall request in writing of the Board that an election be held to determine whether a majority of such employees desire to designate it as their representative for the purposes of the Act. Upon the receipt of such a request the Board will request the Department of Labor and Industries to determine whether thirty percent or more of the academic employees of the District have indicated that they desire to be represented by that organization for such purposes. The Department of Labor and Industries shall make such determination upon basis of bargaining authorization cards which have been individually signed and dated no earlier than sixty days prior to their submission to the Department of Labor and Industries.

4. REQUEST FRO ELECTION—TIME LIMITATIONS.

Only one election, plus any necessary run-off elections, may be held during any fiscal year. The request for this election must be made no later than 5 p.m. on the last working day of March of the fiscal year in which the election is to be held.

5. NOTICE OF ELECTION—ORGANIZATION TO BE INCLUDED ON BALLOT—TIME FOR FILING.

If the Department of Labor and Industries determines that thirty percent or more of the academic employees of the District have indicated that they desire to be represented by that employee organization for such purpose by bargaining authorization cards which have been individually signed and dated no earlier than sixty days prior to their submission, the Board will publish a notice that it will hold an election to determine whether the academic employees of the District desire the requesting organization or any other employee organization to represent them for the purposes of Chapter 28B.52 RCW provided that such notice shall specify a date for such an election within a reasonable time thereafter but no sooner than two weeks following date of publication, provided that posted notice of at least forty-eight hours for a run-of election shall constitute reasonable time. If the presently recognized employee organization of academic employees desires to be included on the ballot it shall, within seven days after the publication of such notice by the Board, file with the Board a request in writing that its name be included on the ballot in the election to be held. No other organization shall be permitted to have its name placed on the ballot used in the election unless the Department of Labor and Industries determines that ten percent or more of the academic employees of the District have indicated that they desire to be

represented by the employee organization for such purposes by bargaining authorization cards which have been individually signed and dated no earlier than sixty days prior to their submission. Also, this organization must file in writing with the Board a desire to be included on the ballot within seven days after the publication of the notice that an election will be held.

6. CONTENTS OF NOTICE OF ELECTION—DESIGNATION OF CHIEF ELECTION OFFICER—DUTIES.

The notice published by the Board pursuant to number 5 above shall state the date, hours and polling places for the election. The notice shall also specify that the Department of Labor and Industries shall appoint a representative to the Department to supervise the conduct of the election and be charged with the duty of preparing the ballots and promulgating the instructions concerning the details of the election to be conducted pursuant to these rules. The representative appointed by the Department of Labor and Industries shall serve as the Chief Election Officer.

7. LIST OF ACADEMIC EMPLOYEES—POSTING OF LIST.

In any election conducted pursuant to these rules, lists of academic employees eligible to vote shall be prepared by the Board listing academic employees by voting places. Such lists shall be posted at least eight days before the election in places where notices to academic employees are customarily posted. A copy of the list will be made available for each organization listed on the ballot. Such lists shall be for information purposes and shall not be conclusive as to the right of an academic employee to vote in the election.

8. ELECTION INSPECTORS—DUTIES—RIGHT TO CHALLENGE VOTER—IMPROPER CONDUCT.

The Department of Labor and Industries shall designate a chief election officer and at least one inspector for each polling place to observe the conduct of the election. Any organization whose name shall appear on the ballot in the election shall also be entitled to have one inspector present at the Shoreline Community College Administration Building for the counting of the ballots cast. Such inspectors must refrain from electioneering during the election. They may challenge the eligibility of any person to vote in the election, and upon such challenge the ballot of that person shall be treated as provided in these rules. Inspectors shall also report in writing to the chief election officer any conduct which they observe in the course of balloting which they believe may have improperly affected the result of the voting at the polling place at which they serve as observers.



9. BALLOTS.

The ballots used in any election held pursuant to this part shall be in substantially the following form:

To Select for Representation Purposes Pursuant to Chapter 28B.52 RCW, a Majority Organization to Represent Academic Employees of Community College District No. 7.	
	Vote for one
ORGANIZATION X	<input type="checkbox"/>
ORGANIZATION Y	<input type="checkbox"/>
NO ORGANIZATION	<input type="checkbox"/>
Do not sign your name or put other identifying marks on this ballot. If you damage or incorrectly mark this ballot, you may return it for a new one.	

