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1. WELCOME

Welcome to Lake Washington Institute of Technology. We look forward to working with you. There are many college-sponsored programs, staff development classes, and student sponsored activities occurring on campus throughout the year and we encourage you to participate thoroughly in our campus life.

The Human Resources and Payroll Services office is available to serve you Monday through Friday, from 7:30am to 4:30pm.

The Human Resources staff includes:

- Greg Roberts, Executive Director, Human Resources
- Kathy Johnson, Senior Human Resources Technician
- Julie Autry, Human Resources Technician

Human Resources can answer your employment related questions and act as a resource advocate for you in many ways should you need us. We post current job openings are on the college website and outside the Human Resources office. We encourage employees to apply if a position of interest becomes available.

The Payroll Services staff includes:

- Tish Evora, Payroll Manager
- Vera Davidyuk, Payroll Technician

Payroll Services can answer your payroll and benefit related questions. You should schedule time for a benefits orientation with Tish Evora during the first few days of your employment.

This orientation package is designed to familiarize you with general information about the college and key personnel related policies. You can find additional, more detailed information in the college Policies and Procedures manual, located on the employee intranet.

Once again, welcome to Lake Washington Institute of Technology. We look forward to getting to know you better and the valued contributions you will make to the college.

Sincerely,

Greg Roberts
Executive Director, Human Resources



2. MISSION, VISION, MOTTO

Mission

To prepare students for today's careers and tomorrow's opportunities.

Vision

To be the regional college of choice for workforce education.

Strategic Goals – Core Themes

The four core themes identified in the strategic goals and tied to accreditation standards are:

- **Pathways.**
Lake Washington Institute of Technology serves as a flexible college that is accessible to all by providing multiple entrance points and pathways. The college is a conduit for students to upgrade their skills, transition into a new career, or further their education in order to be successful in the future. Available pathways include basic skills transition, high school programs, certificates of proficiency and completion, apprenticeships, associates degrees (technical and transfer), professional and technical direct transfer agreements, an applied baccalaureate degree, incumbent and displaced worker training, and continuing education.
- **Student Achievement.**
Lake Washington Institute of Technology provides opportunities for student achievement and enhances student learning experiences through technology, engaging teaching practices, experiential learning, and student support services. The college provides students with the skills and knowledge needed to achieve their goals and participate in the global economy.
- **External Engagement.**
Lake Washington Institute of Technology maintains strong ties with business, labor, educational organizations, and the community at-large in order to form and nurture partnerships to support the mission of the college. These external engagements enable the college to provide students with excellent education and career opportunities while benefitting the local community with skilled employees and access to health, technical, and hospitality services. College connections at the local, state, national and international levels support responsive educational programs and services, institutional and student funding and opportunities for student and staff learning.
- **College Community.**
Lake Washington Institute of Technology is an inclusive college that models personal and social responsibility. The college community is a good steward of human, financial, and natural resources, and a place of environmental, cultural, and social awareness. It recognizes and responds to the diversity of staff and students. The college supports professional development and life-long learning for staff and students.

Motto

Education that works.

3. KEY POLICIES

- **Equal Employment Opportunity/Affirmative Action Policy**

Lake Washington Institute of Technology is an equal opportunity employer committed to providing equal opportunity and non-discrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, the presence of any sensory, mental, or physical disability, genetic information, or whether a disabled veteran or Vietnam era veteran (hereinafter, protected group status). The college is equally committed to take affirmative action to increase the numbers of protected group members such as Asians, Blacks, Hispanics, Native Americans, women, persons between the ages of forty and seventy, persons of disability, disabled veterans and Vietnam era veterans in positions where it is determined they are under-represented. The college will make every effort to eliminate barriers to equal employment opportunity encountered by these protected group members and to improve employment opportunities available to under-represented groups.