10. RECORD OF VOTE—SIGNATURE—CHALLENGE—ABSENTEE BALLOTS.

At the time of the election the name of each employee voting shall be recorded by his signature written beside his name on the voting list for the polling place at which he votes. Each academic employee may cast only one ballot in any election held pursuant to these rules, and the presence of a signature beside the name of an employee desiring to vote shall automatically constitute grounds for challenge to his right to cast a ballot in an election.

Any academic employee may request an absentee ballot no later than seven days prior to the day of the election. Such requests must be submitted to the Department of Labor and Industries by means of a signed affidavit. An absentee ballot must be received by the Department of Labor and Industries by 5:00 p.m. on the last business day preceding the election or it will not be counted. Absentee ballots will not be provided for any run-off election.

11. INCORRECTLY MARKED BALLOT.

Any voter who incorrectly marks his ballot may obtain a new ballot by returning the incorrectly marked ballot to the chief election officer's inspector. Such incorrectly marked ballot shall be marked void in the presence of the inspectors of organizations participating in the election before the new ballot is delivered to the voter.

12. PRIVACY FOR VOTER—EQUIPMENT.

Voters shall be provided with tables or desks so arranged that a voter may mark his ballot without making it possible for other persons to observe the manner in which he has marked it.

13. FOLDING BALLOT—BALLOT BOX.

Each voter shall fold his ballot so that the manner in which he has marked it cannot be observed and shall then place it in the locked ballot box provided at the designated voting place.

14. CHALLENGED BALLOT—PROCEDURE.

A challenged ballot shall be placed in an envelope bearing no identifying marks. It shall then be placed in another envelope upon which shall be written the name of the employee desiring to cast the ballot, the reasons for which the ballot was challenged, by whom it was challenged and the polling place at which it was challenged and the envelope shall be sealed and initialed by the election inspectors.

15. EMPLOYEES PRESENT ENTITLED TO VOTE—SEALING BALLOT BOX—UNUSED BALLOTS.

At the time for closing the polls, all employees present and waiting at the polling place shall be entitled to vote. The ballot box shall then be sealed. All unused ballots shall then be counted in the presence of election inspectors.

16. ELECTION INSPECTORS DUTIES AFTER VOTING HAS TERMINATED.

When all voting has terminated at a polling place, the election inspectors will bring to the chief election officer at the Shoreline Community College Administrative Building the following: 1) signed voting list of eligible academic employees; 2) all unused ballots; 3) all challenged ballots; and 4) the sealed ballot box containing all ballots cast.

17. DISPOSITION OF CHALLENGED BALLOTS—TALLY SHEETS—  
INVESTIGATION BY CHIEF ELECTION OFFICER.

The challenged ballots previously placed in separate envelopes shall be placed in a sealed envelope marked “challenged ballots” and sent along with the tally sheet to the chief election officer. The challenged ballots shall not be opened or counted unless the counting of such ballots might affect the results of the election. If the challenged ballots might affect the results of the election, the chief election officer shall conduct an investigation into, or if necessary a formal hearing on, the validity of the challenges made. If he concludes that the challenge was properly made, that ballot shall be excluded from the count. Otherwise, such ballot shall be counted as cast.

18. COUNTING OF BALLOTS—PROCEDURE—CERTIFICATION OF  
RESULTS OF ELECTION—RETENTION OF BALLOTS—SIGNED VOTING  
LISTS.

When ballot boxes from all voting places have been received by the chief election officer at the Shoreline Community College Administrative Building, he shall open them and thoroughly mix all ballots cast so that it is impossible to identify the polling place from which any particular ballot came. The ballots cast shall be separated into the categories as they have been cast for organizations participating in the election, for no organization, and void ballots which are unintelligible or for an organization not participating in the election. The ballots in these categories shall be counted by the chief election officer with the assistance of such of his election inspectors as shall be necessary in the presence of the inspectors for the organizations in the election. After the ballots have been so counted the inspector designed by the organizations to serve at the Shoreline Community College Administrative Building shall indicate by his signature upon the tally sheet that he agrees with the count made, or in case of disagreement, he shall write a short statement of his grounds for disagreement with the count. The chief election officer shall certify to the Board the results of the election within forty-eight hours after the polls have been closed. The used ballots, the unused ballots, the challenged ballots and signed voting lists of eligible academic employees shall be kept by the chief election officer or some person designated by him for one year after the election.

19. ELECTIONEERING WITHIN THE POLLS FORBIDDEN.

No election signs, banners or buttons shall be permitted in the room in which the balloting takes place, nor shall any person in that room discuss the advantages or disadvantages of representing by an organization whether on the ballots or

otherwise, nor shall any person in that room engage in any other form of electioneering.

20. CONTEST OF ELECTION—TIME FOR FILING OBJECTIONS—  
INVESTIGATION OF OBJECTIONS.

Any organization the name of which appears on the ballot, or any academic employee may within five days after the certification of the results of an election under the provisions of this part, file objections to the conduct of the elections with the chief election officer designated by the Department of Labor and Industries. The election officer shall investigate such objections and, if necessary, hold formal hearings thereon. He shall report thereon to the Board. If the Board shall conclude that the conduct objected to may have improperly affected the results of the election, it shall order a new election. Otherwise, it shall be considered final. Objections to the conduct of the election which are not filed in accordance with the provisions of the section shall be waived and of no effect.

21. ELECTION DETERMINED BY MAJORITY OF VALID VOTES CAST—  
RUN-OFF ELECTION.

An employee organization which receives a majority of the valid votes cast in an election held in accordance with these rules shall be recognized as representing the academic employees of the District. If more than one organization of academic employees has participated in an election and a majority of the valid votes cast has not been either for representation by one of the employee organizations or for no representation, a run-off election shall be held within a reasonable time. Notwithstanding any other provisions of this Policy 4001 and its associated procedural guidelines, posted notice of at least forty-eight hours for a run-off election shall constitute reasonable time. In such a run-off only those two choices receiving the highest number of valid votes cast in the initial election shall appear on the ballot.

Approved by:

Board of Trustees . . . . . 5/10/74  
(Revised) . . . . . 5/17/74  
(Revised) . . . . . 7/19/74

# RECOMMENDED FOR ELIMINATION

## POLICY

SHORELINE COMMUNITY COLLEGE WILL OFFER A RETURN TO WORK (RTW) PROGRAM FOR PERMANENT STATE EMPLOYEES WHO ARE RECEIVING WORKER'S COMPENSATION FOR THE ON-LINE-JOB INJURY, UNDER RCW 51.32.090. THIS PROGRAM IS ESTABLISHED AND ADMINISTERED AS DIRECTED BY WAC 251-19-155 (PURPOSE), WAC 251-19-156 (OPPORTUNITY), WAC 251-19-157 (PROGRAM) AND WAC 251-19-158 (ELIGIBILITY) AND WAC 251-24-030(H) (TRAINING AND DEVELOPMENT PROGRAMS, CONTENT).

Approved by:

Board of Trustees . . . . . 12/18/92

## Procedural Guidelines

The purpose of this program is to seek modified duty or light duty assignments for employees who are temporarily unable to return to their regular work until the time that they are released for full work duty. Employees who are temporarily disabled and unable to perform their regular job duties because of a workplace injury will be given the opportunity to return to lighter or modified work during the period of convalescence. Because recovery time may vary from case to case, each individual employee's situation will be evaluated to allow sufficient time for recovery and rehabilitation. A light duty work program for an individual employee may be discontinued if it becomes evident from medical evaluation that capacity to return fully to the regularly assigned position is unlikely.

### 1. Eligibility as defined in WAC 251-19-158

Employees are eligible to participate in the Return to Work program under the following conditions:

- A. The employee must be a permanent classified, faculty or administrative exempt employee.
- B. The employee must be receiving compensation under RCW 51.32.090, Labor and Industries Workers' Compensation.
- C. The employee has a temporary disability due to an occupational injury which makes that employee temporarily unable to carry out their regularly assigned work, yet the employee is capable of performing work of a lighter or modified nature, based on a written evaluation by a licensed health care professional.