The college recruits, hires, trains, and promotes individuals in all job classifications solely on their qualifications and ability or potential ability to do the job, and will consider protected group status only when such is a bona fide occupational qualification. It will administer all other personnel actions such as compensation, benefits, layoffs, return from layoffs, terminations, college-sponsored training, education, tuition assistance, and social and recreational programs without regard to protected group status. It will set numerical goals in areas where protected classes are determined to be under-represented based on the district's demographics. The college will make every effort to meet such goals within the timetables established for such goals.

The president has the overall responsibility for ensuring the college administers the equal employment opportunity/ affirmative action policy effectively, and has the authority to exercise that responsibility. It is incumbent on every employee to make a good faith effort in executing this policy. Failure to do so may be grounds for disciplinary action.

Policies and Procedures Manual 2.P.15

- **Sexual Harassment**

All employees and students must be allowed to work and learn in an environment free from sexual harassment and discrimination.

Sexual harassment violates federal and state law and has the capacity to tarnish the academic and work environment of an educational institution. The college bans sexual harassment in any form, by any member of the college community, including employees, agents, volunteers and representatives, students, and all other persons authorized to be present on the campus or to represent the college at any time or place. The college must publish and make known this policy to college community members and members have responsibility to be familiar and comply with its provisions.

File complaints of sexual harassment or violation(s) of these policies with the affirmative action officer or designee in line with policy 2.P.82 or 2.P.83.

Definitions:

1. Sexual harassment is unwelcome sexual advances, requests for sexual favors and other oral or written communications or physical conduct of a sexual nature when:
 - A. Submitting to this conduct is made either explicitly or implicitly a term or condition of a person's employment or academic standing, or



- B. Submitting to or rejecting this conduct by a person is used as a basis for employment or academic decisions that affect the person, or
 - C. The conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance, or
 - D. The conduct creates an intimidating, hostile or abusive work or academic environment.
2. Sexual harassment is also conduct that puts an objectionable emphasis on the sexuality or sexual identity of a person when the:
- B. Objectionable acts are directed toward person(s) of either sex,
 - C. Intent or effect of the objectionable act(s) limits or denies full and equal participation in employment or educational services, opportunities or benefits, or
 - D. Intent or effect of the objectionable act(s) creates an intimidating, hostile or offensive academic or work environment for the members of either sex.

Policies and Procedures Manual 2.P.17

• **Conflicts of Interest and Abuses of Power**

There's an inherent inequality in relationships between students and those college employees with a professional responsibility to teach, advise, counsel or otherwise facilitate students in their academic careers. Consequently the ability of students to genuinely consent to the romantic or sexual advances of such college personnel must be considered questionable. These relationships may also create an appearance of favoritism in the eyes of third parties that may contribute to creating a hostile educational environment.

There's a similar inherent inequality between supervisors and administrators and those college employees they supervise, when the supervisor or administrator can affect the employees' career advancement, pay, job assignments, or other terms and conditions of employment. These relationships may also create the appearance of favoritism in the eyes of third parties and contribute to creating a hostile work environment.

Therefore, employees cannot engage in any romantic or sexual relationship with or make any overt romantic or sexual advances on students they have a professional responsibility to teach, advise, counsel or otherwise facilitate in students' academic careers.

College administrators or supervisors at any level cannot engage in any romantic or sexual relationship with or make any overt romantic or sexual advances on any employee or college community member they supervise or can affect the terms and conditions of their college employment or position.

Those who can initiate complaints are:

- 1. Students, employees, or other college community members who are or were in a romantic or sexual relationship, or
- 2. Students, employees, or other college community members who are or were the subject of overt romantic or sexual advances, or
- 3. Third parties who allege they were specifically adversely affected by such a relationship.

The president may begin formal proceedings on his/her own initiative. The college may subject complainants to appropriate disciplinary proceedings if they file a complaint under this policy in willful disregard of the truth.

Policies and Procedures Manual 2.P.18

- **Diversity**

The Board of Trustees:

1. Is committed to diversity in its students, faculty and staff.
2. Is committed to a two-year college system that places a priority on curricular offerings that value diversity.
3. Believes a critical component of improving the success of students of diversity is to increase the numbers of faculty and staff of diversity at the college.