- D. The employee is eligible to participate in the return to work program for a minimum of two years from the date the temporary disability commenced.
2. Responsibilities
- A. Employee Responsibilities:
- 1) All employees are responsible for following job safety guidelines and practices. If an employee experiences an injury or accident, this must be reported through the supervisor and the security supervisor for Labor and Industries records and claims, within 24 hours of the incident, if at all possible. Employees who experience absence due to job related injury must provide requested medical information during the period of disability. Employees must actively participate and cooperate with SCC's efforts to meet the requirements of the Return to Work program.
  - 2) An employee who is receiving compensation under RCW 51.32.090 from Labor and Industries as a result of a work related temporary disability and who believes that he/she is eligible for the modified work return program should submit a written request to their immediate supervisor. (Additionally, the College, in its claims administration process may identify an employee as appropriate for the return to work program.) The employee's request should state the nature of the temporary disability and should be supported by a physician's statement indicating diagnosis, prognosis, anticipated duration of the disability and description of any restrictions or limitations.
- B. Supervisor Responsibilities
- 1) Each supervisor is responsible for promoting safe work practices within the area of his or her responsibility.
  - 2) In the event of a worker injury or accident, the supervisor is responsible to ensure that an accident report is filed as soon as possible, AND for reviewing with the employee the process of modified and/or light duty under the College's return to work program. The supervisor is also responsible for notifying the return to work program. The supervisor is also responsible for notifying the return to work program coordinator (Personnel Officer) of any employee work related accident or injury that may result in time away from the job.

- 3) Upon receipt of an employee's request to participate in the return to work program, the supervisor is responsible to notify his or her Administrator and the Personnel Officer, and provide copies of the request and medical statement to the Personnel Officer.
- 4) The supervisor is responsible for preparation of a written job analysis form and returning the form to the RTW Coordinator (Personnel Officer). The RTW Coordinator will send to the injured employee's physician a job analysis, outlining duties, tasks and requirements.
- 5) The supervisor will be responsible for identifying any work modification or light duty assignments in the regularly assigned work unit that the employee may perform, within any temporary restrictions defined by the physician. If the supervisor is unable to identify a suitable position, the program coordinator will be responsible for attempting to identify alternate modified work or light duty assignment outside the regular work unit, or state-wide agency placement, if possible.
- 6) In the event a modified work assignment is given to a temporarily disabled employee under this return to work program, the supervisor will be responsible for maintaining on-going assessment of the employee's work, and weekly communication with the employee regarding the employee's condition and capabilities, as well as regular medical updates from the attending health care professional.

C. Program Coordinator Responsibilities:

- 1) The SCC Personnel Officer will be the designated program coordinator for SCC's return to work program.
- 2) The program coordinator will assist a supervisor in clarifying eligibility of a temporarily disabled employee for the return to work program. This may include job analysis as well as evaluation of the employee's capabilities and limitations, as well as identifying any transferable skills that may apply to temporary reassignment. Also, if a modified duty placement is not appropriate in the regularly assigned work area, the coordinator will explore alternate placement in other work units on the campus, in collaboration with the supervisor(s).

- 3) The program coordinator will seek appropriate temporary modified work assignment, with preference of assignment in the following order:
  - a. modification of the position in the same work unit as regularly assigned, if possible;
  - b. transfer temporarily to another position in the same work unit as regularly assigned (permanent, or part time temporary position);
  - c. temporary transfer to another position in another work unit outside of the regularly assigned work unit;
  - d. temporary transfer to a position with another state agency or institution of higher learning if SCC is unable to provide such a position.
- 4) The program coordinator may request modified work assignments from other supervisors of the college.
- 5) The program coordinator will maintain regular contact with the supervisor who is overseeing the modified work assignment for the temporarily disabled employee, for the status of the employee's progress.
- 6) The program coordinator will maintain regular contact with the employee's attending physician to facilitate return to work progress.

3. Training and Education regarding the return to work program

The Program Coordinator will distribute this program description and orient all supervisors to the return to work program. Each classified staff member will be provided information about this program. The employee handbook will reference this program. All newly hired classified staff will be informed of this program during orientation. Detailed information regarding this program will be provided to any individual employee who is identified as potentially eligible for the return to work program. The description of the program will be given to any other employee of the College upon request.



\*Definition of Terms

**TRANSITIONAL RETURN TO WOK:** This is a process that facilitates a gradual resumption of work, (such as starting to return to work for fewer hours, then building up to the fully assigned work load, or light duty/modified work). Regular compensation is paid for hours worked, Worker's Compensation paid for non-worked hours per formula.

All Transitional return to work programs are time limited and need to be monitored and evaluated by the physician and employer. The length of the program is determined by the worker's physical progress and capabilities. Programs should not extend past three months unless a serious problem exists.

**LIGHT DUTY:** This is a process of returning the injured worker to his or her regular job, with accommodation around any restrictions or limitations as certified by the licensed health care provider. (This term is being replaced with the term "modified work", see below.)

**MODIFIED WORK:** This is a process of returning an employee to work with adjustments made in the type or scheduling of job tasks within the work environment, either on a temporary or permanent basis. Work assignments are modified or structured to be within the capacities and abilities of the employee, accommodating any restrictions or limitations certified by the licensed health care provider.

**JOB MODIFICATION:** This is the re-design of a work station or equipment in order to re-employ an injured worker, maximize the worker's abilities and focus on what tasks the employee CAN do, with regard to restrictions or inabilities as certified by the licensed health care provider.

**TRANSITIONAL WORK ASSIGNMENT:** Shoreline Community College will first attempt to identify modified work assignment for an injured worker within the District. If SCC, a Washington State agency, is unable to successfully find an appropriate work assignment that the temporarily disabled employee can safely execute, the alternative of cross-state agency placement will be explored.

Approved by:

College Cabinet . . . . . 11/24/92

## RECOMMENDED FOR ELIMINATION

Continuing Student Status--Registration 5017

Continuing Student Status-Registration 5017

### POLICY

A STUDENT WHO GIVES PROPER NOTICE OF HIS/HER INTENTION TO BE ABSENT FROM THE COLLEGE FOR NO MORE THAN TWO (2) QUARTERS MAY RETAIN THE RIGHT TO REGISTER IN THE SAME ORDER OF PRIORITY AS A CONTINUING STUDENT. THE RETENTION OF THIS RIGHT IN NO WAY GUARANTEES RE-ENTRY INTO ANY SPECIFIC INSTRUCTIONAL PROGRAM.

Approved by:

Board of Trustees.....05/19/78

### Procedural Guidelines

1. A student should apply in writing to the Vice President of Student Services prior to the last instructional day of the quarter attending.
2. For a period of one (1) or two (2) quarters as requested, a student will retain his/her position in registration as a continuing student in accordance with the total credits earned.
3. No extensions to the time beyond two (2) quarters will be granted.
4. Summer quarter shall be excluded in the computation of time.
5. Exceptions to procedural guideline #1 may be made by the Dean of Student Services or his designee provided the exception is warranted and the waiver will not be detrimental to the College.

Approved by:

College

Cabinet.....05/02/78

College Cabinet.....05/23/78

## RECOMMENDED FOR ELIMINATION

Paid Student Positions and Temporary Hourly Positions 5221  
Funded by the Student Services and Activities Budget

### POLICY

IT IS RECOGNIZED THAT CERTAIN STUDENT POSITIONS IN THE STUDENT ACTIVITIES PROGRAM INVOLVE SIGNIFICANT CAMPUS-WIDE RESPONSIBILITIES AND ARE ESSENTIAL TO THE OPERATION OF THE STUDENT ACTIVITIES PROGRAM.

ALSO, ADDITIONAL SUPPORT STAFF, BOTH STUDENT AND NON-STUDENT, MAY BE NECESSARY ON A TEMPORARY BASIS TO CARRY OUT THE MISSION OF STUDENT ACTIVITY PROGRAMS.

THEREFORE, THE COLLEGE PRESIDENT OR HIS/HER DESIGNEE IS AUTHORIZED TO IDENTIFY AND APPROVE STUDENT AND NON-STUDENT POSITIONS WHICH MAY BE PAID ON AN ON-GOING OR TEMPORARY BASIS FROM THE STUDENT SERVICES AND ACTIVITIES BUDGET.