The college recognizes and celebrates the diversity on campus through the contributions of students and employees. The college has adopted a plan for participation of people of color and diversity and an Affirmative Action Plan. In addition, the Diversity committee and Staff Development committees play important roles in supporting diversity and training activities on campus.

- **Language for Organizations that Value Diversity**

INSTEAD OF:

USE:

Ladies, females, girls, gals	Women
Boys, guys	Men
Negroes, minorities, colored	African Americans, black, people of color
Minorities, Orientals	Asian Americans, Japanese, etc. Differentiate between foreign nationals and American born; people of color
Asians, minorities	Pacific Islanders, Polynesians, etc., island names; people of Color
Indians, minorities	Native Americans, American Indians, Navajo, etc., Use tribal name; people of color
Minorities Spanish-surnamed	Latin Americans, Latinos, Hispanics, Cuban-Americans, etc. Use country of national origin; people of color
Anglos; wasps	European Americans, Irish-Americans, etc. Use national origin; White People
Homosexuals	Gay, lesbian, bisexual, transgender, questioning
Handicapped, crippled, lame, deformed The blind, the deaf, etc. Suffers a...; afflicted by...; stricken by... Confined or restricted to a wheelchair Normal person (implies person with a disability isn't normal) Dumb; mute Fit Courageous (implies the person is a hero or martyr); drain; burden; unfortunate	People with disabilities; differently-abled people; person who is...; person with...; person who has...; person affected by... Person who uses a wheelchair Person without disabilities; non-disabled person Unable to speak; non-verbal Seizure Successful, productive
Geriatrics, kids, yuppies	Older adults, younger people, young or younger adults

Adapted from: Marilyn Loden and Judy B. Rosener, Workforce America! Business One Irwin, Homewood, IL 1991; and The President's Committee on Employment of People with Disabilities, Washington, DC

- **Problem Resolution and Grievance Processes**

The college encourages employees to address problems and conflicts with the goal of achieving a win-win outcome. It encourages people to interact with each other on a one-to-one basis in an open, honest, and respectable manner to resolve issues that may arise. Generally employees should try to resolve a personal or professional conflict with another person by taking these steps:

1. Communicate with the person(s) on a one-to-one basis. Share with them your concerns, feelings, and the impact of their action or inaction. Continue communications in a professional and respectful manner.
2. Bring the concern to the attention of the supervisor in charge of their area if a problem or conflict is not resolved on an individual basis. We also encourage employees to consult with the executive director of human resources for information and help with problem resolution. Employees who feel an issue was not resolved satisfactorily at the supervisory level may bring it to the attention of the division vice president.
3. Employees covered by a collective bargaining agreement have a grievance procedure outlined in the bargained agreement. A grievance is a claim of a violation of the terms of the agreement by a covered employee or the union. The college will not discriminate against any person for filing a grievance. It files documents and communications dealing with the grievance separately from the grievant's personnel file.
4. Direct concerns or grievances involving discrimination or sexual harassment to the college's affirmative action officer, who is also the executive director of human resources.

Policies and Procedures Manual 2.P.80-84

- **Employee Ethical Conduct**

The college is a state agency that operates within state laws and rules, including the Washington Ethics in Public Service Law. To protect the public interest, employees must treat their positions as a public trust, using their official powers and duties and college resources only to advance the public interest. This obligation requires all employees to:

1. Protect the college's integrity being independent and impartial in performing their duties, and avoiding using their positions for personal gain or private benefit.
2. Promote an environment free from fraud, abuse of authority, and misuse of public property.
3. Create a work environment free from all forms of unlawful discrimination and harassment.
4. Treat campus community members and the community at large with respect, concern, courtesy, and responsiveness.
5. Protect confidential information they have access to in the course of their duties.
6. Not have a financial interest or take part in any activity that conflicts with the proper fulfilling of their official duties.
7. Not use their official position to secure special privileges for themselves, any other person, or organization.
8. Not receive compensation from any person or organization, except the state of Washington, for performing their official duties.

The Board of Trustees directs the president to:

1. Establish procedures to implement the policy.
2. Publish the basic principles of the Ethics in Public Service Act for employees' use in the daily conduct of their duties.

*Policies and Procedures Manual 2.P.21
Washington State RCW Chapter 42.52*

<i>Ethics Summary</i>	
<ul style="list-style-type: none"> • Don't accept gifts • Seek approval for honoraria early • Don't make personal use of state resources • Don't use state resources for political campaigns • Don't accept compensation for outside activities related to your work as a state employee 	<ul style="list-style-type: none"> • Don't assist in state transactions you influence • Avoid financial interest in state transactions you influence • Don't disclose confidential information • Seek assistance for public records request response (VP for Administrative Services) • Plan employment following state service to avoid conflict

4. GENERAL POLICIES & INFORMATION

Each employee must sign an acknowledgement upon hire that they received and understand the policies noted in this section.

- **Drug Free Workplace**

The college intends to provide a drug and alcohol free workplace for its employees.
Policies and Procedures Handbook 2.P.03

- **Whistleblower Law**

The Whistleblower law provides employees with a protected means for reporting "improper governmental action" such as a violation of a state law or endangering public safety. The college encourages employees to report concerns to the executive director of human resources or the vice president of administrative services before making a whistleblower complaint.

- **LWITNet Acceptable Use Policy**

The LWITNet Acceptable Use Policy notifies employees and users of the Lake Washington Institute of Technology network and other information networks, of the rights, responsibilities, and conditions of use.

- **FERPA Agreement**

The Family Education Right to Privacy Act (FERPA) is the federal law that protects student records confidentiality.

5. GENERAL INFORMATION OVERVIEW

- **Evaluations**

The employee's immediate supervisor evaluates the employee at least every year. The supervisor and employee develop a professional development plan at that time.
Chapter 3, 4, and 5 of Policies and Procedures Manual

- **Professional Development Plan**

The college supports opportunities for employees to gain the necessary skills for successful performance of their job description. It also supports opportunities for employees to retrain for other fields of endeavor within the college.
Policy and Procedures Manual, 2.P.29

- **Employee Assistance Program**

The Employee Assistance Program (EAP) provides free confidential information and assessment and referral services to employees and immediate family members dealing with child/eldercare issues, drug/alcohol issues, family/marital issues, financial/legal issues, and work/supervisor issues.

- **Employee Suggestion and Teamwork Incentive Programs**

The college encourages employees to make suggestions for improvement at the college that lead to monetary savings. Successful ideas will eliminate waste and/or duplication, conserve energy, improve customer service, increase efficiency, or produce other benefits. Successful teams will increase efficiency, minimize overhead and fixed costs, improve processes, eliminate waste, or produce other benefits.

Certain employees and suggestions may qualify for consideration by the Washington State Productivity Board for a cash reward. Employees receive notice of these programs upon hire. Find more information and forms at <http://www.secstate.wa.gov/productivityboard/>

- **Combined Fund Drive**

The Combined Fund Drive offers a way for college employees to help their community. State employees support 3000 charities annually. The services provided by the charities include: domestic violence counseling, children's care, housing, food distribution, medical care, disaster relief, alcohol/drug abuse counseling, senior citizen assistance, environmental and endangered species protection, legal assistance, crisis and counseling assistance and education.

Payroll deduction allows employees to have their pledge taken from their paycheck directly. It's also possible to give a one-time donation. The Combined Fund Drive takes place in October.

- **Forms**

Forms are available in the faculty workroom located on the 1st floor of the East Building. Many forms are also available on the college's employee intranet.

- **Commonly Used Acronyms**

A comprehensive list of commonly used acronyms is available on the State Board for Community & Technical Colleges Web site at: http://www.sbctc.ctc.edu/public/trustees/acronym_dictionary.pdf

6. HANDOUTS

Ethics in Public Service brochure

Employee Assistance Program brochure

Collective Bargaining Agreement (available online on college website)

Policies and Procedures Manual (available online on college website)