Approved by:

Board of Trustees.....03/30/70  
Revised.....01/18/74  
Revised.....11/21/75  
Revised.....09/17/76  
Revised.....02/15/80  
Revised.....10/21/83  
Revised.....03/15/85  
Revised.....04/19/93

### Procedural Guidelines--On-Going Positions of Responsibility

1. The College President or his/her designee, normally the Vice President for Student Services, may approve from among the recommendations of the Director of Student Programs and the Student Body Association Executive Board, on-going positions of responsibility in student activities which may receive compensation. Criteria for positions to be funded from the Student Services and Activities budget will be established by the Director of Student Programs and the SBA Executive Board. A list of the approved positions will be included with the Student Services and Activities budgets presented to the College Trustees.

Paid Student Positions and Temporary Hourly Positions 5221  
Funded by the Student Services and Activities Budget

2. Requests for new, on-going positions in student activities will be submitted with a written job description to the Director of Student Programs.
3. The Director of Personnel/Human Resources, in consultation with the Director of Student Programs and the SBA Executive Board, will establish the hourly pay and stipend levels for positions receiving compensation within the scope of this policy.
4. The time for which student activity positions will be paid shall not exceed 20 hours per week. When course credit is received for these activities, the time spent attending class and completing class assignments will be excluded from the computation for compensation.

Procedural Guidelines--Temporary Student and Non-Student Positions

1. The College President or his/her designee, normally the Director of Student Programs, in consultation with the SBA Executive Board, may approve temporary hourly student and non-student positions as support staff necessary for the operation of the Student Activities Program.
2. Requests for temporary support staff positions will be submitted to the Director of Student Programs. Criteria for temporary positions will be established by the Director of Student Programs and the SBA Executive Board.
3. The Director of Personnel/Human Resources in consultation with the Director of Student Programs and SBA Executive Board, will establish hourly pay levels for temporary student and non-student hourly positions.
4. The time for which temporary student hourly positions are paid shall not exceed 20 hours per week. When course credit is received for these activities, the time spend attending class and completing class

Paid Student Positions and Temporary Hourly Positions 5221  
Funded by the Student Services and Activities Budget  
assignments will be excluded from the computation for  
compensation.

5. The time for which temporary non-student hourly  
positions are paid shall not exceed Department of  
Retirement Guidelines (17.25 hours per week or 69 hours  
per month).

Approved by:

College Cabinet.....03/19/70  
Student Affairs Council.....11/09/73  
College Cabinet.....11/04/75  
Revised.....09/10/76  
Revised.....01/22/80  
Revised.....05/18/82  
Revised.....11/23/82  
Revised.....11/07/90  
Revised.....04/06/93

# RECOMMENDED FOR ELIMINATION

College Teaching Day

6020

## POLICY

THE LENGTH OF THE COLLEGE TEACHING DAY MAY VARY ACCORDING TO ASSIGNMENT. EACH FACULTY MEMBERS IS EXPECTED TO BE AVAILABLE FOR A SUFFICIENT NUMBERS OF HOURS TO MEET HIS CLASSES, TO MAINTAIN REASONABLE OFFICE HOURS AND FULFILL OTHER PROFESSIONAL RESPONSIBILITIES.

Approved by:

Board of Trustees . . . . . 6/8/70

## Procedural Guidelines

1. The provisions of the current salary document should be consulted for further clarification.

Approved by:

College Cabinet . . . . . 5/18/70

# RECOMMENDED FOR ELIMINATION

Summer School

6400

## POLICY

A SUMMER QUARTER WILL BE CONDUCTED BY SHORELINE COMMUNITY COLLEGE, BUDGET PERMITTING.

Approved by:

Board of Trustees . . . . . 6/8/70

## Procedural Guidelines

1. Selected courses from each of the divisions will be offered during summer quarter.
2. A student entering the summer school on a transient basis will be required to submit only an application form and a records fee. No transcripts or test scores will be required unless the student plans to continue work at Shoreline Community College.
3. Priority for fall quarter enrollment will not be given to summer quarter students.

Approved by:

College Cabinet . . . . . 5/18/70